



Iowa  
Adult Literacy  
Leadership Guidelines  
2013-2014

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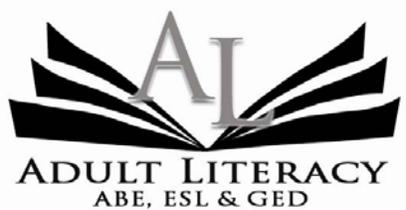
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## *Iowa Adult Literacy Leadership Committee 2011-2012*

*Our Mission is to provide quality support, resources and training that will directly meet the professional needs of adult education instructors and staff*

### **Purpose:**

- To function as an overall planning group for state staff development activities
- To maintain the high quality and flexibility of staff development activities
- To create staff development activities that are learner centered
- To facilitate and implement online and other alternative delivery modes for professional development
- To expand opportunities for state staff development
- To recognize and serve the different interests of the various programs and adult learning theories and practices
- To support and utilize a common data base (TOPSpro® Enterprise) that maintains the system, which impacts students and adult education and literacy staff learning needs and goals
- To continue to build and design curriculum based upon research and input from all partners.
- To ensure that instructional strategies, curriculum, assessments and methodologies be aligned to CASAS content standards  
IALLC/2009

### **Vision**

- The literacy rates for Iowa's adult populations will be benchmarked through the National Adult Literacy Survey (NALS) and the Iowa State Adult Literacy Survey (IASALS);
- The concept of distance learning will be an accepted instructional strategy for adult and continuing education through the use of technology and fiber optics communication (Iowa Communication Network: ICN);
- All basic skills instruction, curriculum, assessment strategies and methodologies will be competency-based and evidence-based;
- Learning gains will be measured in terms of student outcomes and specific quantifiable competencies;
- Basic literacy skill certificates will be awarded to adult learners for attainment of predetermined levels of performance in selected subject areas (i.e. reading, mathematics, writing and listening);
- A total articulation system, utilizing a common data base (TOPSpro® Enterprise), has been developed and utilized across all agencies and other entities involving students' learning needs and goals;
- The existing community college consortium based delivery system for adult education and literacy programs will continue to serve the literacy needs of Iowa's adult target populations;
- The high school equivalency pass rate for Iowa's candidates will be 92% - 96% ;
- All instructional strategies, curriculum, and methodologies will be aligned to content standards;

## Overview

- **Monitoring/Peer Support/Orientation Visits:** Adult Education and Literacy staff members accompany the state consultant to other community colleges to observe, learn and give feedback through prearranged monitoring visits. This includes orientation for new Adult Education and Literacy Coordinators.
- **AEL Conference:** A two-three-day conference with keynote speakers and concurrent sessions for adult education and literacy practitioners will be held in July 2014.
- **CASAS Implementation Training:** The Comprehensive Adult Student Assessment Systems (CASAS) is the instructional system to use to measure progress and aid instruction. Staff using CASAS attend an implementation training on a minimum of a bi-annual basis, in order to be current with the assessment and system of delivery. CASAS Implementation Training verification also allows one to order materials.
- **CAELA and Other Professional Development Activities:** The Iowa Adult Literacy Leadership Committee supports professional development for ESL instruction, ABE/ASE instruction, workforce collaboration, and data collection for achievement. As funding allows, offerings from the state level are based upon surveys and input from the Iowa Adult Education and Literacy Leadership Committee, other individuals/groups ( ex. instructor and data collection staff), and national trends/research.

## **Guidelines for Approval for State Sponsored Staff Development Activities**

The listed guidelines are to be followed in approval and reimbursement of state sponsored staff development activities:

1. Reimbursement requests of the expenditures **must** be submitted within **30 business days after the conclusion** of the activity. State guidelines for meals, lodging, and mileage will apply.
2. The Iowa Adult Education and Literacy Leadership project will reimburse expenses incurred by CASAS certified state level trainers for expenses incurred for required activities to maintain or enhance trainer certification requirements/support alternative training to achieve certification requirements.
3. The Iowa Adult Education and Literacy Leadership project will reimburse expenses incurred by CAELA ESL Regional Specialist trainers for expenses incurred for required activities to maintain or enhance trainer requirements.

## Peer Support/Orientation Visits

Adult education and literacy coordinators/staff members may accompany the state consultant to other community colleges to observe, learn and give feedback through prearranged visits. The purpose is to enhance local adult literacy programming by sharing with peers. The visit may also provide orientation for new coordinators.

The visiting college and the host college will both benefit from the exchange. Coordinators have a chance to learn new skills, develop new professional contacts, and gain knowledge through an interchange of ideas. It also offers the opportunity to interact with new student populations, observe varied administrative settings, and experience different programs, educational philosophies, and services.

The visiting coordinator and host coordinator will each submit a report (form provided) following the site visit to the Iowa Department of Education,. The host community college will receive a written review from the state consultant(s) and visiting coordinator **within 30 days of visit.**

The visiting coordinator may submit an invoice for \$100.00 for participation in and report of the monitoring visit. **The invoice shall be submitted no later than 30 days following the visit.**

**Mail Invoice to:**        *Sue Anne Van Gundy*  
Department of Education  
Office Internal Administrative Services  
515-281-3127 fax 515-242-5988  
[sueanne.vangundy@iowa.gov](mailto:sueanne.vangundy@iowa.gov)

**Mail Report to:**        Phyllis Hinton, Adult Literacy Consultant  
Division of Community Colleges  
Bureau of Adult, Career, and Community College Education  
Iowa Department of Education  
Grimes State Office Building  
Des Moines, Iowa 50319-0146

## PY 2014 Report from the Visiting ABE Coordinator

Date of Visit: \_\_\_\_\_ Site of Visit (Community College) \_\_\_\_\_

Report Written By:

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Name and Title

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Institutional Affiliation

Describe your activities and observations during the visit.

Describe your reactions to the exchange experience.

Would you participate in a similar exchange program again? Why or why not?

Please give any suggestions which would improve the exchange program.

**Please complete the requested information and return within 30 days of the visit to:**

Phyllis Hinton, Adult Literacy Consultant  
Division of Community Colleges  
Bureau of Adult, Career, and Community College Education  
Iowa Department of Education  
Grimes State Office Building  
Des Moines, Iowa 50319-0146  
W: 515-281-4723 or Ardis 515-281-7308  
F: 515-242-5988  
E: phyllis.hinton@iowa.gov

## PY 2014 Report from the Visited College (Host College)

Please provide a brief but thorough feedback report regarding your recent site visit.

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Name of your Community College\_\_\_\_\_

Date of Visit: \_\_\_\_\_

Name and Community College of Visiting Coordinator: \_\_\_\_\_

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Feedback Report Written By (Name  
and Title):

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How did the visit from the state consultant and visiting coordinator help to support your program(s)?

How will the visit help you in future planning?

What recommendations would you make to other community colleges as they prepare for A site visit?

How could the site visits be more helpful or effective?

**Please complete the requested information and return within 30 days of the visit to:**

Phyllis Hinton, Adult Literacy Consultant  
Division of Community Colleges  
Bureau of Adult, Career, and Community College Education  
Iowa Department of Education  
Grimes State Office Building  
Des Moines, Iowa 50319-0146  
W: 515-281-4723 or Ardis 515-281-7308  
F: 515-242-5988  
E: phyllis.hinton@iowa.gov

## IOWA ADULT LITERACY LEADERSHIP

<b>Chair</b>	Phyllis Hinton, Adult Literacy Consultant Division of Community Colleges Bureau of Adult, Career, and Community College Education Iowa Department of Education Grimes State Office Building Des Moines, Iowa 50319-0146 W: 515-281-4723 or Ardis 515-281-7308 F: 515-242-5988 E: phyllis.hinton@iowa.gov
<b>Recorder</b>	Terri Amaral Iowa Western Comm. College Adult Learning Center 300 W Broadway, Suite 12 Council Bluffs, IA 51503 W: 712-325-3267 F: 712-325-3708 E: tamaral@iwcc.edu

## IOWA ADULT LITERACY LEADERSHIP COMMITTEE

<b>Area I</b>	
<p>Sharon Speckhard            Northeast Iowa Community College            Dubuque Center            700 Main Street            Dubuque, IA 52001            P: 563-557-8271 x 108            F: 563-557-8353            E: <a href="mailto:speckhas@nicc.edu">speckhas@nicc.edu</a></p>	
<b>Area II</b>	
<p>Mary Schultz            North Iowa Area Community College            500 College Drive            Mason City, Iowa 50401            W: 641-422-4176            Cell: 641-210-9575            F: 641-423-1711            E: <a href="mailto:schulmar@niacc.edu">schulmar@niacc.edu</a></p>	
<b>Area III</b>	
<p>Lisa Washington            Iowa Lakes Community College            3200 College Drive            Emmetsburg, Iowa 50536            W: 712-852-5257            E: <a href="mailto:lwashington@iowalakes.edu">lwashington@iowalakes.edu</a></p>	
<b>Area IV</b>	
<p>Sarah Breems-Diekevers            Northwest Iowa Community College            603 W Park Street            Sheldon, IA 51201            W: (800) 352-4907 ext. 137            E: <a href="mailto:sbreems-diekevers@nwicc.edu">sbreems-diekevers@nwicc.edu</a></p>	<p>Cheryl Sandholm            Northwest Iowa Community College            603 W Park Street            Sheldon, IA 51201            W: 712-324-4873 X 5240            E: <a href="mailto:cheryls@villagenorthwest.org">cheryls@villagenorthwest.org</a></p>

<b>Area V</b>	
<p>Ann Waynar  Adult Literacy Coordinator/GED Chief  Examiner  Applied Science and Tech Bldg #320  Iowa Central College  One Triton Circle  Fort Dodge, IA 50501  W: 515-574-1959  F: 515-576-5656  E: <a href="mailto:waynar@iowacentral.edu">waynar@iowacentral.edu</a></p>	
<b>Area VI</b>	
<p>Jennifer Wilson  Iowa Valley Comm. College District  3702 S Center  Marshalltown, IA 50158  W: (641) 754-1348  E: <a href="mailto:Jennifer.Wilson@iavalley.edu">Jennifer.Wilson@iavalley.edu</a></p>	
<b>Area VII</b>	
<p>Sandy Jensen  Hawkeye Comm. College  844 W 4<sup>th</sup> St  Waterloo, IA 50702  W: 319-234-5745  F: 319-234-5748  E: <a href="mailto:sjensen@hawkeyecollege.edu">sjensen@hawkeyecollege.edu</a></p>	
<b>Area IX</b>	
<p>Debby Gosnell  Clinton Community College  1000 Lincoln Boulevard  Clinton, IA 52732  W: (563) 244-7187  F: 563-244-1107  E: <a href="mailto:dgosnell@cruiser.eicc.edu">dgosnell@cruiser.eicc.edu</a></p>	<p>Peggy Garrison  Eastern Iowa Community College  306 W River Drive  Davenport, IA 52801  E: <a href="mailto:pgarrison@eicc.edu">pgarrison@eicc.edu</a></p>

<b>Area X</b>	
Barbara Oakland Kirkwood Community College Cedar Rapids, IA 52404 W: (319) 377-5977 E: <a href="mailto:Barb.Oakland@gmail.com">Barb.Oakland@gmail.com</a>	
Corrections: Brenda Hampton 417 32 <sup>nd</sup> St. SE Cedar Rapids, IA 52403 W: 319-626-4379 E: <a href="mailto:Brenda.hampton@iowa.gov">Brenda.hampton@iowa.gov</a>	
<b>Area XI</b>	
Gayle Gosch DMACC W: 515-287-8709 E: <a href="mailto:gmgosch@dmacc.edu">gmgosch@dmacc.edu</a>	Lori Rice DMACC E: <a href="mailto:eandrice@yahoo.com">eandrice@yahoo.com</a>
LaShell Staley, IPTV W: 515-242-3144 E: <a href="mailto:lashell@iptv.org">lashell@iptv.org</a>	
<b>Area XII</b>	
Rose Ann Pridie Western Iowa Tech Comm. College Sioux City, IA 51106-4232 W: 712 274-8733 X1838 E: <a href="mailto:pridie2@msn.com">pridie2@msn.com</a>	
<b>Area XIII</b>	
Terri Amaral Iowa Western Comm. College Adult Learning Center 300 W Broadway, Suite 12 Council Bluffs, IA 51503 W: 712-325-3267 F: 712-325-3708 E: <a href="mailto:tamaral@iwcc.edu">tamaral@iwcc.edu</a>	Pam Southworth Iowa Western Comm. College 2700 College Road Council Bluffs, IA 51503 W: 712-325-3441 F: 712-325-3721 E: <a href="mailto:psouthworth@iwcc.cc.ia.us">psouthworth@iwcc.cc.ia.us</a>

<b>Area XIV</b>	
<p>Darla Helm  Southwestern Community College, 1501 W  Townline St., Creston, IA 50801  W: 641- 782-1497  F: 641-782-3312  E: <a href="mailto:dhelm@swcciowa.edu">dhelm@swcciowa.edu</a></p>	
<b>Area XV</b>	
<p>Raeann Wyngarden  Indian Hills Community College  15260 Truman Street, Suite 2  Ottumwa, IA 52501  W: 641-683-5181,  F: 641-683-5263  E: <a href="mailto:rwyngard@indianhills.edu">rwyngard@indianhills.edu</a></p>	
<b>Area XVI</b>	
<p>Coordinator TBD  Southeastern Community College  335 Messenger Road  P.O. Box 6007  Keokuk, IA 52632-6007  W: 319-313-1920  Toll free 866-SCC-IOWA, Ext. 1920  Fax 319-524-8621  E: <a href="mailto:tgarcia@scciowa.edu">tgarcia@scciowa.edu</a></p>	
<p>DE: Alex Harris  400 East 14<sup>th</sup> St, Grimes Bldg  Des Moines, IA 50319-0146  W: 515-281-3640  E: <a href="mailto:Alex.Harris@iowa.gov">Alex.Harris@iowa.gov</a></p>	

DE: Amy Vybiral  
400 East 14<sup>th</sup> St, Grimes Bldg  
Des Moines, IA 50319-0146  
W: 515-339-4520  
E: amy.vybiral@iowa.gov

DE: Phyllis Hinton  
400 East 14<sup>th</sup> St, Grimes Bldg  
Des Moines, IA 50319-0146  
W: 515-281-4723  
E: phyllis.hinton@iowa.gov

## Key Contact Information – 2013-2014

<b>TOPSpro:</b> Filling out CASAS' TOPSpro entry, update and test records according to the TOPSpro Data Dictionary; one-on-one training for TOPSpro record specialists	
DE: Amy Vybiral 400 E 14 <sup>th</sup> St, Grimes Building Des Moines, IA 50319 W: 515-281-4704 E: <a href="mailto:amy.vybiral@iowa.gov">amy.vybiral@iowa.gov</a>	
<b>NRS:</b> National Reporting System information about federal guidelines including filling out federal tables, end of year reporting and bi-annual training for ABE Coordinators	
DE: Amy Vybiral 400 E 14 <sup>th</sup> St, Grimes Building Des Moines, IA 50319 W: 515-339-4520 E: <a href="mailto:amy.vybiral@iowa.gov">amy.vybiral@iowa.gov</a>	
<b>CASAS:</b> Staff development or questions, including Implementation Training	
Debby Gosnell Clinton Community College 1000 Lincoln Boulevard Clinton, IA 52732 W: 563-244-7187 F: 563-244-1107 E: <a href="mailto:dgosnell@cruiser.eicc.edu">dgosnell@cruiser.eicc.edu</a>	
<b>POWER:</b> Providing Options for the Workplace, Education and Rehabilitation, POWER is a performance-based assessment and training system for adults who have developmental disabilities.	
Cheryl Sandholm Village Northwest Unlimited 330 Village Circle Sheldon, IA 51201 W: 712-324-4873 X 5240 E: <a href="mailto:cheryls@villagenorthwest.org">cheryls@villagenorthwest.org</a>	Other:  Ginny Posey, <a href="mailto:gposey@casas.org">gposey@casas.org</a>

**ESL:**

English as a Second Language including assessment, citizenship and methods of instruction.

Phyllis Hinton, Adult Literacy Consultant  
Department of Education  
Bureau of Community Colleges  
Grimes State Office Building  
Des Moines, Iowa 50319-0146  
W: 515-281-4723  
E: phyllis.hinton@iowa.gov

Other: ESL Regional Specialists:  
Barbara Oakland (319) 377-5977  
[barb.oakland@gmail.com](mailto:barb.oakland@gmail.com)  
Sarah Thao (515) 848-3599  
[sethao14@gmail.com](mailto:sethao14@gmail.com)  
Sharon Speckhard (563) 557-8271 Ext. 132  
[speckhas@nicc.edu](mailto:speckhas@nicc.edu)

**Content Standards:**

Support in presenting workshops on content standards to teachers.

Phyllis Hinton, Adult Literacy Consultant  
Department of Education  
Bureau of Community Colleges  
Grimes State Office Building  
Des Moines, Iowa 50319-0146  
W: 515-281-4723  
E: phyllis.hinton@iowa.gov

<b>ABE Accommodations:</b>	
<p>Cheryl Sandholm  Village Northwest Unlimited  330 Village Circle  Sheldon, IA 51201  W: 712-324-4873 X 5240  E: cheryls@villagenorthwest.org</p>	
<p>Policy:  Alex Harris  400 East 14<sup>th</sup> St, Grimes Bldg  Des Moines, IA 50319-0146  W: 515-281-3640  E: <a href="mailto:Alex.Harris@iowa.gov">Alex.Harris@iowa.gov</a></p>	
<p><b>Distance Learning:</b>  Online staff development will be designed including: orientation to ABE, adult learning and methods.</p>	
<p>Alex Harris  400 East 14<sup>th</sup> St, Grimes Bldg  Des Moines, IA 50319-0146  W: 515-281-3640  E: <a href="mailto:Alex.Harris@iowa.gov">Alex.Harris@iowa.gov</a></p>	
<b>Family Literacy:</b>	
<p>Alex Harris  400 East 14<sup>th</sup> St, Grimes Bldg  Des Moines, IA 50319-0146  W: 515-281-3640  E: <a href="mailto:Alex.Harris@iowa.gov">Alex.Harris@iowa.gov</a></p>	
<b>State Level Staff Development</b>	
<p>Phyllis Hinton, Adult Literacy Consultant  Department of Education  Bureau of Community Colleges  Grimes State Office Building  Des Moines, Iowa 50319-0146  W: 515-281-4723  E: phyllis.hinton@iowa.gov</p>	

## Iowa Literacy Council

Chair: Dale A Amunson  
E: daleaa@butler-bremer.com

Secretary: Jan Keese  
E: jan.keese2ankenyschools.org

Brenda Hampton  
E: brenda.hampton@kirkwood.edu

Anne Murr  
[Anne.murr@DRAKE.EDU](mailto:Anne.murr@DRAKE.EDU)

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E: kapp52@msn.com

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E: wiederholdroberta@john.deere.com

Diane Goode  
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Amy Vybiral  
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### Iowa ESL Regional Specialists

Name and Address	Other Address	E-Mail and Phone/Fax
Barbara Oakland 3649 29th Ave. Marion, IA 52302		E: <a href="mailto:Barb.Oakland@gmail.com">Barb.Oakland@gmail.com</a> P : 319-377-5977
Sarah Thao PO Box 147 Pleasantville, IA 50225		(515) 848-3599 <a href="mailto:sethao14@gmail.com">sethao14@gmail.com</a>
Sharon Speckhard 7683 Echo Valley Drive Bellevue, IA 52031	NICC Dubuque Center for Education 700 Main Street Dubuque, IA 52001	(563) 557-8271 Ext. 132 <a href="mailto:speckhas@nicc.edu">speckhas@nicc.edu</a>