

**Governor's Workforce Board RI
Adult Education & Literacy Committee Meeting
November 4, 2010**

Meeting Minutes

Committee Members present:	Chair Ray Di Pasquale, Mario Bueno, Robin Coia, Paul MacDonald
Committee Members absent:	George Nee, Joseph MarcAurele, Robert Nangle
GWB Board members present:	Sandra Powell
RIDE Staff present:	Andrea Castaneda, Sharon Lee, Kim Chouinard
GWB Staff present:	Lisa D'Agostino, Nancy Olson, Dan Brown, Maureen Mooney
DLT Staff present:	Jen Buck, Laura Hart
Others Present:	Steve Maurano, Office of Higher Ed, Judy Jones & Linda Katz, Poverty Institute; Malcolm Baxter, United Way volunteer, Jill Holloway, Professional Development Center

Call to Order

Chair Di Pasquale called the meeting to order at 8:06 a.m. and welcomed everyone to the meeting. He stated that the committee had a very productive meeting last session and that he appreciated everyone's attention and the good will provided.

Minutes of 9/24/10

Chair Di Pasquale asked for a review of the meeting minutes of 9/24/10 for the Governor's Workforce Board (GWB) Adult Education Committee. He asked for a motion to approve the minutes as presented.

VOTE: P. MacDonald moved to approve. M. Bueno seconded the motion. The vote was unanimous, the motion passed.

RIDE Staff Update

Chair Di Pasquale asked Sharon Lee to provide an update on staffing at the RI Department of Education (RIDE). S. Lee stated that the person selected for the Administrator position will start work on December 6th. She indicated he has received the Critical Links document and notifications of other ongoing work. Andrea Castaneda stated that there will be a more formal announcement through RIDE. She stated that the adult education specialist position has been filled.

Quartile Reporting: Annual Performance Data

Chair Di Pasquale stated that at the last meeting RIDE staff indicated they would have a reporting update of the past fiscal year. He asked Kim Chouinard to present this information to the committee. K. Chouinard reviewed the summary reports entitled Educational Gains and Attendance by Educational Functioning Level for JDF Funded Programs and All Programs (Table 4). She explained they are on track in all areas except for the employment area which was anticipated given the economic climate. She indicated there is a need to look at transitions to college, programming and the areas in need of strengthening around employment and retainment.

For the next meeting, S. Lee indicated she will provide quartiles that will include all benchmarks from this last completed year. She pointed out the state targets and the goals they were trying to achieve. She noted that many targets are on track.

Andrea Castaneda suggested inviting a couple of the front line case managers to a meeting to discuss what they are seeing in the field and to identify the challenges associated with job placement and tracking students after exiting the program.

Chair Di Pasquale asked S. Powell about current trends in employment. S. Powell explained that data often demonstrates a normal turn in the economy even during recessionary times. She indicated the question is how do we align the data to determine where the job openings are? How do we build ladders so people can move up and along (Career Pathways System)? She commented that the data has shown we are slowly seeing stabilization in the economy and the question is when do we see job growth?

Linda Katz inquired about receiving reports across the entire spectrum of funding and for the populations served by all programs and JDF programs. This would allow the group to see the full data set as well as a breakdown by the larger funding stream. It was noted that background information is needed to understand the entire picture.

Overview of Key Concepts of Critical Links

Chair Di Pasquale asked S. Lee to provide the overview of the key concepts of Critical Links. She noted that a key focus of the Multiple Pathways Office is online learning and the goal is to develop and implement a virtual charter. This includes best practices as well as developing solutions that include adult education learners to engage them in the process. She stated that when the system is implemented it will support learners and provide professional development support for teachers. S. Lee noted that we need to think of this system as a continuum of learning, which has overlap for adult learners and secondary students. Chair Di Pasquale emphasized the importance of working together due to the difficulties associated with establishing an infrastructure and the connection and technology pieces. S. Lee assured the committee that RIDE is not looking to develop a system because of these kinds of challenges. The plan is to tie into what currently exists. When asked about the timetable for their plan for implementing a virtual charter, S. Lee indicated 2011-2012.

Andrea Castaneda noted how much has been accomplished: a seamless integration, interagency collaboration, forced efficiencies and a focus on outcomes. She mentioned the creation of a multiple pathways sub committee which would reach across state agencies and identify alignment with services and resources.

K. Chouinard mentioned the support for transition to post secondary and that a workgroup is scheduled to meet in November to discuss topics related to this. This group has cross representation from a program perspective and will look at the need for developmental courses, policy development and additional supports for programs.

M. Bueno stated that distance learning must be made accessible to adult education programs without cost. He noted that less than 50% of adult learners have access to computers and some need assistance with computer literacy skills. He indicated that the same issues relate to K-12 students.

R. Di Pasquale asked about the flow of communication between the committee and the adult education providers. J. Jones stated she prepares a summary from the relevant meetings and disseminates this to the Workforce Alliance. Chair Di Pasquale indicated the need to formalize

this process and asked L. Hart for her ideas. L. Hart indicated that a newsletter to outside vendors would be helpful along with a connection to social media resources.

Other Business

With no further business, Chair Di Pasquale asked for a motion to adjourn the meeting.

VOTE: M. Bueno moved to approve. R. Coia seconded the motion.
The vote was unanimous, the motion passed.

The meeting adjourned at 9:13 a.m.

Respectfully submitted,

Maureen Mooney