

# ***WHAT'S COMING UP***

***September 2005***

***Staff/Program Development Activities  
at the Adult Literacy Resource Institute/  
SABES Greater Boston Regional Support Center***



***A project of the University of Massachusetts/Boston,  
sponsored by the Massachusetts Department of Education  
and the Boston BRA/EDIC/Jobs and Community Services***

## **Changes Coming in Publicity and Registration for SABES Activities...**

SABES is developing a new statewide calendar containing complete information about all the staff and program development activities being presented in each region. This calendar will be a major component of the new statewide SABES website now under construction at <[www.sabes.org](http://www.sabes.org)>. The calendar should be in operation sometime in September, and SABES will be relying on it as our primary means of publicity and, eventually, registration for all of our activities.

In the Boston region, the A.L.R.I. will continue to publish monthly Announcements, but what they will look like and what they will contain will probably be changing. For now, this month's issue resembles previous Announcements, with one exception. The quarterly Planning Ahead feature, in which we used to list activities coming up in the next three months, has been superseded by the new SABES year-at-a-glance calendar, which can also be found at the SABES website and which lists--by quarter--most of the activities all the regions will be sponsoring this year.

***More Inside...***



# New Staff Orientation

- WHEN:** Tuesdays and Wednesdays, September 13, 14, 20, 21, and 28, 2005. 1:00-4:00pm.
- WHERE:** The A.L.R.I., UMass Boston, Wheatley Bldg., 4th floor, room 04-167.
- PRE-REGISTRATION:** Required. Please return the registration form on page 5 by Sept. 6.
- PRESENTERS:** A.L.R.I. staff and guests.
- DESCRIPTION:** This orientation is primarily intended for all new staff at adult basic education programs funded by the Massachusetts Department of Education. ("New" is defined as having worked in adult basic education in Massachusetts for less than a year.) It is meant to serve as a broad introduction to the field, looking at such topics as the adult learner, adult learning theory, approaches to teaching, curriculum and assessment, literacy and language acquisition, and an overview of the field. It is therefore NOT a basic course in teaching, but rather a first step from which participants can go on to further staff development. This orientation is required for all new staff at DOE-funded adult basic education programs; staff from other programs are also welcome as space permits. Participants must attend all sessions (or make up no more than one) and do all required work to get a Certificate of Completion. (PDPs are also available.) *Questions about this activity?—Please contact Maria E. Gonzalez at 617-287-4072 or [mariae.gonzalez@umb.edu](mailto:mariae.gonzalez@umb.edu).*

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## Calling All Program/Staff Development Facilitators!

- WHEN:** Friday, October 7, 2005. 10:00am-1:00pm.
- WHERE:** The A.L.R.I., UMass Boston, Wheatley Bldg., 4th floor, room 04-167.
- PRE-REGISTRATION:** Required. Please return the registration form on page 5 by Sept. 28.
- PRESENTERS:** Steve Reuys, Sandra Darling, Deborah Schwartz, Richard Rakobane, A.L.R.I. staff.
- DESCRIPTION:** Are you serving as the designated Program/Staff Development Facilitator at your DOE-funded program? If so, we'd like to strongly encourage you to attend this workshop. SABES wants to work with all of you more directly this year to help you in carrying out this role at your programs and to help us in working effectively with the field and promoting participation in our activities. At this workshop we want to discuss with you how to make this happen. We'll be looking at how programs are handling staff and program development, what the options and expectations are in these areas, and how you, your program, and SABES can work together to help promote program improvement and professional development. After attending this workshop, participants will be able to: 1) explain the role of program/staff development facilitator at a DOE-funded ABE program; 2) discuss the relationship between staff development and program development; and 3) describe how the A.L.R.I. can work with you in this role. You'll also have the opportunity at this session to request follow-up TA from the A.L.R.I. *Questions about this activity?—Contact Steve at 617-287-4071 or [steve.reuys@umb.edu](mailto:steve.reuys@umb.edu).*

# GED Orientation for New Teachers

- WHEN:** Fridays, October 21 and November 18, 2005. 9:30am-3:30pm.
- WHERE:** The A.L.R.I., UMass Boston, Wheatley Bldg., 4th floor, room 04-167
- PRE-REGISTRATION:** Required. Please return the registration form on page 5 by Oct. 12.
- PRESENTER:** Veronica Kell, ASE Instructor at Mount Wachusett Community College. Veronica has five years experience in ABE and is a certified math teacher with additional experience at high school and middle school levels.
- DESCRIPTION:** This mini-course will provide teachers who are new to the GED test an overview of the test, an opportunity to learn and practice teaching techniques which demonstrate potential promising practices in teaching GED, tips on preparing students for the GED essay, and hands-on practice with the official GED calculator. As a result of this mini-course, participants will be able to: show an understanding of the content of the GED tests; access resources and use various teaching techniques in a GED classroom; produce a lesson plan and offer/receive supportive feedback; recognize various issues/challenges that GED teachers face in class (such as multi-level classes, open enrollment, unmotivated students, behavioral issues, etc.) and have tools to deal with them; share and appraise ideas, experiences and opinions offered by peers; holistically score a GED essay; and use the official GED calculator. (PDPs will be available upon successful completion of course requirements. This mini-course will also be offered on Thursday, September 15 and October 20, from 4:30 to 9:30pm at Quinsigamond Community College in Worcester. To register for this, contact Central SABES at 508-854-4476 or <joanneh@qcc.mass.edu>.)

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## Increasing Attendance in ABE & GED Programs

- WHEN:** Wednesday, November 9, 2005. 2:00-4:00pm.
- WHERE:** The A.L.R.I., UMass Boston, Wheatley Bldg., 4th floor, room 04-167.
- PRE-REGISTRATION:** Required. Please return the registration form on page 5 by Nov. 1.
- FACILITATOR:** Steve Reuys, A.L.R.I. Director.
- DESCRIPTION:** This sharing group, which is being held at program request, will focus on discussing the best ways of promoting student attendance and increasing retention in ABE and GED programs. The focus is particularly on medium- to large-size programs, though practitioners from all ABE and GED programs of whatever size are urged to attend. This is planned as a one-time sharing group, though additional sessions could be scheduled if there is interest. *Questions about this activity?—Please contact Steve Reuys at 617-287-4071 or steve.reuys@umb.edu.*

# Technology Activities

**SMARTT Update Training:**

When: Friday, September 9, 2005; 10:00am-12:00

**SMARTT Cognos Training:**

When: Friday, September 9, 2005; 1:00-3:30pm

**SMARTT New User Training:**

When: Thursday, October 6, 2005; 10:00am-3:30pm

Where: The A.L.R.I., UMass Boston, check with Akira for room.

Pre-registration: Required; please call Akira Kamiya at 617-287-4075 or e-mail <akira.kamiya@umb.edu>.

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## Library News...

Things will most likely be changing this year with regard to the regional SABES libraries and resource collections, and we want to keep you informed about these changes. This is the first of what will probably be several updates that SABES will be sending out to programs over the course of the year to let you know what is happening in this area. Here's the story so far:

In its RFP to SABES this past year, the Mass. DOE indicated that it wanted SABES in FY06 to create a single, consolidated ABE library and resource collection that would serve ABE programs and practitioners throughout the state. This central library would provide an on-line catalog of available resource materials and a distribution system that would allow ABE practitioners anywhere in the state to request and receive materials. The five SABES regions and the Central Resource Center, working together with the SABES "library crew" (composed of the librarian/resources person in each office), collaborated on developing the proposal that was submitted to and approved by ACLS. UMass Boston, which hosts the SABES Greater Boston Regional Support Center, is the fiscal agent for this year's project. The timeline calls for the first half of the year to be devoted to exploring the various options for establishing a statewide center, developing a plan, and making a recommendation to ACLS. After a decision is made, the second half of the year will focus on carrying out the plan and setting up the new collection, along with its database, circulation system, and distribution system. The goal is to have the new resource collection up and running by July 1, 2006. Although the current vision calls for all circulation of resource materials to be handled through this statewide collection (wherever it winds up being located), and for the collection staff to function as statewide resource people for questions regarding learning resources, research materials, etc., the hope is that each SABES regional office will retain a small regional, non-circulating collection of materials for use by SABES staff and activity presenters and will also maintain some capacity to continue helping local practitioners with questions about teaching and learning resources.

So that's where things stand right now; we will try to keep everyone informed as things evolve during the year through these sorts of messages and by posting updates on the SABES website.

# Assessment Activities

*(Previously advertised to programs via e-mail;  
a limited number of seats may still be available.)*

### TABE Trainings:

- 1) Friday, September 9, 2005; 10:00am-1:00pm; at Quinsigamond Community College, Worcester.
  - 2) Monday, September 19, 2005; 10:00am-1:00pm; at the A.L.R.I., UMass Boston, Wheatley 04-167.
- Presenters: Dori McCormack and Richard Rakobane

### REEP Administration Training:

Friday, September 23, 2005; 12:00-3:00pm; at the A.L.R.I., UMass Boston, Wheatley 04-167.

### REEP Scoring Training:

Friday, September 30, 2005; 12:00-4:00pm; at the A.L.R.I., UMass Boston, Wheatley 04-167.

Presenter: Richard Rakobane

### BEST Plus Training:

Wednesday, October 19, 2005; 9:00am-4:00pm; at the A.L.R.I., UMass Boston (room TBA).

Presenter: Richard Rakobane

These trainings are limited to staff at programs funded by the MA Department of Education/ACLS that are required to use these tests. Check with your program coordinator to see if you should attend and then be sure to pre-register, since there are limits on the number of participants. To pre-register, call or e-mail Shirley Williams at 617-287-4073 or <shirley.williams@umb.edu>. *Questions about this activity?—Contact Richard Rakobane at 617-287-4078 or <richard.rakobane@umb.edu>.*

*more on last page...* 

## Registration Form

I would like to attend the following A.L.R.I. staff development events that require written pre-registration:

- New Staff Orientation mini-course
- Calling All Program/Staff Development Facilitators! workshop
- GED Orientation for New Teachers mini-course
- Increasing Attendance at ABE & GED Program sharing group

Name \_\_\_\_\_ Position \_\_\_\_\_

Your Program or Organization \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone Number(s) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Please tear off and return this form to:

Shirley Williams, Adult Literacy Resource Institute, University of Massachusetts Boston,  
Wheatley Bldg., Room 04-167, 100 Morrissey Blvd., Boston, MA 02125-3393

(You can also pre-register by e-mailing all of the above information to <shirley.williams@umb.edu>.)

# Distance Learning 101: Teaching Adult Learners at a Distance

**WHEN:** Eight-week online course, with an initial face-to-face orientation meeting on Wednesday, October 19, 2005, 9:00-4:00.

**WHERE:** Course is online; initial orientation is at MA DOE, 350 Main St., Malden (baement training room LL1).

**PRE-REGISTRATION:** Rrquired. Please contact Jennifer Rafferty at 617-287-4081 or e-mail <jennifer.rafferty@umb.edu> by Sept. 14. Enrollment is limited to 12 people.

**FACILITATOR:** Jennifer Rafferty, MA ABE Distance Learning Project Manager.

**DESCRIPTION:** This online course is desgined to provide teachers and administrators with the opportunity to learn how to appy principles of distance education prior to implementing distance instruction concepts in their own environments. Course participants will be required to complete weekly assignments and participate in asynchronous online discussions. The weekly time commitment for this course is four hours per week. The text, *Handbook of Distance Education for Adult Learners*, will be distributed at the orientation meeting in October.

Adult  
Literacy  
Resource  
Institute  
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*Please...*

*Open Promptly!*