



Iowa  
Adult Literacy  
Leadership Guidelines  
2009-2010

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## Iowa Adult Literacy Leadership Committee 2009-2010

### Mission

The mission of the statewide ABE staff development [leadership] committee is “to meet the professional needs of ABE staff, individually and collectively, which, in turn; will directly and positively affect the delivery of services.” (Iowa Department of Education 1999)

### 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), 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 literacy programs will continue to serve the literacy needs of Iowa’s adult target populations;
- The GED pass rate for Iowa’s GED candidates will be 92%-96% [94% PY09];
- All instructional strategies, curriculum, and methodologies will be aligned to content standards;
- A community college-based family literacy model will be developed;
- The adult literacy program will achieve 90%-100% of negotiated benchmark levels for the local program providers and the Iowa Department of Education. (Iowa Department of Education 2004)

### Overview

- **Peer Support/Orientation Visits:** Adult 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 ABE Coordinators.
- **ABE Institute:** A two-day conference with keynote speakers and concurrent sessions for adult literacy practitioners. Iowa adult literacy personnel will present the majority of the small group sessions.
- **State and National Conferences:** Attendance to the CASAS Summer Institute by State trainers is critical. Funding for trainers every other year is provided.

- **Writing:** The Iowa Adult Literacy Leadership Committee supports the CASAS Writing Cadre and Iowa's Certification initiative and encourages activities that benefit adult literacy staff.
- **CAELA and Other Professional Development Activities:** The Iowa Adult Literacy Leadership Committee supports professional development for ESL instruction, ABE/GED instruction and data collection for achievement.

### **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. Forms may vary based upon contracts/meeting expense activities. State guidelines for meals, lodging, and mileage will apply.
2. The Iowa Adult Literacy Leadership project will reimburse expenses incurred by CASAS certified national and state level trainers for expenses incurred for required activities to maintain or enhance trainer certification requirements.
3. The Iowa Adult 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 literacy ABE 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 ABE Coordinators.

The visiting college and the host college will both benefit from the exchange. ABE 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 following the site visit to the Iowa Department of Education, and the host community college will receive a written review from the state consultant and visiting ABE Coordinator (form provided) **within 30 days of visit.**

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

**Report from the Visiting ABE Coordinator**

**Evaluation by the Visiting College to Department of Education  
PY 2009**

**Due: No later than 30 days following site visit.**

1. Describe your activities and observations during the visit. If you need more space, please use the back side of this paper.
  2. Describe your reactions to the exchange experience.
  3. Would you participate in a similar exchange program again? Why or why not?
  4. Please give any suggestions which would improve the exchange program.
- 

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

Report Written By:

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Name and Title

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Institutional Affiliation

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

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 or Sandy 515-281-7308  
F: 515-281-6544  
E: phyllis.hinton@iowa.gov

## Report from the Visited College

Please provide a brief but thorough feedback report regarding your recent site visit. Please consider the following questions when preparing your report:

- How did the visit from the state consultant and ABE 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?

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(Name of your Community College)

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

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

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Feedback Report Written By: \_\_\_\_\_

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(Name and Title)

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

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 or Sandy 515-281-7308  
F: 515-281-6544  
E: phyllis.hinton@iowa.gov

## **ABE/ADULT LITERACY INSTITUTE**

Iowa's adult literacy personnel are invited to participate in the ABE Institute, a unique 2-day conference held annually in July. Diverse topics are presented as concurrent sessions by Iowa adult literacy staff. In addition, keynote speakers are carefully chosen for their knowledge and experience in adult learning and education. Between sessions, participants may browse through or even borrow from among a sample of the Iowa Literacy Resource Center collection. Finally, the institute is a wonderful opportunity to share and exchange ideas with peers from across the state.

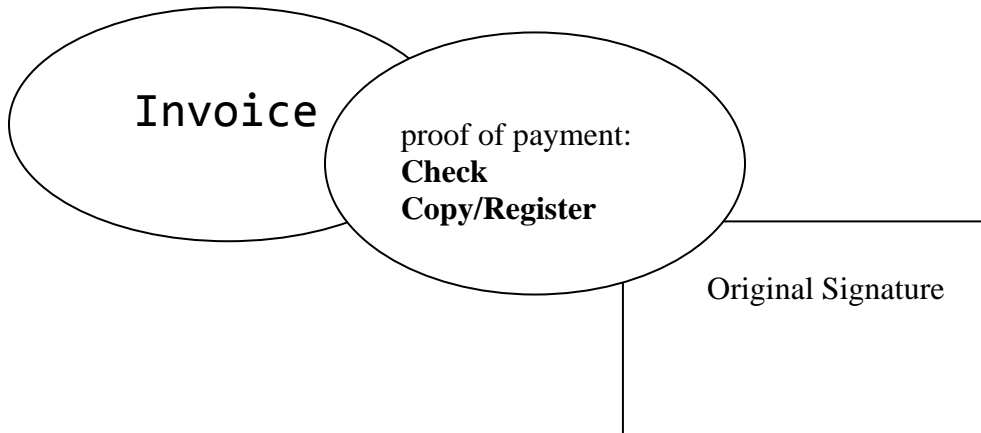
Hotel room and conference meals are provided through Iowa Adult Literacy Leadership funds. Dress is casual and participants should be prepared to listen, share, and learn. In addition, participants will meet new people and come away with new ideas as well as a deeper understanding of Iowa's adult literacy program.

Adult literacy personnel are encouraged to contribute to the institute. They may share knowledge and experience with peers by presenting a concurrent session and/or by becoming involved with the planning of the institute. The quality of the institute depends upon the willingness of adult literacy personnel to become involved and share talents and gifts with others around the state.

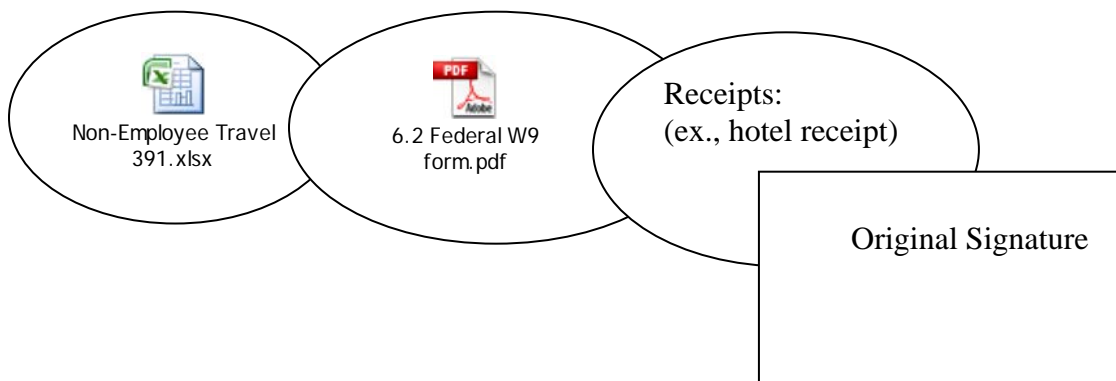
For more information contact

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 or Sandy 515-281-7308  
F: 515-281-6544  
E: [phyllis.hinton@iowa.gov](mailto:phyllis.hinton@iowa.gov).

Use for Reimbursement to the College: Invoice, proof of payment, original signature.



Use for Individual Reimbursement: Non-Employee Travel Log, receipts (taped on white Paper), W-9 on file, original signature.





## **STATE AND NATIONAL CONFERENCES**

Iowa's CASAS state trainers will attend the CASAS Summer Institute every other year to receive training and remain current with best practices. Iowa Adult Literacy Leadership will reimburse transportation, lodging and meals using the previous forms. (\*State rates and regulations apply).

## IOWA ADULT LITERACY LEADERSHIP

<b>Chair</b>	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 or Sandy 515-281-7308 F: 515-281-6544 E: phyllis.hinton@iowa.gov
<b>Recorder</b>	Ruth Hansen (712) 274-8733 Ext. 3242

## Iowa Adult Literacy Leadership Committee

<b>Area I</b>	
<p>Amy Esterhuizen            Northeast Iowa Community College            Dubuque Center            700 Main Street            Dubuque, IA 52001            P: 563-557-8271 x 108            F: 563-557-8353            E: esterhuizen@portal.nicc.edu</p>	
<b>Area II</b>	
<p>Jessica Putnam            North Iowa Area Community College            500 College Drive            Mason City, Iowa 50401            W: (641) 422-4103            F: 641-423-1711            E: putnajes@niacc.edu</p>	
<b>Area III</b>	
<p>Barb Grandstaff            Iowa Lakes Community College            3200 College Drive            Emmetsburg, Iowa 50536            W: 712-852-5232            H: 712-852-2152            E: bgrandstaff@ilcc.cc.ia.us</p>	
<b>Area IV</b>	
<p>Barb Rolston            Northwest Iowa Community College            603 W Park Street            Sheldon, IA 51201            W: 712-324-5066 X 151            E: brolston@nwicc.edu</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            Iowa Central Comm. College            One Triton Circle            Fort Dodge, IA 50501            W: 515-576-0099, #2319            F: 515-576-5656            E: waynar@iowacentral.edu</p>	

<b>Area VI</b>	
<p>Laura Schinnow Iowa Valley Comm. College District 3702 S Center Marshalltown, IA 50158 @: 641-844-05603 F: 641-752-1692 800-284-4823 <a href="mailto:Laura.schinnow@iavalley.edu">Laura.schinnow@iavalley.edu</a></p>	
<b>Area VII</b>	
<p>Sandy Jensen Hawkeye Comm. College 844 W 4<sup>th</sup> St Waterloo, IA 50704 W: 319-234-5745 F: 319-234-5748 E: <a href="mailto:sjensen@hawkeyecollege.edu">sjensen@hawkeyecollege.edu</a></p>	<p>Eunice Riesberg ILRC W: 319-233-1200, 800-772-2023 E: <a href="mailto:riesberg@neilsa.org">riesberg@neilsa.org</a></p>
<b>Area IX</b>	
<p>Debby Gosnell Clinton Community College 1000 Lincoln Boulevard Clinton, IA 50704 W: 563-244-7187 F: 563-244-1107 E: <a href="mailto:dgosnell@eicc.edu">dgosnell@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>	
<p>Barbara Curtin Kirkwood Community College Lincoln Learning Center 912 18<sup>th</sup> Avenue SW Cedar Rapids, IA 52404 W: 319-887-3646 E: <a href="mailto:bcurtin@kirkwood.edu">bcurtin@kirkwood.edu</a></p>	<p>Christine Thompson Kirkwood Community College Kirkwood Learning Center 1810 Lower Muscatine Iowa City, IA 52240 W: 319-882-3652 E: <a href="mailto:christine.thompson@kirkwood.edu">christine.thompson@kirkwood.edu</a></p>

<b>Area XI</b>	
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<b>Area XIII</b>	
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Larisa Conner Southeastern Community College W: 319-752-2731 X 5244 E: <a href="mailto:lconner@secc.cc.ia.us">lconner@secc.cc.ia.us</a>	Mona Engebretson E: <a href="mailto:jcrull@scc Iowa.edu">jcrull@scc Iowa.edu</a> Southeastern Community College W: E: <a href="mailto:mengebretson@scc Iowa.edu">mengebretson@scc Iowa.edu</a>

Cindy Burnside H: 20725 Highway J5T Moravia, IA 52571 W: 641-895-5902 E: <a href="mailto:buckcreek@iowatelecom.net">buckcreek@iowatelecom.net</a>	DE: Helene Grossman 400 East 14 <sup>th</sup> St, Grimes Bldg Des Moines, IA 50319-0146 W: 515-281-3640 E: <a href="mailto:helene.grossman@iowa.gov">helene.grossman@iowa.gov</a>
DE: Amy Vybiral 400 East 14 <sup>th</sup> St, Grimes Bldg Des Moines, IA 50319-0146 W: 515-281-4704 E: <a href="mailto:amy.vybiral@iowa.gov">amy.vybiral@iowa.gov</a>	DE: Phyllis Hinton 400 East 14 <sup>th</sup> St, Grimes Bldg Des Moines, IA 50319-0146 W: 515-281-4723 E: <a href="mailto:phyllis.hinton@iowa.gov">phyllis.hinton@iowa.gov</a>

## Key Contact Information – 2009-2010

<b>Iowa Literacy Resource Center</b>	
<p>Eunice Riesberg Iowa Literacy Resource Center 415 Commercial Waterloo, IA 50701 W: 319-233-1200, 800-722-2023 F: 319-233-1964 E: <a href="mailto:riesberg@neilsa.org">riesberg@neilsa.org</a></p>	
<p><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</p>	
<p>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></p>	<p>Other:  Eunice Riesberg, <a href="mailto:riesberg@neilsa.org">riesberg@neilsa.org</a></p>
<p><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</p>	
<p>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></p>	<p>Other:  Eunice Riesberg, <a href="mailto:riesberg@neilsa.org">riesberg@neilsa.org</a></p>
<p><b>CASAS:</b> Staff development or questions, including Implementation Training</p>	
<p>Cindy Burnside Home: 20787 Highway J5T Moravia, IA 52571 W: 641-724-9588 E: <a href="mailto:jcburns66@yahoo.com">jcburns66@yahoo.com</a></p>	<p>Debby Gosnell Clinton Community College 1000 Lincoln Boulevard Clinton, IA 52732-8299 W: 563-244-7187 F: 563-244-1107 E: <a href="mailto:dgosnell@eicc.edu">dgosnell@eicc.edu</a></p>
<p><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.</p>	
<p>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></p>	<p>Other:  Ginny Posey, <a href="mailto:gposey@casas.org">gposey@casas.org</a></p>

<b>ESL:</b>	
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 (712)732-5371 Gloria DeBower (641) 754-1348 Rita Waggoner (319) 291-6260 Sarah Thao (515) 287-8702 Janice Carlton (402) 681-7878 Julie Elsbecker (712) 346-8482 Sharon Speckhard (563) 557-8271 Ext. 132
<b>Writing Skills:</b>	
Many teachers have had instruction in CASAS Functional Writing and are Certified as Local Examiners. There are 3 State Examiners/Trainers in Iowa.	
Cindy Burnside Home: 20787 Highway J5T Moravia, IA 52571 W: 641-724-9588 E: jcburns66@yahoo.com	Nancy Coursen H: 2904 Sylvania Drive West Des Moines, IA 50266 W: 515-287-8723 E: nacoursen@dmacc.edu
Joanna Bartos 22420 Ridge Road Blakesburg, IA 52536 W: 641-682-3069 H: 641-938-2707 F: 641-682-3557 E: jfbartos@msn.com	
<b>Content Standards:</b>	
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>Kathy Green  2829 Tranquil Court NE  Swisher, IA 52338  W: 319-588-1557  F: 319-398-2117  E: greenmeyer@msn.com</p>
<p>Policy:</p> <p>Helene Grossman, helene.grossman@iowa.gov</p> <p>Records:</p> <p>Sandy Jones, sandy.jones@iowa.gov</p>	
<b>Distance Learning:</b>	
<p>Online staff development will be designed including: orientation to ABE, adult learning and methods.</p>	
<p>Helene Grossman  Iowa Department of Education  400 E 14<sup>th</sup> Street, Grimes Building  Des Moines, IA 50319  W: 515-281-3640  E: helene.grossman@iowa.gov</p>	
<b>Family Literacy:</b>	
<p>Helene Grossman  Iowa Department of Education  400 E 14<sup>th</sup> Street, Grimes Building  Des Moines, IA 50319  W: 515-281-3640  E: helene.grossman@iowa.gov</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: Karen Randleman  
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Doug Kapp  
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Anne Murr  
E: anne.murr@drake.edu

Amy Vybiral  
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### Iowa ESL Regional Specialists

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Gloria DeBower 2614 Ridge Road Marshalltown, IA 50158	Iowa Valley Comm. College Continuing Education Center 3702 South Center St Marshalltown, IA 50158	E: Gloria.debower@iavalley.edu P: 641-754-1348
Rita Waggoner 390 Sheridan Road Waterloo, IA 50701	Hawkeye Comm. College Success Center, Metro Campus 844 West 4 <sup>th</sup> Street Waterloo, IA 50702	E: mrwaggoner2mchsi.com P: 319-291-6260
Sarah Thao P O Box 147 Pleasantville, IA 50225	DMACC	E: sethao@dmacc.edu P: 515-287-8702
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