



**Adult Education Panel  
Meeting Minutes  
June 24-25, 2008**

The Adult Education Panel convened for its first meeting at the Commission at 1900 Capitol Avenue, Sacramento. The meeting opened at 10:00 a.m. with introductions. The panel members in attendance included Corey Willenberg, John Mendosa, Ernest Kettenring, Kathy Thompson, Margaret Kirkpatrick, Bob Harper, John Grisafe, Rebecca Seher, and Vicki Prater. Helen Hawley facilitated the meeting with assistance from Tammy Duggan.

Helen Hawley delivered the charge for the panel to: review and update adult education teacher preparation program standards to be consistent with current California statutes, California student needs, and research-based best practices for teachers; recommend updated standards to the Commission for approval. Following that the plan was explained which includes 4-5 two-day meetings to conclude by the end of the 2008 calendar year. The panel's work was defined as review of standards relevant to Adult Education, CDE and USDOE adult education program information, and other information current and pertinent to adult education. Panel guests will be invited to extend information resources. Studies of background information essential to drafting new teacher preparation standards would be followed by drafting of new program standards.

Helen Hawley clarified that while the panel does not have the responsibility to consider changes to credential requirements, they may find a need to suggest that the Commission consider changes that may be indicated by the new program standards. The panel should expect to be able to present draft standards to the Commission for information by January 2009 with a request for field review to follow immediately. Pending field review, a final draft of standards could be recommended to the Commission for approval by May 2009. Approval of the standards would be followed by state technical assistance meetings in which some panel members would be asked to participate in fall 2009. Panel members were also asked to participate in the program document reviews that would follow.

The panel began by reviewing current adult education research and standards provided by Commission staff. Panel members were also asked to contribute additional information

resources by the next meeting. The first document that the panel reviewed was The Adult Education Handbook for California (CDE, 2005), which outlines the elements of administering adult education programs, providing all relevant education codes. The Handbook includes several sections relative to teachers in adult education programs that the panel noted for information as well as a broad understanding of legislation governing the programs. The panel then reviewed the list of currently approved programs and the credential requirements.

The panel generated a list of questions and concerns that they agreed were important to consider as the standards were being drafted. The list included:

- Teacher supply and demand
- Funding
- Supervision/support
- Field experiences
- Professionalism
- The high school exit examination (AB 347)
- Special education needs
- Possible needs to change legislation
- Pre-service/early orientation
- Program structure (multiple levels or one level)
- Program options
- Varied program delivery models
- Part-time credentials
- English language learner needs
- Program equivalencies
- Diverse program needs
- Alignment of defined program areas & credential authorizations (A22)
- Adolescent education (distinct from pedagogy & androgogy)

The panel discussed each of these areas briefly as to their possible relationship to program standards and agreed to revisit them as they worked through the standards, returning to the list in the final stages to insure that all areas had either been sufficiently addressed or dismissed as appropriate.

The panel next reviewed the Common Standards to which all state-approved teacher preparation programs are held accountable. They were advised by Helen Hawley that they should avoid repeating any of these in the program standards but that they could find that a more specific and related standard might be needed in the program standards. The panel then compared the Common Standards to the Standards of Program Quality and Effectiveness, Factors to Consider and Preconditions in the Evaluation of Programs of Personalized Preparation for Designated Subjects Adult Education Teaching Credentials (CTC, 1993). Since in the past, local adult education programs were not reviewed under accreditation, several program standards were found to be covered by the Common Standards. The panel also discussed that a few standards might need to be added or revised that are related to Common Standards but more specific to adult education. Some members expressed concerns about the capacity to provide more support to new adult

education teachers as a quality-improvement measure, but all panel members agreed that it would be likely to improve teacher quality.

The panel also compared the 2042 multiple and single subject teacher preparation standards and the new draft CTE standards to the Adult Education Preparation Standards, taking a broad general view of standard topics. As part of the consideration of these standards, Helen Hawley pointed out the format changes over time in CTC standards with the present format consisting of richly constructed standards supported by “Program Planning Prompts,” questions which will help programs provide appropriate and adequate descriptions and evidence to meet the standards. Panel members were advised that programs are not required to respond to every question about a standard; they are expected to use the questions to focus their responses and to better understand the intent of a standard. Panel members felt that they should strive for alignment with multiple and single subject standards as much as possible.

Helen Hawley requested that as adult education experts, the panel members should also contribute important resources, documents and information for subsequent meetings. Additional resources that members suggested were recently published position papers on teaching older adults, adults with disabilities, and parent education, other CDE adult education documents, the Continuous Improvement Measure, Categorical Improvement Monitoring, Pro-Net (AIR/CDE), and recent CATESOL documents. Several panel members agreed to be responsible for providing access to these documents.

As part of developing a common and comprehensive understanding of the field of adult education, the panel also considered guest speakers that might be invited to inform their work. Some suggestions were CSU and UC program sponsors and adult education partners, CALPRO, CTC legislative staff, and AIR staff. The panel acknowledged that since five panel members were not in attendance, additional resources should be revisited at the next meeting. The panel calendared all subsequent meetings as tentative dates to be confirmed by panel members who were absent. One panel member offered to host at least one meeting in San Diego to relieve the travel burden on some members from southern California. The tentative dates are as follows:

September 8/9

October 30/31

November 13/14

December 2/3

These dates must be confirmed by the panel members that were not in attendance. Helen Hawley agreed to set up a distribution list for the panel and an adult education web page on the CTC web site where resources, agendas, minutes, panel members’ names and other information could be posted for public information.

Finally, Helen Hawley reviewed the proposed process for drafting the standards which will be started at the next meeting. The panel will be responsible for providing rationales for major changes to the present standards. Panel and CTC staff responsibilities for scheduling guest speakers and sharing resources in preparing for the next meeting were

reviewed and confirmed. The panel identified three issues from the preliminary list that should be taken up again at the next meeting to flesh out further: English language learners, special education, and program structures (levels, hours, options).