Transitions in Adult Basic and Literacy Education:  
Fiscal Year 2009 Transitions Task Force Advisory Group Activities

June 30, 2009

Revised July 15, 2009

Prepared by
Adrienne Glandon
Jim Austin
Traci Lepicki
Purpose

With the ever increasing importance of transitioning Adult Basic and Literacy Education (ABLE) students to postsecondary education and ultimately the workforce, the concept of transitions has played a large role in The Ohio State University (OSU) ABLE Evaluation and Design Project scope of work. To inform its work, the project has led the Transitions Task Force since Fiscal Year 2007. The Task Force is broadly representative of professionals in ABLE, adult workforce, career centers, community colleges, and state agencies. Each year, this group assists the project in addressing transition issues related to the achievements of ABLE students and streamlining partnerships within the University System of Ohio.

Background

As stated earlier, the Transitions Task Force has been active since Fiscal Year 2007. The bullets below provide a brief snapshot of the work for each year.

- **Fiscal Year 2007**- The task force focused in two areas, postsecondary education and workplace. For both areas subgroups explored issues and gaps in services related to curriculum, funding, partnership, student, support, system design, and testing.
- **Fiscal Year 2008**- The Transitions Task Force was divided into two groups: an advisory group and a work group. The advisory group’s primary role was to assist in the development or review of policy recommendations and to react to products created by the work group. The primary focus of the work group was to develop an ABLE Transitions Framework.
- **Fiscal Year 2009**- The ABLE Evaluation and Design Project staff continued to lead the advisory group. The Northwest ABLE Resource Center (NWRC) led the work group. The work group focused on the appearance of the Stackable Certificates, recommendations for the Resource Repository, and professional development for the Transitions Framework. The advisory group provided recommendations for the student achievement record and the elements of the Technical Certificates field test, along with providing feedback on the appearance of the Stackable Certificates.

Although the two meetings of the advisory group were targeted, members’ contributions helped to inform the project’s work in many areas of transitions.

Deliverables and Activities Associated with Transitions Scope of Work

The concept of transitions spans across the project’s scope of work. As with all the project’s deliverables, recommendations for professional development, supports, and implications are provided. The list below details the work completed with regard to transitions.
• **Content Development for the Basic and Advanced Stackable Certificates**—Content for the Basic Certificate and the Advanced Certificate outlines the skills a student must demonstrate in mathematics, reading, and writing. Content development included three meetings to draft content, an online verification survey, and a finalization meeting.  
  *August 2008*
  
  o **Assessment**—The work of assessment alignment and recommendations will be completed during the second year of the WIA Incentive Grant.
  
  o **ABE/ASE Standards Revision**—The standards revision was completed to increase academic rigor, to reflect what is required to be successful in postsecondary education, and to align with the Basic and Advanced Stackable Certificates. The standards revision included three meetings to draft content, an online verification survey, and a finalization meeting.  
  *June 2009*

• **Content Development for the Oral Communication Stackable Certificate**—Certificate content was developed for students enrolled in English for Speakers of Other Languages (ESOL). The content focused on the English skills needed for listening and speaking. The development included two meetings to draft content, an online verification survey, and a finalization meeting.  
  *June 2009*

• **Content Development for the College- and Work-Ready Skills Stackable Certificate**—Certificate content development is currently underway. Content is being developed in mathematics, English, information technology, and study/critical thinking skills. The process will be similar to development processes with drafting meetings, verification, and finalization.  
  *August 2009*

• **Student Achievement Record**—Recommendations for a student achievement record are based on feedback from the Transitions Task Force and on a cross-walk of the recommendations with data collected for students entering postsecondary education.  
  *April 2009*

• **ABLE Transitions Collaborative**
  
  o **Presentation**—OSU staff presented with Denise Pottmeyer at a statewide video conference regarding the needs assessment.  
  *September 2008*
  
  o **Statewide Needs Assessment**—Staff designed and facilitated an online needs assessment survey based on the Transitions Framework. The survey asked programs to rate elements of the framework by asking about programs’ current activity level, if elements of the framework were needed in the program, and the importance of those elements.  
  *September 2008*
  
  o **Strengths, Weaknesses, Opportunities, and Threats (SWOT) Worksheet**—The worksheet was sent with the survey to gather input from all program staff and to inform the survey.  
  *September 2008*
• ABLE Transitions Collaborative (continued)
  o Transitions Collaborative Plan—Project staff worked closely with Board of Regents staff to draft the application that program collaboratives would complete. This work also included designing the method that the Resource Center Network staff would use to facilitate the collaboratives at the Fall Directors’ meeting. October 2008
  o Evaluation—Project staff managed a third-party evaluation of the Transitions Collaboratives through an evaluator from Ohio University Voinovich School. February-September 2009

• Technical Certificates
  o Field Test Application—Based on feedback collected from the Transitions Task Force Advisory Group, project staff created an application for programs to submit proposals for the Technical Certificates field test. June 2008
  o Database—When completed, the database will be searchable and linked to but separate from, the Statewide ABLE Repository housed at OLRC.

Additional Deliverables and Related Activities
• Transitions Presentation—OSU staff, along with staff members from the Board of Regents and Ohio Literacy Resource Center presented on the transitions work underway in Ohio at the Commission on Adult Basic Education’s national conference. April 2009
• Transitions Conference—OSU staff attended the National College Transition Network conference; the conference took place in Rhode Island. November 2008
  o OSU staff members, along with other Ohio colleagues who attended, wrote a summary of the conference and provided copies of the handouts. This information is currently housed at http://www.neable.org/resources/conferencereviews/conferences
  o OSU staff submitted a proposal to present at the National College Transition Network’s national conference in 2009.
• Stackable Certificates Presentation—OSU staff, along with content developers, presented on the development and content of the Basic and Advanced Stackable Certificates. The group presented in October 2008 at the Fall ABLE Directors’ Meeting
• ACTE Proposal Submission—OSU staff plan to present on the revised ABE/ASE Standards revision at Ohio’s Adult Career Technical Education conference. July 2009

Next Steps

The work of the Transitions Task Force will continue in Fiscal Year 2010. OSU staff members will continue to coordinate the advisory group, while utilizing the work group coordinated by NWRC. Much of this work will likely center around the field test of the Technical Certificates and an additional certificate development for ESOL.
Appendix

- Meeting Summaries
  - December 2, 2008
  - April 29, 2009
- Transitions Task Force Advisory Group Roster
Meeting Summary: Transitions Task Force Advisory Group
December 2, 2008

The first meeting of the ABLE Transitions Task Advisory Group was held on December 2, 2008 at the Center on Education and Training for Employment, The Ohio State University. The following task force members attended the meeting.

Donna Albanese          Connie Leading          Rose Marie Stiehl
Jim Austin              Traci Lepicki          Kelly Wallace
Jacquelyn Comeaux       Marty Ropog             Joyce Winters
Adrienne Glandon        Christine Rosebaugh    Paula Kertes
Jeff Gove               Susan Sheehan

Meeting Objectives

- Discuss issues surrounding development of ABLE student achievement record
- Discuss items to include on the ABLE student achievement record
- Review materials from Transitions Task Force Work Group

The activities associated with the student achievement record took up most of the day and did not allow time to review materials from the Transitions Task Force Work Group (which were reviewed by OSU Advisory Committee on January 20, 2009). The meeting summary from the work group (received December 1) was shared with members.

Discussion of student achievement record

The Transitions Task Force Advisory Group is charged with recommending procedures for issuing an ABLE transcript or student achievement record (preferred term). Implications for issues such as content, privacy, technology, and audience were discussed as a large group and in small groups. The compiled discussions today will be drafted into recommendations to share with State ABLE Staff. The work initially done by the group today is only a first look at the issues.

Details about the discussion and the small group work will be combined with information collected at the Board of Regents regarding a common USO transcript for adult learners. One point made was that many ABLE programs may not be interested in the common USO transcript due to their EFL mix.
Next Steps

Participant input on the student achievement record will be shared with the Work Group at their next meeting in March. The next meeting of the Transitions Task Force Advisory Group will be on **Wednesday, April 29**. More information on the next meeting will be sent as the date nears.

Jacquelyn Comeaux discussed the possibility of hosting a student focus group to explore the benefits of an achievement record with ABLE students. Jim Austin shared a few questions and activities that could be used for the focus group.

Once procedures for a student achievement record are somewhat solidified, Transitions Task Force members will be asked to pilot the process in their own programs.
Transitions Task Force Advisory Group Meeting Summary
April 29, 2009

The final meeting of the ABLE Transitions Task Advisory Group was held on April 29, 2009 at the Center on Education and Training for Employment, The Ohio State University. The following task force members attended the meeting.

- Donna Albanese
- Jody Angelone
- Jim Austin
- Dennis Franks
- Adrienne Glandon
- Jeff Gove
- Connie Leading
- Amy Leedy
- Traci Lepicki
- Linda Motley
- David Reedy
- Marty Ropog
- Susan Sheehan
- Joyce Winters

Meeting Objectives

- Review draft Stackable Certificates resulting from Transitions Task Force Work Group meeting and provide recommendations for Certificate format.
- Discuss Technical Certificates Pilot occurring in FY10 and provide recommendations for the accompanying request for proposals/applications.

Meeting Activities

- Project update
  - Staff from Board of Regents, Ohio Literacy Resource Center and OSU presented on transitions in Ohio at the Commission on Adult Basic Education’s conference in Louisville, KY.
  - ABE/ASE standards are in the verification process.
  - ESOL Oral Communication Stackable Certificate will be finalized in May.
  - Assessment group information in the form of the proposed plan was shared
- ABLE Transitions Repository (additional information sent with summary)
  - To view the contents of the Repository, use the external link: [http://mercury.educ.kent.edu/database/uso/resources_all_bytopic.cfm](http://mercury.educ.kent.edu/database/uso/resources_all_bytopic.cfm)
  - To suggest items for inclusion, use the internal link (Transitions Task Force members only please): [http://mercury.educ.kent.edu/database/uso/resources_all.cfm](http://mercury.educ.kent.edu/database/uso/resources_all.cfm)
  - Comments or suggestions may be sent to: repository@literacy.kent.edu
- College- and Work-Ready Skills Certificate (CWRSC)
  - OSU staff provided information on the project’s involvement in the CWRSC and
recruited task force member participation.

- Board of Regents staff provided the group with information about Ohio’s Concurrent Enrollment Policy. Group members were able to discuss the policy’s implications and provide staff with feedback. (additional information sent with summary)
- Board of Regents staff shared drafts for the stackable certificates that students will receive upon completion. One draft was created by the Transitions Task Force Work Group; the other was designed by Michael Chaney. The certificates will be finalized for use in FY10. The certificates will be similar to what the group reviewed and have content that will be applicable to a broad audience (e.g., students, educators, and employers).
- The field test for Technical Certificates will take place in FY10. Group members provided feedback on the content of the application. Areas of discussion included background, purpose, and plan components.
- Awarding of Stackable Certificates process
  - Assessments and performance standards / cutoff scores will be finalized during the next year.

Next Steps

- The application for the Technical Certificates has been submitted to Board of Regents and is awaiting approval. Once approved, the application and subsequent field test will take place in FY 10.
- Assessments for Stackable Certificates, including Basic, Advanced, and Oral Communication, will be processed and finalized using a panel of experts. NRS Suitability determinations (when approved), collaborations with test publishers (CASAS, MAPT), and results of an online survey will be used as data sources.
- Those unable to attend will be contacted later in the summer regarding their participation next year.
<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Albanese</td>
<td>Ohio Board of Regents</td>
<td>30 East Broad Street, 36th Floor</td>
<td>614-466-5015</td>
<td><a href="mailto:dalbanese@regents.state.oh.us">dalbanese@regents.state.oh.us</a></td>
</tr>
<tr>
<td>Dennis Franks</td>
<td>Pickaway-Ross Career and Technology Center</td>
<td>895 Crouse Chapel Road, Chillicothe, OH 45601</td>
<td>740-642-1340</td>
<td><a href="mailto:dennis.franks@pickawayross.com">dennis.franks@pickawayross.com</a></td>
</tr>
<tr>
<td>Paula Kertes</td>
<td>Cleveland Heights-University Heights</td>
<td>14780 Superior Road, Cleveland Heights, OH 44118</td>
<td>216-371-7138</td>
<td><a href="mailto:p.kertes@chuh.org">p.kertes@chuh.org</a></td>
</tr>
<tr>
<td>Jody Angelone</td>
<td>Owens Community College-Northwest ABLE Resource Center</td>
<td>PO Box 10,000, Oregon Road, Toledo, OH 43699</td>
<td>567-661-7355</td>
<td><a href="mailto:jody_angelone3@ownens.edu">jody_angelone3@ownens.edu</a></td>
</tr>
<tr>
<td>Carolyn Gasiorek</td>
<td>Ohio Board of Regents</td>
<td>30 East Broad Street, 36th Floor</td>
<td>614-644-6661</td>
<td><a href="mailto:cgasiorek@regents.state.oh.us">cgasiorek@regents.state.oh.us</a></td>
</tr>
<tr>
<td>Matt Kinkley</td>
<td>Rhodes State Community College</td>
<td>4240 Campus Drive, Keese Hall 202, Lima, OH 45804</td>
<td>419-995-8283</td>
<td><a href="mailto:kinkley.M@rhodesstate.edu">kinkley.M@rhodesstate.edu</a></td>
</tr>
<tr>
<td>Jim Austin</td>
<td>The Ohio State University, CETE</td>
<td>1900 Kenny Road, Columbus, OH 43210</td>
<td>614-292-9897</td>
<td><a href="mailto:austin.38@osu.edu">austin.38@osu.edu</a></td>
</tr>
<tr>
<td>Adrienne Glandon</td>
<td>The Ohio State University, CETE</td>
<td>1900 Kenny Road, Columbus, OH 43210</td>
<td>614-688-3720</td>
<td><a href="mailto:glandon.8@osu.edu">glandon.8@osu.edu</a></td>
</tr>
<tr>
<td>Connie Leading</td>
<td>Ohio Department of Education, GED</td>
<td>25 South Front Street, Columbus, OH 43215</td>
<td>614-403-6919</td>
<td><a href="mailto:connie.leading@ode.state.oh.us">connie.leading@ode.state.oh.us</a></td>
</tr>
<tr>
<td>Judie Bergstresser</td>
<td>Polaris Career Center ABLE Program</td>
<td>7285 Old Oak Blvd, Middleburg Heights, OH 44130</td>
<td>440-891-7757</td>
<td><a href="mailto:jbergstr@polaris.edu">jbergstr@polaris.edu</a></td>
</tr>
<tr>
<td>Jeff Gove</td>
<td>Ohio Board of Regents</td>
<td>30 East Broad Street, 36th Floor</td>
<td>614-466-5015</td>
<td><a href="mailto:jgove@regents.state.oh.us">jgove@regents.state.oh.us</a></td>
</tr>
<tr>
<td>Amy Leedy</td>
<td>Miami Valley Career and Technology Center</td>
<td>6800 Hoke Road, Clayton, OH 45315</td>
<td>937-854-6051</td>
<td><a href="mailto:aleyed@mvctc.com">aleyed@mvctc.com</a></td>
</tr>
<tr>
<td>Jacquie McCoy</td>
<td>Jefferson Community College</td>
<td>1900 Kenny Road, Columbus, OH 43210</td>
<td>614-292-7033</td>
<td><a href="mailto:lepicki.1@osu.edu">lepicki.1@osu.edu</a></td>
</tr>
<tr>
<td>Robert Johnson</td>
<td>Cuyahoga Community College</td>
<td>2415 Woodland Avenue, Cleveland, OH 44115</td>
<td>216-987-3059</td>
<td><a href="mailto:Robert.Johnson2@tri-c.edu">Robert.Johnson2@tri-c.edu</a></td>
</tr>
<tr>
<td>Nenna Davis</td>
<td>Ohio Dept. of Education, Tech Prep</td>
<td>25 South Front Street, Columbus, OH 43215-4183</td>
<td>614-466-9514</td>
<td><a href="mailto:nenna.davis@ode.state.oh.us">nenna.davis@ode.state.oh.us</a></td>
</tr>
<tr>
<td>Robert Johnson</td>
<td>Cuyahoga Community College</td>
<td>2415 Woodland Avenue, Room 203, Cleveland, OH 44115</td>
<td>216-987-3059</td>
<td><a href="mailto:Robert.Johnson2@tri-c.edu">Robert.Johnson2@tri-c.edu</a></td>
</tr>
<tr>
<td>Name</td>
<td>Organization</td>
<td>Address</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------</td>
<td>----------------------------------------------</td>
<td>----------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Linda Motley</td>
<td>University of Akron</td>
<td>Simmons Hall 109K Akron, OH 44325</td>
<td>330-972-6425</td>
<td><a href="mailto:lmotley@uakron.edu">lmotley@uakron.edu</a></td>
</tr>
<tr>
<td>Karen Scheid</td>
<td>Ohio Board of Regents</td>
<td>30 East Broad Street, 36th Floor Columbus, OH 43215-3414</td>
<td>614-466-5015</td>
<td><a href="mailto:kscheid@regents.state.oh.us">kscheid@regents.state.oh.us</a></td>
</tr>
<tr>
<td>Kelly West</td>
<td>Fostoria City schools</td>
<td>500 Parkway Drive Fostoria, OH 44830</td>
<td>419-436-4163</td>
<td><a href="mailto:kwest@fostoriaschools.org">kwest@fostoriaschools.org</a></td>
</tr>
<tr>
<td>Barb Nicol</td>
<td>Ohio Board of Regents</td>
<td>30 East Broad Street, 36th Floor Columbus, OH 43215-3414</td>
<td>614-644-5704</td>
<td><a href="mailto:bnicol@regents.state.oh.us">bnicol@regents.state.oh.us</a></td>
</tr>
<tr>
<td>Susan Sheehan</td>
<td>Parma City Schools</td>
<td>5311 Longwood Ave Parma, OH 44134</td>
<td>440-885-8339</td>
<td><a href="mailto:sheehans@parmacityschools.org">sheehans@parmacityschools.org</a></td>
</tr>
<tr>
<td>Sharon Winstead</td>
<td>Butler Tech</td>
<td>3603 Hamilton-Middletown Rd. Hamilton, OH 45011</td>
<td><a href="mailto:winsteads@butlertech.org">winsteads@butlertech.org</a></td>
<td></td>
</tr>
<tr>
<td>Denise Pottmeyer</td>
<td>Ohio Board of Regents</td>
<td>30 East Broad Street, 36th Floor Columbus, OH 43215-3414</td>
<td>614-466-5015</td>
<td><a href="mailto:dpottmeyer@regents.state.oh.us">dpottmeyer@regents.state.oh.us</a></td>
</tr>
<tr>
<td>Rose Marie Stiehl</td>
<td>Middletown City Schools</td>
<td>4420 Manchester Rd. Middletown, OH 45042</td>
<td>513-420-4520</td>
<td><a href="mailto:rmstiehl@middletowncityschools.com">rmstiehl@middletowncityschools.com</a></td>
</tr>
<tr>
<td>Joyce Winters</td>
<td>Owens Community College</td>
<td>Northwest ABLE Resource Center CDT Building, Room 169 PO Box 10,000 Toledo, OH 43699 (567) 661-7675 <a href="mailto:Joyce_winters@owens.edu">Joyce_winters@owens.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharon Reynolds</td>
<td>Ohio University-Central/Southeast ABLE Resource Center</td>
<td>338 McCracken Hall Athens, OH 45701</td>
<td>740-593-0969</td>
<td><a href="mailto:reynols1@ohio.edu">reynols1@ohio.edu</a></td>
</tr>
<tr>
<td>Kit Tyler</td>
<td>Four County Career Center</td>
<td>22-900 State Route 34 Archbold, OH 43502</td>
<td>419-267-3331 ext. 2259</td>
<td><a href="mailto:ktyler@fourcounty.net">ktyler@fourcounty.net</a></td>
</tr>
<tr>
<td>Tess Yurik</td>
<td>Medina County JVS</td>
<td>1101 West Liberty Street Medina, OH 44256</td>
<td>330-725-8461, ext. 230</td>
<td><a href="mailto:yurik@mcjvs.org">yurik@mcjvs.org</a></td>
</tr>
<tr>
<td>Marty Ropog</td>
<td>Kent State University-Ohio Literacy Resource Center</td>
<td>Research 1, 1100 Summit Street Kent, OH 44242</td>
<td>1-800-765-2897 x22379</td>
<td><a href="mailto:mropog@archon.educ.kent.edu">mropog@archon.educ.kent.edu</a></td>
</tr>
<tr>
<td>Kelly Wallace</td>
<td>Licking Co. Career Center</td>
<td>150 Price Road Newark, OH 43055</td>
<td>740-364-2333</td>
<td><a href="mailto:kwallace@c-tec.edu">kwallace@c-tec.edu</a></td>
</tr>
<tr>
<td>Cindy Zengler</td>
<td>Ohio Board of Regents</td>
<td>30 East Broad Street, 36th Floor Columbus, OH 43215-3414</td>
<td>614-466-5015</td>
<td><a href="mailto:czengler@regents.state.oh.us">czengler@regents.state.oh.us</a></td>
</tr>
<tr>
<td>Christine Rosebaugh</td>
<td>Mahoning Co. Career &amp; Technical Center</td>
<td>7300 North Palmyra Road Canfield, OH 44406</td>
<td>330-729-4100</td>
<td><a href="mailto:Mljvs_cmr@access-k12.org">Mljvs_cmr@access-k12.org</a></td>
</tr>
<tr>
<td>Stacy Watts</td>
<td>Cleveland Scholarship Programs</td>
<td>200 Public Square Atrium Cleveland, OH 44114</td>
<td>216-241-5587</td>
<td><a href="mailto:SWatts@cspohio.org">SWatts@cspohio.org</a></td>
</tr>
</tbody>
</table>