

AGENDA

State Board of Workforce Education and Career Opportunities (SBWECO)

Clear Channel Metroplex Event Center
10800 Colonel Glenn Road
Little Rock, Arkansas

October 4, 2007
9:30 a.m.

- TAB A Action Item – Approval of Minutes of August 2, 2007
- TAB B Action Item – Transfer of Administrative Authority of Calhoun
County Site currently under Warren Adult Education to Southern
Arkansas University Tech
- TAB C Action Item – Approval of Revisions to the Special Policies and
Procedures for Secondary Technical Centers
- TAB D Information Item – Federal Review of Adult Education Section
- TAB E Information Item – Adult Education Section Program Policies
- TAB F Information Item – Technical Institutes and Vocational Technical
School's Five-Year Enrollment History
- TAB G Information Item – Secondary Technical Centers' Five-Year
Enrollment History and a College Based Centers' Four-Year
Concurrent Credit History

Director's Report

MINUTES - MEETING OF THE
STATE BOARD OF WORKFORCE EDUCATION
AND CAREER OPPORTUNITIES

August 2, 2007

Chairman Jack Justus called a meeting of the State Board of Workforce Education and Career Opportunities (SBWECO) to order at Arkansas Rehabilitation Services, 26 Corporate Hill Drive, Little Rock at 9:30 a.m.

A record of member attendance is as follows:

PRESENT

Mr. Jack Justus, Chairman	<u>Ex-Officio Nonvoting Members</u>
Mrs. Lucy Ralston	None
Mr. Robert McClanahan	
Mr. Phil Taylor	
Mr. Richard Smith	
Mrs. Kathy Scarsdale	
Mr. William L. "Bill" Walker, Jr., Ex-Officio Secretary	

ABSENT

Mr. Terry Youngblood	<u>Ex-Officio Nonvoting Members</u>
	Dr. Steve Floyd, Interim
	Dr. Ken James

A. ACTION ITEM – APPROVAL OF MINUTES OF June 7, 2007

On motion by Mr. Smith and second by Mrs. Ralston, the State Board of Workforce Education and Career Opportunities unanimously approved the minutes of June 7, 2007.

B. ACTION ITEM – ADOPTION OF MEGAN'S LAW

Mr. John Davidson, deputy director of career and technical education, recommended that the State Board of Workforce Education and Career Opportunities approve the Arkansas Department of Workforce Education's guidelines for disclosure of the information as required by ACT 147 of the regular session of the 86th General Assembly.

Mr. Davidson stated that this policy would fulfill the requirements of the act regarding disclosure of information regarding a sex offender to students in school districts, adult education programs, CTE programs or other vocational training opportunities under the over site of the Department of Workforce Education.

Mr. Davidson stated that the guidelines have been reviewed by the Legislative

Committee at 9 a.m. this morning and were approved without any questions.

Mr. Justus asked Mr. Walker if he had any other comments. Mr. Walker stated that these guidelines would bring us in compliance with the law.

Mr. Justus asked if Mr. Davidson was satisfied with the way the public review went. Mr. Davidson stated he was satisfied with the public review and feels the reason there was such little response from the public was because the guidelines are straightforward.

On motion by Mr. Taylor and second by Mr. Smith, the State Board of Workforce Education and Career Opportunities unanimously voted to approve the Arkansas Department of Workforce Education's guidelines for disclosure of the information as required by ACT 147 (Megan's Law).

C. INFORMATION ITEM – SPECIAL POLICIES AND PROCEDURES FOR SECONDARY TECHNICAL CENTERS

Mr. Lee Griffith, associate director for workforce training, stated that the current Special Policies and Procedures for Secondary Technical Centers were adopted in June 2005. Since that time, it has become necessary to make minor adjustments and technical corrections in the policies and procedures. In accordance with the Administrative Procedure Act, a marked-up copy of the policies and procedures will be placed on public review for 30 days.

Mr. Griffith stated upon completion of the 30-day comment period, the policies will be brought to the State Board of Workforce Education and Career Opportunities for approval and adoption.

D. INFORMATION ITEM – ADULT EDUCATION POLICIES AND PROCEDURES

Mr. Bill Walker stated it has become necessary to update and make minor adjustments and technical corrections in the policies and procedures to be in accordance with federal and state guidelines. In accordance with the Administrative Procedure Act, a marked-up copy of the policies and procedures will be placed on public review for 30 days.

Mr. Walker stated upon completion of the 30-day comment period, the policies will be brought to the State Board of Workforce Education and Career Opportunities for approval and adoption.

ARKANSAS REHABILITATION SERVICES UPDATE

Mr. Bill Walker asked that Mr. Robert Trevino, Commissioner of the Division of Arkansas Rehabilitation Services give the board members a update on the activities of Arkansas Rehabilitation Services.

Mr. Trevino stated since the last board meeting they have had a federal onsite review from Rehabilitation Services Administration in which we had a very favorable report.

Mr. Trevino introduced three key officers who manage important areas of the division. Mr. John Wright, Chief Financial Officer, Mr. Ken Musteen, Chief of Staff, and Ms. Barbara Lewis, Administrator of the Hot Springs Rehabilitation Center.

Mr. John Wright provided the board an outline of the 2007 -2008 budget for the Division of Rehabilitation Services.

Mr. Ken Musteen provided the board with an update on program operations and field services for the Division of Rehabilitation Services.

Ms. Barbara Lewis provided the board with an update on the Hot Springs Rehabilitation Center programs they provide and the services they offer students and clients.

DIRECTOR'S REPORT

Mr. Bill Walker advised the board members that he was notified by Mr. George French on his decision to retire effective August 1, 2007.

Mr. Walker announced that he has appointed Mr. Jim Smith as the interim Deputy Director of Adult Education.

Mr. Walker advised the board members on the Adult Education/Career & Technical Education Federal Audit Review, which will be August 20 – 25, 2007.

Mr. Walker announced that the agency had its first joint meeting of all the staff from the Department of Workforce Education and the Division of Rehabilitation Services. It was well attended.

Mr. Walker also announced that for the first time the agency has developed a joint staff directory, which is included in the board packet.

Mr. Walker extended an invitation to the board members to attend the SMT Retreat, which will be held September 6 – 7, 2007 at Lake DeGray Lodge.

ADJOURNMENT

Mr. Justus adjourned the meeting at 11:35 a.m.

Bill Walker, Ex-Officio Secretary
State Board of Workforce Education
and Career Opportunities

Jack Justus, Chairman
State Board of Workforce Education
and Career Opportunities



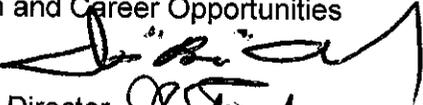
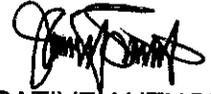
Department
of Workforce Education

Mike Beebe
Governor

William L. "Bill" Walker, Jr.
Director

October 4, 2007

TO: State Board of Workforce Education and Career Opportunities

FROM: William L. "Bill" Walker, Jr., Director 
James H. Smith, Jr., Interim Deputy Director 

SUBJECT: ACTION ITEM—TRANSFER OF ADMINISTRATIVE AUTHORITY
OF CALHOUN COUNTY SITE CURRENTLY UNDER WARREN
ADULT EDUCATION TO SOUTHERN ARKANSAS UNIVERSITY
TECH

ACTION ITEM: It is recommended that the State Board of Workforce Education and Career Opportunities (SBWECO) approve the transfer of administrative authority of the Calhoun County Adult Education site (currently under Warren Adult Education Program, Warren, AR) to Southern Arkansas University Tech (SAU) Adult Education Program, Camden, AR.

INFORMATION/RATIONALE: It has been requested that the Calhoun County Adult Education site (currently under Warren Adult Education Program, Warren, AR) transfer to the Southern Arkansas University Tech Adult Education Program, Camden, AR. Warren Adult Education is in agreement with this decision and SAU accepts the full responsibility for the entire counties adult education needs. The change in responsibility for Calhoun County will be effective immediately upon board approval.



Mike Beebe
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of Workforce Education

William L. "Bill" Walker, Jr.
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October 4, 2007

TO: State Board of Workforce Education and Career Opportunities

FROM: William L. Walker, Director
Lee F. Griffith, Associate Director for Workforce Training

SUBJECT: ACTION ITEM – APPROVAL OF REVISIONS TO THE SPECIAL
POLICIES AND PROCEDURES FOR SECONDARY TECHNICAL
CENTERS

ACTION RECOMMENDED: It is recommended that the State Board of Workforce Education and Career Opportunities (SBWECO) approve the revisions to the Special Policies and Procedures for Secondary Technical Centers.

INFORMATION RATIONALE: The Special Policies and Procedures for Secondary Technical Centers have been on public review since August 27, 2007, on the department's web site. In addition, a notification letter was mailed to school superintendents, principals, co-op directors, and secondary technical center directors stating a copy of the Special Policies and Procedures is on the department's web site for public review.

The policies were last updated in June of 2005. The current revisions provide for changes in language to more clearly address the intent of the policy. A new definition has been added that may expand the service area of secondary technical centers located on college campuses. The new designation, Regional Technical Center, defines the service area of the secondary technical center to be the same as the host college service area.

A certification option for college faculty teaching in a secondary technical center and teaching programs for concurrent credit has been added to the policy manual.

If approved, the Special Policies and Procedures for secondary technical centers will be effective October 22, 2007.



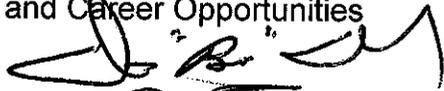
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October 4, 2007

TO: State Board of Workforce Education and Career Opportunities

FROM: William L. "Bill" Walker, Jr., Director 
James H. Smith, Jr., Interim Deputy Director 

SUBJECT: INFORMATION ITEM – FEDERAL REVIEW OF ADULT EDUCATION SECTION

INFORMATION/RATIONALE: The U.S. Department of Education conducted a Federal State Review of the Department of Workforce Education/Adult Education Section on August 20-24, 2007. Included are the notes of the exit interview upon conclusion of the review visit. The Federal Review team will compile their report and submit it back to the Department of Workforce Education/Adult Education Section within a 45 day period.

Arkansas Federal Review Exit Report 8/24/2007

Feds Present:

Allison Hill
Chris Coro
Bill Bivens
Josephine Reed-Taylor

Adult Ed Present:

Jim Smith
Priscilla Flowers
Philip Less
Nancy Sparks
Brinda Berry
Tracy Andrews
Janice Hanlon
Tambra Nicholson
Marsha Taylor

DWE Present

Bill Walker
Angela
CTE/Perkins
Charlie Brown
Ida Jo Creed

Notebooks compiled were above and beyond expectations
Onsite local program reviews were informative and well prepared to answer questions

Commendations

WIA Collaborations
 WAGE
 Youth Vision
 Career Pathways
Professional Development (AALRC)
 ESC shoebox
Unwritten/Verbal only:
Site monitoring improvements
MIS

Findings

- ☒ RFP process
 - No peer review done with last RFP; no bidder's conference was held
 - 231(c): Definition of Direct and Equitable (D&E) – the state office can not impose anything different on literacy councils as compared to adult education centers (e.g., paying licensed teachers to tutor?)
 - 231(e): 12 considerations, use the language of the law
 - Compose RFP draft and present to Sharon Lankford-Rice which will require a revision to the state plan extension for next year
 - Conduct competition following protocol effective July 1, 2008
 - 12 considerations – but they don't have to be weighted the same
 - Definition of past performance should not eliminate new programs from applying

- ☒ Assessment policy does not meet National Reporting System (NRS) guidelines -
 - make revisions to assessment policy

- Issue: Posttest exception forms have snowballed; teacher judgment is overriding testing protocol (Publisher's Guidelines of 60 hours between tests)
- Keep posttest exception form but narrow down when it may be used
- ☒ Professional Development (PD) for GED test examiners cannot be funded with Adult Education and Family Literacy Act (AEFLA) funds. Need to be reimbursed for the funds used since July 1, 2007 to pay for GED test examiners PD.
 - Marsha said the PD for GED has already been resolved
 - GED one staff person was being paid using AEFLA funds.
 - Ida Jo said this has been adjusted to draw from the correct account
- ☒ Time and Effort time sheets need to be adjusted
 - Ida Jo said the time sheets would be altered to allow entries for the breakdown of time and effort. Example: 100% Adult Ed or 100% GED. Timesheets have been corrected.
 - Bill Bivens stated that it has been corrected and will continue to be monitored.
- ☒ EL Civics needs to have a funding competition this Spring
 - Inability of Literacy Councils and Community Based Organization's (CBO) from using money to pay teachers
 - Literacy Councils and CBO's are capped at \$5,000 and others are at \$12,500
 - Follow the same criteria that apply for general D&E federal funding – the state may not make distinctions between literacy councils and adult education centers.
- ☒ Policy manual of 2003
 - Some policies are not in line with AEFLA or current
 - Check assessment policy
 - Clarity of policy - Enrollment of minimum age eligibility needs to be very clear
 - Effective and Efficient (E&E)—212(E-3-?) Allison Hill was not sure of the exact number for the law
 - Clarity of Policy—Home school and Parochial students, spell out clearly the Federal and State Laws
 - On policies make sure that you define federal laws and state laws separately for a clear understanding. On the rationale it should say Federal statute requires ... and State statute requires ...

Recommendations

- EL Civics— Civics instruction (history, government, legal systems, etc.) should be equally balanced with English Literacy instruction (life skills).
- Keep up good work on site reviews, there were four conducted this year, and more are scheduled for the next fiscal year.
- Management Information System (MIS)—Excellent – Bill Bivens stated “I am impressed with what has been done in the last two-years with the system”
 - Dual enrollment concern with counting students more than one time for state numbers. Benchmark LLC, the programmers for the MIS—Adult

Education Reporting Information System (AERIS), provided a statement with documentation on how it will count a dual enrolled student once for state numbers. Bill Bivens said the documentation is sufficient to show this is not an issue.

- Need to cross-train staff on MIS in order to better assist the field
- Need a report listing students with generated ID's so programs can do follow-up on NRS goals
- Review data reports to determine whether there are additional reports that would be helpful – ask local program directors

Requirement

- Revise Policies and submit a copy to Sharon Lankford-Rice for review
- Compose RFP draft and present to Sharon Lankford-Rice
- Revise Assessment Policy, especially dealing with posttest exceptions

Follow-up report process:

1. Feds will complete and return the report to us within 45 days.
2. State office will submit a CAP back to federal office within 45 days
 - a. In the CAP response also address the recommendation

Mr. Walkers comments:

To him the findings, etc. are of great concern. We have good people but need to do better work and raise the bar. We will respond not only to the finding but the recommendations. We will use this to build on doing our good work better. We won't wait 45 days to respond. He plans to send the CAP back to the federal office quickly.



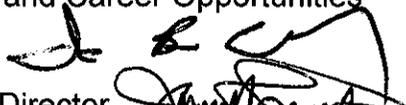
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October 4, 2007

TO: State Board of Workforce Education and Career Opportunities

FROM: William L. "Bill" Walker, Jr., Director 
James H. Smith, Jr., Interim Deputy Director 

SUBJECT: INFORMATION ITEM – ARKANSAS ADULT EDUCATION SECTION
PROGRAM POLICIES

INFORMATION/RATIONALE: Upon the Federal Review of the Department of Workforce Education/Adult Education Section conducted August 20-24, 2007, it was discovered that the policies in general need to be updated. The policy revisions will express if each policy item is state policy, state law, or federal law and the specific law in which it relates. It has become necessary to make these additional corrections in the program policies, upon completion of the revisions it will be submitted to the board for your consideration of approval.



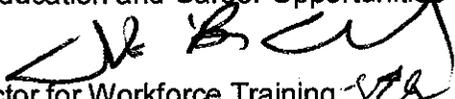
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October 4, 2007

TO: State Board of Workforce Education and Career Opportunities

FROM: William L. Walker, Director 
Lee Griffith, Associate Director for Workforce Training 

SUBJECT: INFORMATION ITEM – TECHNICAL INSTITUTES AND
VOCATIONAL TECHNICAL SCHOOL'S FIVE-YEAR ENROLLMENT
HISTORY

The following information provides a five-year enrollment summary of the technical institutes and the vocational technical school.

**TECHNICAL INSTITUTES AND VOCATIONAL TECHNICAL SCHOOL
FIVE-YEAR TOTAL ENROLLMENT HISTORY
June 30, 2007**

<u>SCHOOL</u>	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Arkansas Valley Ozark					1,947
Cotton Boll Burdette					2,919
Crowley's Ridge Forrest City	4,605	3,847	5,785	4,969	4,903
Delta Marked Tree					
Foothills Searcy					4,860
Forest Echoes Crossett					2,194
Great Rivers McGehee					1,898
Northwest Springdale	4,937	4,537	4,748	5,150	5,975
Quapaw Hot Springs					5,690
Riverside Grady	1,014	848	842	838	720
TOTALS	10,556	9,232	11,375	10,957	31,106



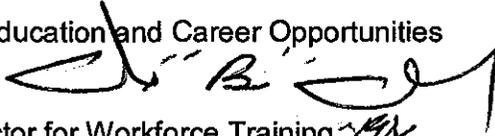
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TO: State Board of Workforce Education and Career Opportunities

FROM: William L. Walker, Director 
Lee Griffith, Associate Director for Workforce Training 

SUBJECT: INFORMATION ITEM – SECONDARY TECHNICAL CENTERS'
FIVE-YEAR ENROLLMENT HISTORY AND A COLLEGE BASED
CENTERS' FOUR-YEAR CONCURRENT CREDIT HISTORY

The following information provides a five-year secondary technical centers' enrollment history and a four-year college based centers' concurrent credit history.

FIVE-YEAR ENROLLMENT REPORT - SECONDARY AREA TECHNICAL CENTERS

	2006-07		2005-06		2004-2005		2003-2004		2002-2003	
	No. of School Districts Sending	Students Enrolled	No. of School Districts Sending	Students Enrolled	No. of School Districts Sending	Students Enrolled	No. of School Districts Sending	Students Enrolled	No. of School Districts Sending	Students Enrolled
Secondary Area Vocational Centers										
Area Technical Center, Jonesboro	12	533	11	468	12	546	10	442	12	546
Area Vocational Technical Center, Russellville	11	470	11	538	10	604	13	540	14	475
Ark. NE College Tech Center, Burdette	6	187	5	381						
ASU Area Career Center, Searcy	11	319	12	456	10	454	9	366	7	360
Conway Area Career Center, Conway	11	903	9	870	10	916	11	838	14	771
DeQueen/Mena Co-op Tech. Ed. Center, DeQueen	9	232	8	193	9	184	8	149	8	91
East Arkansas Career Center, Forrest City	6	69	5	85	3	43				
Jefferson Area Technical Center, Pine Bluff	4	164	4	173	4	174	4	160	4	110
Metropolitan Career & Technical Center - Little Rock	4	456	3	425	3	504	4	455	4	531
Mid-South CC Technical Center, West Memphis	4	86	5	123	4	54	3	18		
Monticello Occupational Ed. Center, Monticello	5	262	5	333	2	287	2	296	2	324
National Park Technology Center, Hot Springs	7	348	7	264	7	254	7	195	7	193
Northark Technical Center, Harrison	12	131	12	152	13	147	12	119	8	69

	2006-07	2005-06	2004-2005	2003-2004	2002-2003	Students Enrolled	No. of School Districts Sending
Secondary Area Vocational Centers							
North Central Career Center, Leslie	2	152	208	146	91	4	96
NWACC Regional Tech. Center, Fayetteville	15	336	240	542	819	17	714
Ouachita Career Center, Malvern	8	265	290	335	220	8	190
Phillips CC Career & Tech. Center, Stuttgart	5	499	326	89			
River Valley Technical Center, Morrilton	3	308	295	359	289	3	246
Saline County Career Center, Bauxite	3	251	204	198	188	4	
SAU Tech Career Academy, Camden	7	437	464	411	368	8	216
South Arkansas Career Center, El Dorado	6	178	177	173	191	10	182
Southeast Ark. Community Based Ed. Center, Warren	4	680	609	575	588	4	616
Texarkana Area Vocational Center, Texarkana	4	485	636	613	563	4	492
Western Arkansas Technical Center, Fort Smith	18	441	400	360	360	19	347
TOTALS	177	8192	8310	7968	7255	164	6569

	2006-07	2005-06	2004-05	2003-04	
Secondary Area Technical Centers	Students Enrolled	Students Enrolled	Students Enrolled	Students Enrolled	Credit Hours
SouthArk Career Center - EI	213	119	119	126	1,220
Dorado					831
Texarkana Area Voc. Ctr. - Texarkana	405	251	140		439
Western Ark. Technical Center - Fort Smith	488	454	396	370	4,958
TOTALS	3,607	2,517	2,038	1,124	14,561
					10,338