



National Institute for Literacy

Adult Education Professional Development Mapping Survey

Dear State Director/State Office Staff/Professional Developer:

The National Institute for Literacy (Institute) is conducting this survey as part of the Institute's nationwide mapping of adult education professional development activities. This Institute is seeking information about existing practices, approaches, and delivery systems for the professional development of adult education practitioners and volunteers in each state.

We're hoping to better understand and document the professional development system in your state and how the National Institute for Literacy and its Regional Resource Centers might support your efforts with their products and trainings. Please complete this survey, based on your professional development system. We anticipate that completing the survey will take approximately 45 minutes.

Thank you in advance for your time and assistance.

For more information or questions, please contact Kaye Beall, 765-717-3942, kaye_beall@worlded.org.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1893-xxxx. The time required to complete this information collection is estimated to average 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: The National Institute for Literacy, 1775 I Street NW, Room 730, Washington, D.C. 20006. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: The National Institute for Literacy, 1775 I Street NW, Room 730, Washington, D.C. 20006.

Adult Education Professional Development Mapping Survey

Automated ID number: _____

State: _____

Check one:

State Office: (Name of office) _____

Organization: (Name of Organization) _____

Adult Education/Literacy Delivery System

1. Service delivery providers Percentage
 - Local education agencies _____ %
 - 2- or 4-year colleges _____ %
 - Correctional institutions _____ %
 - Libraries _____ %
 - Faith-based _____ %
 - Community-based _____ %
 - Other _____ _____ %

2. Number of students served (unduplicated count) _____

3. Number of students served (duplicated count)
 - Adult basic education _____
 - Adult secondary education _____
 - English as a second language _____
 - Workplace _____
 - Family Literacy _____

4. Number of staff (unduplicated count)
 - Full-time _____
 - Part-time _____

5. Number of staff by position (duplicated count)
 - Teachers _____
 - Program administrators _____
 - Counselors _____
 - Paraprofessionals (includes support staff and paid tutors) _____
 - Volunteers _____

6. Funding

Amount	Percentage
• Federal \$ _____	_____ %
• State \$ _____	_____ %
• Local \$ _____	_____ %

7. In what national initiative(s) is your state participating?

Priorities and Funding for Professional Development

8. How is your professional development system connected to a strategic plan or the state plan?

9. What state-determined priorities does it address?

10. In the last three years, has your state conducted a professional development needs assessment survey?

yes no If yes, are you willing to share the results? yes no

11. Where does the funding for the professional development system come from? What are the percentages from each source?

Funding Sources:	Percentage:
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

12. What is the fee structure, if any? _____

13. Which of the following types of adult education practitioners, if any, are recipients of your professional development activities?

- Adult education (state/federal funds) yes no
- Volunteer literacy yes no
- Faith-based organizations yes no
- Correctional facilities yes no
- Other (Specify) _____

14. Are practitioners outside your network invited to participate? yes no

Professional Development Delivery System

15. At what level(s) is professional development delivered by this agency/organization?

- | | | | | | |
|-----------|------------------------------|-----------------------------|-------------|------------------------------|-----------------------------|
| Local | <input type="checkbox"/> yes | <input type="checkbox"/> no | Multi-state | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Regional | <input type="checkbox"/> yes | <input type="checkbox"/> no | National | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Statewide | <input type="checkbox"/> yes | <input type="checkbox"/> no | | | |

16. Of the above, indicate which one is used *primarily* by your state.

- | | |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Local | <input type="checkbox"/> Multi-state |
| <input type="checkbox"/> Regional | <input type="checkbox"/> National |
| <input type="checkbox"/> Statewide | |

17. What delivery modes do you use for professional development?

- a. Face-to-face yes no
- b. Online, facilitated yes no
- c. Online, self-directed yes no
- d. DVDs/Videos yes no
- e. Individual investigations yes no
- f. State conference or institutes yes no
- g. Other _____

18. When and where are state or large regional conferences and institutes held for:

	<u>State</u>		<u>Regional</u>	
	When	Where	When	Where
• Teachers:	_____	_____	_____	_____
• Program administrators:	_____	_____	_____	_____
• Paraprofessionals:	_____	_____	_____	_____
• Volunteers:	_____	_____	_____	_____

19. How do you communicate with practitioners about professional development offerings and/or use as a professional development tool?

- Newsletters
- Discussion lists
- E-mail distribution lists
- Websites
- Professional development catalog
- Mailings
- Other _____

20. What other resources are available to conduct professional development activities that have not been discussed?

Online Professional Development

21. Does your state use online professional development? yes no
22. Has your state increased its use of online professional development? yes no
23. What does your state offer for online professional development?

24. What works well for online professional development?

25. Are you satisfied with your online professional development offerings? yes no
26. What else would you like to include in your offerings?

27. Does your state subsidize teachers for taking online courses? yes no
- If yes, are these teachers paid for time? yes no
 - If yes, are these teachers reimbursed for any related fees? yes no

Licensing/Credentialing and Professional Development

28. Is credentialing or licensing of staff required? If yes, what are the requirements for:
- | | | Full-time: | Part-time: |
|--------------------------|--|------------|------------|
| • Teachers | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ | _____ |
| • Program administrators | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ | _____ |
| • Counselors | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ | _____ |
| • Paraprofessionals | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ | _____ |
| • Volunteers | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ | _____ |
29. Is there an annual number of professional developments hours required? If yes, what are the requirements for:
- | | | Full-time: | Part-time: |
|--------------------------|--|------------|------------|
| • Teachers | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ | _____ |
| • Program administrators | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ | _____ |
| • Counselors | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ | _____ |
| • Paraprofessionals | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ | _____ |
| • Volunteers | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ | _____ |

30. Do you utilize incentives to encourage participation in professional development? yes no
 If yes, what incentives do you use?

31. Does your state maintain a tracking system? If yes, is it electronic?

- For professional development registration yes no
- For participation yes no

Professional Development Topics

32. Which topics have been offered in the past three years? How often?

- | | | |
|---|--------------------------|-------|
| • Assessment | <input type="checkbox"/> | _____ |
| • General Educational Development (GED) | <input type="checkbox"/> | _____ |
| • Curriculum development | <input type="checkbox"/> | _____ |
| • English as a Second Language (ESL) | <input type="checkbox"/> | _____ |
| • Special needs/special populations | <input type="checkbox"/> | _____ |
| • Numeracy | <input type="checkbox"/> | _____ |
| • Reading | <input type="checkbox"/> | _____ |
| • Integrating technology | <input type="checkbox"/> | _____ |
| • Workforce readiness | <input type="checkbox"/> | _____ |
| • National Reporting System (NRS) | <input type="checkbox"/> | _____ |
| • Research-based practice | <input type="checkbox"/> | _____ |
| • Retention | <input type="checkbox"/> | _____ |
| • Transitions | <input type="checkbox"/> | _____ |
| • Family Literacy | <input type="checkbox"/> | _____ |
| • Other _____ | | _____ |
| • Other _____ | | _____ |
| • Other _____ | | _____ |
| • Other _____ | | _____ |
| • Other _____ | | _____ |
| • Other _____ | | _____ |

33. Is professional development required for practitioners in any of the above topics? If so, explain.

- | | | |
|--------------------------|--|-------|
| • Teachers | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| • Program administrators | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| • Counselors | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| • Paraprofessionals | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| • Volunteers | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |

34. How are the professional development priority topics determined?

35. List any areas of expertise in specific content areas that you might be willing to share with other states?

- _____
- _____
- _____
- _____

36. When is the list of professional development activities developed for the next program year?

37. Regarding the following National Institute for Literacy-sponsored initiatives:

	<u>Are you familiar with?</u>		<u>Have you used?</u>		<u>When?</u>
Bridges-to-Practice	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no	_____
Evidence-based Practices	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no	_____
Assessment Strategies and Reading Profiles website	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no	_____
Discussion lists	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no	_____
LINCS	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no	_____

Qualifications for Professional Developers and/or Contracts

38. How is your state’s professional development delivered?

- State-level staff yes no
- Long-term grants or contracts yes no
- Short-term topical contracts yes no
- Peer networks yes no
- Other _____

39. Do you have stated requirements or qualifications for those who deliver professional development?

yes no Please explain:

40. Do you have a process for considering/approving professional development activities developed by another state or external association/agency as part of your state’s professional development system?

yes no Please explain:

41. If yes, what are the criteria that a professional development activity developed by another state or external association/agency must meet to be used as part of your state's professional development system?

- _____
- _____
- _____
- _____

Professional Development Successes

42. What is the most successful aspect of your state's professional development? Why?

43. Is there anything else about the professional development system that you want to tell us—anything special, unique, or important that our questions may not have covered?

44. What other groups (professional associations, coalitions, etc.) offer professional development opportunities in your state?

Organizational Contact:	Telephone:	E-mail:	Address:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Thank you for your time and assistance.