



# WIA II/EL CIVICS NETWORK MEETING

## April 2013



**CALIFORNIA DEPARTMENT OF EDUCATION**  
Tom Torlakson, State Superintendent of Public Instruction



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# WIA II Network Meeting Contents

- CDE Update
- Networking
- Accountability
- EL Civics
- Professional Development, Training Details,  
and Conferences

*CASAS is a vendor of the CDE Adult Education Office*



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# CDE Update

**CALIFORNIA DEPARTMENT OF EDUCATION**  
Tom Torlakson, State Superintendent of Public Instruction



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State Superintendent  
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# CDE Update

- The federal review team from Office of Vocational and Adult Education (OVAE) has completed its review of California.
  - CDE thanks all the local agencies who participated in the review process:
    - Basset USD
    - Calif. Dept. of Corrections and Rehabilitation
    - Compton USD
    - Downey USD
    - Escondido UHSD
    - Fremont USD



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State Superintendent  
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# CDE Update

- OVAE review continued...
  - Fresno USD
  - Garden Grove USD
  - Grossmont UHSD
  - Hacienda La Puente USD
  - Hayward USD
  - Long Beach USD
  - Los Angeles USD
  - Montebello USD
  - Moreno Valley USD
  - Oakland USD



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State Superintendent  
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# CDE Update

- OVAE review continued...
  - Pomona USD
  - Redondo Beach USD
  - Sacramento City USD
  - San Bernardino City USD
  - San Juan USD
  - San Mateo UHSD
  - Sweetwater UHSD
  - Twin Rivers USD
- The federal exit meetings will be conducted over the phone with CDE on April 9, 2013.



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State Superintendent  
of Public Instruction

# CDE Update

- Notice of rulemaking to amend Title 5 regarding the GED test is published, and the public hearing is scheduled for May 14, 2013, at CDE.
- General Assurances in the 2013-14 WIA II AEFLA re-application continue to be in force.
  - Be sure to click on the link on page 8 of the application and review the material at <http://www.cde.ca.gov/fg/fo/fm/generalassur2012.asp>
- The payment point function in Tops Enterprise will be available by the last week in April.



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# Networking

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Tom Torlakson, State Superintendent of Public Instruction





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State Superintendent  
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# Networking: Open Forum

- Who would like to share practices/curriculum?
- What topics would you like to talk about?



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# Accountability

**CALIFORNIA DEPARTMENT OF EDUCATION**  
Tom Torlakson, State Superintendent of Public Instruction



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State Superintendent  
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# Data & Document Submission Deadlines

**April 30, 2013**

- Second Quarter Core Performance Follow-up Survey
- Third Quarter Data
- WIA, Title II Program Implementation Survey
- Third Quarter Data Integrity Report (DIR)
- Expenditure Claim Report (Optional)

*Note: Agencies can check if deliverables have been received by going to <http://adulted.otan.us/>>WIA Title II > Deliverables Summary*



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State Superintendent  
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# EL Civics

- The last day to add, edit or delete COAAPs is April 30, 2013.
- Be sure to download all COAAPS into TOPSpro Enterprise before April 30, 2013.
  - All COAAPs taught or planned to be taught in 2012-13 must be submitted into the EL Civics and TOPS systems.



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State Superintendent  
of Public Instruction

# Proxying CASAS Tests

**Question: May I use CASAS post-tests administered in 2012-13 as pretests for summer school 2013-14?**

- CASAS standardized post-tests administered between May 12 and June 30, 2013, may be rolled over into the 2013-14 program year to be used as the pre-test. Please consult the Help Menu for Proxy Wizard in your TOPSpro Enterprise software for more information.



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State Superintendent  
of Public Instruction

# WIA II Program Implementation Survey

- 2012-13 Survey of WIA/AEFLA Title II 225/231 and EL Civics programs in California will be online April 1, 2013.
- Only one person per agency may access and complete the survey, but that person should gather input from key staff members.
- Access the survey at:
  - [www.casas.org](http://www.casas.org)
  - click on California Accountability (on the left-hand side of the home page)
- Due Tuesday, April 30, 2013



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State Superintendent  
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# Program Year Ending Early

If your agency is:

- Ending program year early
- Not open this summer
- Not open for all or part of the 2013-14 year
  - Notify your CDE Consultant and Program Specialist immediately.
  - Agencies are required to submit **all** 2012-13 WIA II End-of-Year Data and Deliverables, even if programs are not running through 6/30/13.
  - Always report final data at least 2 weeks before program ends for the year.
  - Give your Program Specialist and CDE a contact phone number for a staff member who can be contacted regarding data as needed.



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State Superintendent  
of Public Instruction

# Data Integrity Report Review

**Items 1 – 10**  
are important  
for state and  
federal  
reporting

**Items 11 – 16**  
are important  
for NRS core  
performance  
reporting

**Items 17 – 22**  
are important  
for data  
validation and  
verification

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	1	0
02 Less than 12 Hours of Instruction	46	14
02a Zero or Empty Hours of Instruction	43	13
02b Total hours between 1-11 hours	3	1
03 No Highest Year of School/Degree Earned	34	10
03a No Highest Year of School	32	10
03b No Highest Degree Earned	6	2
03c Learners marked Degree or Diploma Earned but no Years of Schooling	6	2
03d Degree earned marked as outside U.S., but not Highest Year of School	13	4
04 No Gender	1	0
05 No Race/Ethnicity	5	2
06 Total Reported Labor Force Status	331	100
06a Total 'Employed'	93	28
06b Total 'Unemployed'	96	29
06c Total 'Not employed not seeking work'	42	13
06d Total 'Retired'	3	1
06e Total missing Labor Force Status	97	29
07a No Entry Record (Missing Program Enrollment)	0	0
07b No Update (Missing Follow-up Outcomes)	49	15
08 No Pretest	34	10
09 No Post-Test	88	27
10 No Valid Paired Tests (Federal Table 4 and 4B only)	86	26
11a Total eligible for NRS core performance follow-up cohorts	44	13
11b Total eligible for NRS core performance follow-up cohorts but did not 'Exit program'	173	52
12a Number eligible for Enter employment cohort	22	7
12b Eligible for Enter employment but did not exit program	74	22
13a Number eligible for Retain employment cohort	23	7
13b Eligible for Retain employment but did not exit program	90	27
14a Number eligible for GED/high school diploma cohort	3	1
14b Eligible for GED/high school diploma but did not exit program	5	2
14c Qualified for high school diploma cohort with a pretest of 246+	1	0
14d Qualified with self-selected level of ASE High	2	1
14e Qualified for high school diploma cohort but scored lower than 236 on all CASAS tests	1	0
14f Enrolled in HSD program but did not qualify for high school diploma cohort	14	4
15a Number eligible for Post-secondary cohort	18	5
15b Eligible for post-secondary but did not exit program	58	18
15c Qualified with highest degree earned = GED, high school diploma, or some college, no degree	13	4
15d Qualified with Passed GED or Earned high school diploma on Update Record	5	2
15e Qualified with enrollment in designated Transitions class	0	0
16 Passed GED or high school diploma on Update Record but did not place in any core performance cohort	5	2
17 No Primary Goal	17	5
18 No Secondary Goal	26	8
19 Total Status Updates	331	100
19a Total "Retained in Program"	215	65
19b Total "Left Program"	62	19
19c Total "No show"	2	1
19d Total Missing Update Status	49	15
20 Work-based Project	1	0
21 Learners with a pretest in the conservative estimate range	11	3
22 Learners with a pre-/post-test pair but less than 40 hours of instruction	42	13





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State Superintendent  
of Public Instruction

# Correcting & Editing Student Data

**CASAS**  
10/11/2012  
10:45:42

**Data Integrity**  
by Agency

Page 1 of 2  
DIR2

Agency: 4908 - Rolling Hills Adult School

Summary Information	
Total WIA Title II Learners	337
Total concurrent learners in WIA Title II programs	6
Total Learners eligible for WIA Title II	331

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	1	0
02 Less than 12 Hours of Instruction	46	14
02a Zero or Empty Hours of Instruction	43	13
02b Total hours between 1-11 hours	3	1
03 No Highest Year of School/Degree Earned	34	10
03a No Highest Year of School	32	10
03b No Highest Degree Earned	6	2
03c Learners marked Degree or Diploma Earned but no Years of Schooling	6	2
03d Degree earned marked as outside U.S., but not Highest Year of School	13	4
04 No Gender	1	0

In TE, the DIR is a “live” document.

# Editing Student Data, cont.



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State Superintendent  
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TE View Organization Records Reports Tools Help

Data Integrity Data Integrity on ...

Delete Report Delete Session Export Print 1 / 2 Find Next Thumbnail

**CASAS**

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03b No Highest Degree Earned		2
03c Learners marked Degree or Diploma Earned but no Years of Schooling		2
03d Degree earned marked as outside U.S., but not Highest Year of School		4
04 No Gender		0

Hover over the Item Count number, click, and the Student Record will open.

TE View Organization Records Reports Tools Help

Data Integrity Data Integrity on ...

Archive Delete Report Delete Session New Filter Co Sort Delete 1 / 1

Agency = 4908 - Rolling Hills Adult School, Concurrent Enrolled = No, Item = 0

Program year	Site	Student ID	Age	Gender
7/1/2012 - 6/30/2013	1 - North Cam...	298349872	Autumn River	Female

# Editing Student Data, cont.



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TE View Organization Records Reports Tools Help

Data Integrity Data Integrity on ...

Archive Delete Report Delete Session New Filter Columns Sort Delet

Report Viewer Navigat

Agency = 4908 - Rolling Hills Adult School, Concurrent Enrolled = No, Item = 01

Program year	Site	Student ID	Name	Gender
7/1/2012 - 6/30/2013	1 - North Cam...	298349872	Autumn River	Female

Double-click on the Student's Name...

TE View Organization Records Reports Tools Help Version: 2.0 build 212 ? - + X

Data Integrity Data Integrity on ... 298349872 - Autumn...

Navigator

- Edit / View
- Class Enrollments
- Class Records
- Program Enrollments
- Program Records
- Student Records
- Tests

New Save Cancel Duplicate 1 / 1 Go To Linked Disconnect Section List Collapse All

**Student in Program Year**

Site: [1 - North Campus](#) Program Year: 7/1/2012 - 6/30/2013

Student: [298349872 Autumn River](#)

Gender: Female

Training

Services Previously Rec N/A

Services Received in Pr N/A

Services

Supported Services Rec Program: N/A

Supported Services Ne ssment: N/A

and the Student's Record will open.

Double-click on the Student's Name, and their Demographic Record will open.



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# Editing Student Data, cont.

**TE** View Organization Records Reports Tools Help

Data Integrity Data Integrity on ... 298349872 - Autumn... 298349872 - Autumn...

**Navigator**

- Edit / View
- Certificates
- Class Enrollments
- Class Records
- Demographic History
- Employment History
- In Program Years
- Program Enrollments
- Program Records
- Student Records
- Tests

**Student Info**

Agency/Site: 4908 / 1 - North Campus  
Student: 298349872 Autumn River Birth Date:

**Identification**

Student ID: 298349872 Is Fake: No

Title: First Name: Autumn Middle Name: Last Name:  
Gender: Female Birth Date: April 1992  
SSN: Consent: Signed ID:

**Education**

Highest Year of School: 10  
School: N/A  
Diploma: None  
Earned: N/A  
N/A  
N/A

**Save** Cancel Delete Duplicate Section List Collapse All

On this page, you can edit the student's information. Once you edit the information, the "Save" button will appear.



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# EL Civics

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State Superintendent  
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# Citizenship Preparation

- Deadline to submit Citizenship Interview Test (CIT) Training materials for New CIT Administrator Certification:
  - April 30, 2013



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# EL Civics, Summer School

## Question: How do I select COAAPs for summer school 2013-14?

- Option 1: Pre-approved COAAPs
  - For summer school programs which will complete 30 hours of instruction and post-test on or before June 30, 2013:
    - use the 2012-13 pre-approved COAAPs and select them before the April 30, 2013 deadline
  - For summer school programs which will begin instruction before or after July 1, 2013 and will complete 30 hours of instruction and post-test in July or August of 2013:
    - use new 2013-14 pre-approved COAAPs and select them on or after July 1, 2013.
- Option 2 and Option 3 COAAPs
  - Agencies may use any 2012-13 Approved COAAP (Option 2 and Option 3) they selected in 2012-13 for summer school 2013-14.



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# WIA II Network Meeting Reflection





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State Superintendent  
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# Reflection

- What will you do with the information from this meeting?
- What are you going to share with...
  - Administrators?
  - Teachers?
  - TOPSpro Enterprise staff?
  - Others?



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# Professional Development and Training Details



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State Superintendent  
of Public Instruction

# CASAS Regional Workshops

- TOPSpro Enterprise

Date	Time	Training
<b>Thursday April 18</b>	12:30-3:30 PM	TOPSpro Enterprise Basics Sacramento County Office of Education
<b>Friday April 26</b>	8:30 AM- 12:00 PM	TOPSpro Enterprise Basics Mt. San Antonio College
<b>Wednesday May 22</b>	12:30-3:30 PM	TOPSpro Enterprise Basics Rowland Adult & Community Education

*Go to [casas.org](http://casas.org) for Online Facilitated Workshops on TOPSpro Enterprise*

**Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)**



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State Superintendent  
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# CASAS Online Facilitated Training: CA Accountability

Date	Time	Training
<b>Thursday April 11</b>	9:30 – 11:30 AM	Accountability for New Users (meets <b>CDE</b> requirement)

## CASAS Online Self-Paced Workshops:

- Casas eTests
- Casas Implementation Training
- Casas Appraisal Training

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



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State Superintendent  
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# OTAN Technology Workshops for April 2013

- **Social Networking for Adult Education (Mostly Facebook)**  
Wednesday, April 3, 12p.m. — 1:30p.m.
- **10 Activities Using Google Search for You and Your Students**  
Thursday, April 4, 3p.m. — 4:30p.m.
- **CNAEnglish.org: Academic and Skills Lessons for Health Care Provider/Nursing Assist. ESL Students**  
Tuesday, April 9, 3p.m. — 4:30p.m.
- **Technology Skills for the 2014 GED Exam**  
Thursday, April 11, 3:30p.m. — 5p.m.

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



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# OTAN Technology Workshops for April 2013

- **Moodle v2: Getting the Most out of the Gradebook (Advanced)**  
Monday, April 15, 1p.m. — 2:30p.m.
- **Moodle v2: Using the Lesson Activity**  
Tuesday, April 23, 4p.m. — 5:30p.m.
- **An Online Presence for Teachers**  
Wednesday, April 24, 3p.m. — 4:30p.m.
- **Online Documents: Create, Share, and Collaborate!**  
Thursday, April 25, 3p.m. — 4:30p.m.

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



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# OTAN Technology Workshops for April 2013

- **Create Free Online Quizzes**  
Friday, April 26, 1:30pm— 3p.m.
- **From On-the-Ground to Online with Dr. Susan Manning**  
Friday, April 26, 3:30p.m. — 4:30p.m.
- **Moodle v2: Using Audio to Enhance Teaching and Learning**  
Friday, April 26, 1p.m. — 2:30p.m.

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



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# OTAN Self Directed Online Workshops

- Excel Budgets

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)





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# CALPRO

## Instructor's Forum

- **The ESL Writing Process:  
Practice, Polish, Publish**  
by Jayme Adelson-Goldstein  
Wednesday, April 24, 2013; 2:00pm-3:00pm

Participants will look at the research supporting the use of the writing process in second language writing instruction in order to explore activities and tasks that guide learners through that process.

**Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)**



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# CALPRO Training of Trainers Institute

- June 26 and 27, Sacramento  
Application Deadline: May 2

Training Facilitators in:  
Evidence-Based Writing Instruction  
Math Instructional Strategies

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



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# CALPRO Facilitated Online Courses

- **Optimizing ESL Instructional Planning: Management, Monitoring, and Reflection**  
April 8–May 5, 2013
- **Integrated and Contextualized Skills in the ABE/ASE Classroom**  
April 9–May 6, 2013
- **Integrated Education and Training – **NEW!****  
April 9–May 20, 2013

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



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# CALPRO Facilitated Online Workshop Series

- **Teaching Critical Thinking, Session 1:  
Critical Thinking and Metacognition**  
May 7, 2013; 3:30–5:00pm
- **Teaching Critical Thinking, Session 2:  
Problem Solving and Decision making**  
May 9, 2013; 3:30–5:00pm
- **Teaching Critical Thinking:  
Implementing Strategies**  
May 14, 2013; 3:30–5:00pm

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



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# CALPRO Self-Directed Online Courses

- Math Instructional Strategies - **NEW!**
- Adult Learning and Development
- Learner Goal Setting in Adult Education Programs
- Learner Persistence
- Orientation for New ABE Teachers
- Orientation for New ESL Teachers

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



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# CALPRO Online Professional Learning Resources

- **Three Virtual Workrooms**  
*Best Practices in ABE Reading Instruction,  
Workforce Readiness, and Multilevel ESL  
Instruction*  
[http://www.calpro-  
online.org/VirtualWorkroom/default.asp](http://www.calpro-online.org/VirtualWorkroom/default.asp)
- **Electronic Community of Practice (e-CoP)**  
(companion to Virtual Workrooms):  
<http://calproecop.groupsie.com>



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# More: CALPRO Online Professional Learning Resources

- **Self-Assessments and Professional Development Plans:** <http://www.calpro-online.org/competencies/selfassessments.asp>
- **Instructors:** <http://www.calpro-online.org/Assessmenttest/>
- **Administrators:** <http://www.calpro-online.org/ManagementAssessment/Login.aspx>
- **Video Library:** <http://www.calpro-online.org/onlinevideolibrary.asp>



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# Coming Soon:

- **CALPROgress periodical**– Focus on Implementation, available in April
- **Research Brief:** *Common Core State Standards and Adult Education Teacher Effectiveness*
- Strand of Five CALPRO Sessions at the CCAE State Conference in Sacramento, April 18–20

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)





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# OVAE Community College Webinar

- **Wednesday, April 10, 2013 - 10:30am-12:00pm PST**
- Brings together experts and local practitioners to discuss promising community college correctional and re-entry education models (information helpful to Adult Schools also)
  - Fred Patrick, Vera Institute for Justice, will discuss the Vera-led Pathways from Prison to Postsecondary Education Project.
  - Brian Walsh, Peninsula College, presents this public community college's efforts to provide technology-enabled, integrated basic education and skills training to inmates at Clallam Bay Corrections Center in Washington state.
  - Webinar will also highlight the partnership between Hostos Community College and the Center for Employment Opportunities to provide accelerated basic education and occupational training opportunities to ex-offenders in New York City.
  - For information: <https://community.lincs.ed.gov/notice/contributions-community-colleges-successful-reentry-april-10-webinar>



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# Upcoming Conferences

- CCAE State Conference
  - April 18-20, Sacramento
- No. Cal Regional CATESOL Conference
  - May 4, 2013, Mt. Diablo Adult Ed Center
- CASAS Summer Institute
  - June 11-13, 2013, San Diego
- CATESOL Annual State Conference
  - October 24-26, 2013, San Diego
  - ***Call for Proposals due April 7, 2013***



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State Superintendent  
of Public Instruction

# 2013 CASAS Summer Institute

- **Join your colleagues**
  - June 11-13 at the Town and Country Resort & Convention Center in San Diego, CA.
- **Highlights:**
  - Participate in the California Consortium:
    - Hear updates on CA Adult Education from Pat Terry, AEO Administrator
    - Join focus group discussions on Transitions
  - attend the most up-to-date training and workshops
  - learn about pertinent issues such as Common Core Standards and computer-based testing
  - network with other adult education providers
- **For more information** visit [www.casas.org](http://www.casas.org)



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State Superintendent  
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# CASAS Summer Institute Poster Sessions

- A Poster Session is an opportunity to:
  - Showcase unique, exceptional and highly successful strategies in your program
  - Demonstrate EL Civics Curriculum and Materials or Promising practices for transitions, student goal setting, persistence or learner outcomes, etc.  
(videos or cds with digital pictures welcomed)



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State Superintendent  
of Public Instruction

# CASAS Summer Institute Poster Sessions

- Special Emphasis this year
  - We are inviting agencies who would like to bring **curriculum and/or lesson plans** to share at the Poster Sessions
  - These can be lessons for ESL, ABE or ESL that target:
    - Meeting Common Core Standards
    - Meeting CASAS Content Standards
    - CASAS Competencies
    - EI Civics COAAPS



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State Superintendent  
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# CASAS Summer Institute Poster Sessions

- Present a Poster Session at the 2013 CASAS National Summer Institute
  - Thursday, June 13, from 8:00 am – 9:15 am.
- Poster sessions are accepted from all agencies attending the Summer Institute
- Agencies should plan to have a representative available to answer questions and provide 100 copies of handouts describing curriculum or promising practices
- Applications are due May 1, 2013
- Contact [lgigante@casas.org](mailto:lgigante@casas.org) for more information