

Arkansas Adult Education &  
Literacy  
Professional Development Catalog  
2010 - 2011



Arkansas Adult Learning  
Resource Center

Funding Provided by the  
Department of Career Education

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## Introduction

Welcome to the AR Professional Development Catalog. The catalog is a listing of the professional development events that will take place in 2010/11 fiscal year. We hope this booklet will help adult education/literacy practitioners plan their professional development for this year.

The catalog can also be found on the AALRC web site at <http://www.aalrc.org>. Your opinions are very important to us. We request that you send us your comments. This web page offers a convenient way for you to E-mail us your comments.

## AALRC Staff

<b>Who</b>	<b>Marsha Taylor, Director</b>  Wanda Johnson, Administrative Assistant Nancy Loftis, Professional Development Coordinator Klaus Neu, Media Coordinator Toccarra Pearson, Receptionist Rob Pollan, Information Technology Specialist* Patti White, Disabilities Project Manager*
<b>Address</b>	Arkansas Adult Learning Resource Center 525 W. Capitol Ave. Little Rock, AR 72201  * Disabilities Project Manager      *IT Specialist Route 5, Box 2168                      2534 S. 34 <sup>th</sup> St. Huntsville, AR 72740                      Fort Smith, AR 72903
<b>Telephone</b>	1-800-832-6242 501-907-2490  * Disabilities Project Manager      *IT Specialist 1-800-569-3539 – TTY/TDD      479-649-5830 501-232-5760
<b>Fax</b>	501/907-2492  * Disabilities Project Manager      *IT Specialist 501-232-5760                              479-649-5830
<b>Homepage</b>	<a href="http://www.aalrc.org">http://www.aalrc.org</a>

	<b>Registration Information</b>
<b>Registration</b>	<ul style="list-style-type: none"> <li>We use an online registration system escWorks® . The Shoebox service allows participants to maintain a history of the courses they have taken. There is a personal transcript feature that allows the user to track credits earned from other organizations. The Website is <a href="http://www.escweb.net/ar_esc/">http://www.escweb.net/ar_esc/</a></li> </ul>
<b>Confirmation</b>	<ul style="list-style-type: none"> <li>As soon as you register online, you will receive a confirmation of registration.</li> </ul>
<b>Cancellation</b>	<ul style="list-style-type: none"> <li>Cancellations must be made online through escweb if participants cannot attend a workshop.</li> <li>If an event is canceled by the AALRC, participants will be notified by phone, fax, or e-mail.</li> </ul>
<b>Waiting Lists</b>	<ul style="list-style-type: none"> <li>Esc web will create a waiting list for the AALRC of full workshops.</li> </ul>
<b>Materials</b>	<ul style="list-style-type: none"> <li>Materials needed for professional development activities will be provided unless otherwise stated.</li> </ul>
<b>Special Needs</b>	<ul style="list-style-type: none"> <li>Please contact the AALRC with any special needs you may have. This includes any dietary needs!</li> </ul>
<b>Cost</b>	<ul style="list-style-type: none"> <li>Events in this catalog are open to adult education /literacy staff paid with state adult education funds with no registration fee, unless otherwise stated. Literacy Councils who do not have staff persons paid with state adult education funds will be eligible for one person to be reimbursed.</li> </ul>

## Professional Development Operational Guidelines

### Attendees:

- Anyone working in an adult education or literacy council in Arkansas is eligible for participation in professional development activities sponsored by the AALRC.

### Messages & Telephones

- Participants will be interrupted during training for emergencies only.
- One telephone is set aside for use by visitors in the AALRC offices. It is in the Conference Room 113.
- Long distance calls from this phone must be made with a calling card.
- Please turn off (or put in vibrate mode) cellular phone/pagers while meetings are in session.

### Travel

- Travel reimbursement will be paid according to state adult education travel guidelines.
- Literacy Councils who do not have staff persons paid with adult education funds will be eligible for one person to be reimbursed.
- AmeriCorps are not eligible for reimbursement through the AALRC.

### Meals

- Participants will be reimbursed according to state adult education travel guidelines.

**Year at a Glance  
2010**

August 26	AERIS - SW Regional Training - Arkadelphia
August 31	AERIS - NE Regional Training – Location TBA
September 3	AERIS - Central Regional Training – AALRC
September 8	LD 101 for Adult Education & Literacy Providers
September 9	Best Practices for Using TABE 9 &10
September 10	WAGE LTA Regional Meetings.
September 13	ESL Basics – Day 1
September 15	New Administrators' Meeting
September 16-17	Administrators' Meeting
September 21	Office 2007
September 22	SMART Board
September 24	ESL Basics – Day 2
September 24	AERIS - NW Regional Training – NWACC Adult Education Center
September 28-29	Teaching with Manipulatives

October 1	ESL Basics – Day 3
October 6	GED Examiners’ Annual Training – Pulaski Technical College
October 13	LD 201 for Adult Education and Literacy
November 5-6	Learning Disabilities Comprehensive - Session 1 (Days 1-2)
November 9	Google Docs
November 10	Movie Maker
November 11- 12	Health Literacy
November 19	Community Action Poverty Simulation
December 7-8	Learning Disabilities Comprehensive -Session 2 (Days 3-4)
December 9	Using Social Media for Increased Student Engagement
December 10	SMART Board

**Year at a Glance  
2011**

January 25-26	Learning Disabilities Comprehensive -Session 3 (Days 5-6)
February 8-9	Teaching With Manipulatives
February 10-11	Literacy Strategies – Session 1 (Days 1-2)
February 15	Best Practices in Distance Learning
March 3-4	Literacy Strategies – Session 2 (Days 3-4)
March 8-9	Learning Disabilities Comprehensive -Session 4 (Days 7-8)
March 17-18	Literacy Strategies – Session 3 (Days 5-6)
April 7-8	WAGE Retreat – Location TBA
April 14-15	Literacy Strategies – Session 4 (Days 7-8)

## AERIS Regional Workshops

<b>What</b>	<p>This general session will provide information to all staff members about the Adult Education Records Information System (AERIS). The workshop will discuss the importance to funding and program evaluation. Participants will be shown how to use AERIS for recording keeping and for data analysis.</p> <p>The emphasis of this session is to train regarding the changes that have occurred in the program for the new fiscal year.</p> <p>Carrie McDaniel will be the presenter.</p>
<b>Where</b>	SW Regional AERIS Workshop - Arkadelphia – HSU Community Education Center
<b>When</b>	<p>August 26, 2010          Workshop ID - <b>129180</b>          Registration has begun.</p>
<b>Where</b>	NE Regional AERIS Workshop – Location TBA
<b>When</b>	<p>August 31, 2010          Workshop ID: <b>129183</b>          Registration will begin August 6, 2010.</p>
<b>Where</b>	Central Regional AERIS Workshop - AALRC
<b>When</b>	<p>September 3, 2010          Workshop ID: <b>129188</b>          Registration will begin August 6, 2010.</p>
<b>Where</b>	NW Regional AERIS Workshop - NWACC Adult Education Center
<b>When</b>	<p>September 24, 2010          Workshop ID: <b>129192</b>          Registration will begin August 6, 2010</p>

## LD 101 for Adult Education & Literacy Providers

<b>What</b>	<p style="text-align: center;"><b>Best Practices for Using TABE 9 &amp; 10</b></p> <p>This one-day workshop is designed to introduce adult education and literacy providers to basic information about adult students who have or may have learning disabilities. The purpose of the workshop is to disseminate</p>
<b>What</b>	<p>research-based information that targets the provision of effective and appropriate education for the best practice procedures for adult students with disabilities. This workshop will cover the best practice procedures for adult students with disabilities. It will also show how to use the information to help improve student achievement. Penelope will be the presenter.</p>
	<p>Dr. Charlotte Robertson will conduct the workshop.</p>
<b>Where</b>	<p>Little Rock, AALRC</p>
<b>Where</b>	<p>Little Rock, AALRC</p>
<b>When</b>	<p>September 8, 2010</p>
<b>When</b>	<p><del>September 9, 2010</del>  <b>September 9, 2010</b>          Registration will begin August 2, 2010          Workshop ID: <b>128974</b>          Registration will begin August 2, 2010</p>



## Customer Service LTAs

<b>What</b>	The regional WAGE meetings are set up in order to conduct LTA's for Customer Service. Customer Service includes restaurants, cashiers, retail, hotel front-desk, clerks, receptionist and etc.  <b>This is only for WAGE Certified programs.</b>
<b>Where</b>	Various Locations Statewide
<b>When</b>	By September 10, 2010.  Workshop ID – <b>129077</b> Registration has begun.

## ESL Basics

**What**

ESL Basics: An Overview for ESL Teachers  
Teachers in the ESL classroom have many questions about appropriate teaching methods, materials, and classroom management. Day 1 of this three-day workshop will cover principles of language learning and teaching, assessing learner's needs, and ESL lesson planning. Days 2 and 3 will cover techniques and materials for teaching listening, speaking, reading, and writing at various levels. Participants will become familiar with many ESL materials. Between the sessions, participants will observe an ESL classroom and practice designing an ESL lesson plan.

Dr. Philip Less will be the presenter.

**Where**

Little Rock, AALRC

**When**

September 13, 24, and October 1, 2010

Workshop ID: **127423**

Registration will begin August 2, 2010

## New Administrators' Meeting

### What

This workshop will cover the following topics:

- Mission, history, program policies
- Local Policies through Formal Organizational Chart
- Inventory
- Students through Special Services Offered
- Instruction Provided through What Types of classes are offered
- Teacher Licensure
- Budget through Monthly Expenditure Reports
- Reporting Program Information
- National Reporting System
- Assessment through GED Tests ®
- Personnel through Mentor Qualifications
- Recruitment through Program Review
- AALRC
- Travel Policy
- Tuition Reimbursement
- Screenings through Learning Styles Inventories
- Learning Disabilities

This meeting is for new adult education and literacy council directors who have not attended the workshop in the past. The state staff will present/

### Where

Little Rock, AALRC

### When

September 15, 2010

Workshop ID: **128966**

Registration will begin August 2, 2010.

## Fall Administrators' Meeting

<b>What</b>	The presentations will be about various subjects related to adult education administration. The state staff will present new information pertinent to local program management.
<b>Where</b>	Little Rock, AALRC
<b>When</b>	September 16-17, 2010 Workshop ID: <b>128967</b> Registration will begin August 2, 2010.

<b>Office 2007</b>	
<b>What</b>	This workshop will be an overview of Microsoft Office Enterprise 2007. We will learn tips and tricks that will get you on the fast track to proficiency using this new Office suite. We will mostly cover Word, Excel and Outlook but we will also touch on some other parts of this program.
<b>Where</b>	AALRC
<b>When</b>	September 21, 2010  Workshop ID: <b>127412</b> Registration will begin August 2, 2010.
<b>SMART Board 101</b>	
<b>What</b>	We will fully explore the basics of using the SMART Board and Notepad. We will then learn how to use templates and download lessons, tutorials, and interactive games that can be used to enhance classroom participation that will help focus attention on learning.
<b>Where</b>	AALRC
<b>When</b>	September 22, 2010 December 10, 2010 – <b>this is a repeat of the September Session</b>  Workshop ID for September Session: <b>127415</b> Registration will begin August 2, 2010.  Workshop ID for December Session: <b>127421</b> Registration will begin November 1, 2010.

## Teaching With Manipulatives (formerly Strategies and Accommodations)

### What

The purpose of the workshop is to learn to use instructional materials and strategies that are effective and appropriate for teaching adult students with learning disabilities.

**Cognitive skills** targeted include:

- Reading (vocabulary, guided reading, interpreting, drawing conclusions, determining cause and effect, determining relationships, and more....)
- Writing (spelling, dictionary skills, writing sentences, writing paragraphs, writing essays, graphic organizers, mapping)
- Math (from counting through geometry and algebra)

**Metacognitive skills** targeted include Attention, Memory, Concentration, Sequential Logic, Abstract Thinking, Critical Thinking / Insight, Cognitive Flexibility, Organization, Frustration Tolerance, Problem Solving, Generalization, Prioritization, Systematic Planning, Time Management, and Association.

Patti White will be the presenter.

### Where

Little Rock, AALRC

### When

September 28-29, 2010

February 8-9, 2011 - **Repeat of the September Workshop**

Workshop ID for September – **127153**

Registration will begin August 2, 2010

Workshop ID for March – **127156**

Registration will begin January 3, 2011.

## Arkansas GED Examiners' Meeting

<b>What</b>	The design of this workshop focuses on issues of concern to GED examiners in a regional format. Agenda items will include test security, administration, and procedures. Sessions will provide updates from the GED Testing Service on learning disabilities and requests for accommodations; <b>This training is for Chief &amp; Alternate Examiners only.</b> The training will be a one-day statewide training in at Pulaski Technical College this year.
<b>Where</b>  <b>When</b>	Pulaski Technical College Great Hall - North Little Rock, AR  October 6, 2010  Session IDs: <b>122899</b> Registration has begun.

## LD 201 for Adult Education and Literacy

<b>What</b>	<p>This one-day workshop is the follow-up to the September 15, 2010 workshop, LD 101 for Adult Education &amp; Literacy. The purpose of the workshop is to address student- and program-specific problems regarding the effective and appropriate provision of services for adult students with learning disabilities in adult education and literacy programs statewide. The format of the program includes both small and large-group discussions. Resources will be available to determine appropriate applications of state adult education policies and procedures, as well as to address any specific problems with implementation of LD 101 information.</p> <p>Patti White will be the presenter.</p>
<b>Where</b>	<p>AALRC</p>
<b>When</b>	<p>October 13, 2010</p> <p>Session IDs: <b>127151</b></p> <p>Registration will begin August 2, 2010.</p>

## Learning Disabilities Comprehensive Workshop Series (LD Comp)

**What**

The workshop series in learning disabilities began in 1993 when the AALRC joined in a collaborative effort with Nancie Payne, M.S., Dr. Dale Jordan, and a local Georgia-Pacific manufacturing plant to pilot test a learning disabilities screening tool, the “learning inventory,” in the workplace education program. The pilot program was such a huge success that the AALRC has continued to offer this workshop series, expanding to include the adult education and literacy arenas in addition to the workplace.

The training includes use of the inventory, referrals and resources, accommodations, teaching strategies and materials, and an in-depth study of learning disabilities, special learning needs, and attention deficit disorders. Participants are encouraged to follow-up this training by attending sustaining meetings that are offered each year to those who have completed the initial workshop series.

Patti White will be the presenter.

**Where**

AALRC

**When**

November 2-3, 2010  
December 7-8, 2010  
January 25-26, 2011  
March 8-9, 2011

Workshop ID: **127154**

Registration is scheduled to begin September 1, 2010.

## Google Docs

**What** Everyone has heard about the Google search engine, but are you familiar with Google Docs? It has Google versions of Word, Excel, and PowerPoint. These programs are free, plus you can access them from any computer and they are easy to share for online collaboration. We will also learn about Gmail, Google Calendar, iGoogle, and Picasa. We'll cover these and many more as we explore the world of Google and all it has to offer.

Rob Pollan will be the presenter.

**Where** Little Rock - AALRC

**When** November 9, 2010

Workshop ID: **127417**

Registration is scheduled to begin October 1, 2010.

## Movie Maker

**What** This free program for Windows XP and Windows Vista is great for editing digital movies. It uses the Windows XP version and will cover everything from taking video, editing, to putting the video on a DVD. If you have a digital camera that takes movie clips, be sure to bring it so you can get some hands on experience with your own equipment.

Rob Pollan will be the presenter.

**Where** Little Rock - AALRC

**When** November 10, 2010

Workshop ID: **127418**

Registration will begin on October 1, 2010.

## Health Literacy

<b>What</b>	<p>This will be <b>two (2) one-day</b> workshops around the issue of Health Literacy. This workshop will address many issues surrounding that topic.</p> <p>The first day is for practitioners who teach in adult education and want to enhance their knowledge of health literacy. The second day will be for health professionals to help give them perspective of health literacy from an educational perspective. The proposed outcome is a collaboration of both entities.</p> <p>Julie McKinney will be the presenter.</p>
<b>Where</b> <b>When</b>	<p>Little Rock, AALRC</p> <p>November 11-12, 2010</p> <p>Workshop ID: <b>129209 – November 11<sup>th</sup> Session</b> Workshop ID: <b>129220 – November 12<sup>th</sup> Session</b> Registration will begin October 1, 2008.</p>

## Community Action Poverty Simulation

<b>What</b>	<p>The Poverty Simulation is a profound experience to move people to think about the harsh realities of poverty and to talk about solutions for addressing the problem. Participants will experience roles in challenging, yet typical, circumstances. Each participant is assigned to a family and is challenged to provide basic necessities and shelter during the course of a simulated month. Some participants will also be asked to serve as resources for the low-income families. This simulation includes a briefing and introduction, the actual simulation exercise, and a debriefing period in which participants share their experiences and talk about what they have learned about the lives of poverty.</p> <p>After the simulation, the mental model and hidden rules of poverty will be briefly reviewed and followed by a more in-depth discussion of various resource development strategies. These strategies focus on how adult education staff can assist students from generational poverty to develop the resources needed to be more successful in their adult education experience.</p> <p>Brinda Berry and Monecia West will be the presenters.</p>
<b>Where</b> <b>When</b>	<p>Little Rock, AALRC</p> <p>November 19, 2010</p> <p>Workshop ID - <b>127426</b> Registration will begin October 1, 2010.</p>

## Using Social Media Networks for Increased Student Engagement

<b>What</b>	<p>This session will look at the expanding social media arena. The workshop will cover many of the emerging tools for learning. The focus will be on the following tools: LinkedIn, Ning, Twitter, Facebook, and Blogger. There will be time to explore how these tools can be effectively used in the adult education classroom</p> <p>Brinda Berry will be the presenter.</p>
<b>Where</b>  <b>When</b>	<p>Little Rock, AALRC</p> <p>December 9, 2010</p> <p>Workshop ID - <b>127432</b> Registration will begin November 1, 2010.</p>

## Literacy Strategies

<b>What</b>	<p>This workshop is a multi-day research based workshop on reading. It includes research-based practices in reading assessment, curriculum planning, readabilities and teaching strategies for students at all performance levels including those with special needs.</p> <p>This year the workshop is being divided into two - four day sessions with <b>the first four days concentrating on assessment specifically TABE and Adult Diagnostic Reading Inventory (ADRI) The last four days will concentrate on instructional strategies.</b> This year each part will need to be registered for separately. Each four day session is independent of the other. Participants can attend</p> <p>Dr. Charlotte Robertson will be the presenter.</p>
<b>Where</b>	Little Rock, AALRC
<b>When</b>	<p>Workshop ID: <b>129040</b> for these dates: <b>February 10-11, March 3-4</b> This session concentrates on assessment.</p> <p>Workshop ID: <b>120944</b> for these dates: <b>March 17-18, April 14-15</b> This session concentrates on instructional strategies.</p> <p>Registration will begin January 3, 2011 for both sessions.</p>

## Best Practices - Distance Learning

<b>What</b>	The current distance education programs will share best practices with the other programs. It will be a time to discuss successes and challenges in distance education.  Ralph Edds will facilitate the workshop.
<b>Where</b>  <b>When</b>	Little Rock, AALRC  February 15, 2011  Workshop ID – <b>129309</b> Registration will begin. January 3, 2011

## **State & National Conferences**

*The following national conference scheduling is provided for local program planning purposes only. Local programs are responsible for funding their decision to participate in these conferences.*

**AAACE**  
<http://www.aaace.org/> October 24-29, 2010  
Clearwater Beach, FL

**AACAE/ ALC, Inc. Conference** October 21-22, 2008  
Little Rock, Arkansas  
Embassy Suites

**COABE**  
<http://www.ccaecoabe2011.com> April 17-20, 2011  
San Francisco, CA

**LDA** February 23-26, 2011  
<http://www.ldaamerica.org/conference/index.asp> Jacksonville, FL

**NASSLN** **No Conference Information**  
<http://www.naasln.org/>

**ProLiteracy** **No Conference Information**  
<http://www.proliteracy.org/>

**TESOL** March 16-19, 2011  
[http://www.tesol.org/s\\_tesol/convention2011/](http://www.tesol.org/s_tesol/convention2011/) New Orleans, LA

**AALRC Library  
Materials Procedures**

<b>Loan Period</b>	All Arkansas Adult Learning Resource Center resource materials are checked out for one month. For example, any materials checked out on June 14 <sup>th</sup> are due on July 14 <sup>th</sup> .
<b>Loan Forms</b>	These forms are kept on file by the Media Coordinator. The information on the form includes the borrower's information, the material(s) borrowed and the date the material(s) were borrowed.
<b>Request forms (Hold)</b>	A request/hold system will be maintained when another patron has already checked out the material(s) you would like to check out.
<b>Renewals</b>	To extend your borrowing period, please contact the Information Resources Coordinator at the AALRC.
<b>Information Resources Coordinator</b>	Klaus Neu is the Media Coordinator at the AALRC. He is available to help you with checking out or renewing materials.
<b>Phone</b>	501-907-2490 or 1-800-832-6242 (AR only)
<b>E-mail</b>	<a href="mailto:klaus@aalrc.org">klaus@aalrc.org</a>

Please note that the library is now online on our website.  
<http://www.aalrc.org>

Date: \_\_\_\_\_

## Media Request Form

**AR Adult Learning Resource Center**

**Attn: Klaus Neu**

**501-907-2490**

**Fax: 501-907-2492**

**525 W. Capitol**

**Little Rock, AR 72201**

Person Requesting Materials: \_\_\_\_\_

E-mail: \_\_\_\_\_

Program: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Item #	Title/Description of Material

The materials listed above are DUE one month from the date checked out. Please plan to pay the replacement costs of any materials you lose or fail to return.

**Thank You!**