

**KYAE Common Core Standards
Professional Development
FY 2011-2012**

Understanding the Standards We Teach



Unit 1: English Language Arts

Facilitator's Guide



**Kentucky Adult Education
Council on Postsecondary Education
1024 Capital Center Drive, Suite 250
Frankfort, KY 40601**

Copyright ©2011 Kentucky Adult Education

“Standards-in-Action: Innovations for Standards-Based Education, Copyright © 2011 U.S. Department of Education.” This material from the *Standards-in-Action: Innovations for Standards-Based Education* is included pursuant to a license from the U.S. Department of Education.”

This Facilitator’s Guide was produced by the Collaborative Center for Literacy Development through state funds from Kentucky Adult Education, Council on Postsecondary Education. No part of this publication may be reproduced, copied, stored in a retrieval system, or transmitted in any form or by any means electronic, mechanical, photocopying, recording or otherwise without prior written permission of Kentucky Adult Education.

No official endorsement by Kentucky Adult Education or the Collaborative Center for Literacy Development of any product, commodity, service, or enterprise in this publication is intended or should be inferred unless explicitly stated.



Kentucky Council on Postsecondary Education

Steven L. Beshear
Governor

Kentucky Adult Education
1024 Capital Center Drive, Suite 250
Frankfort, Kentucky 40601-8204
Phone: 502-573-5114
Fax: 502-573-5436
www.kyae.ky.gov

Robert L. King
President

Reecie D. Stagnolia
Vice President

August 30, 2011

In its June 2009 report, *Reach Higher, America; Overcoming Crisis in the U.S. Workforce*, the National Commission on Adult Literacy called on Congress and state governments "to make postsecondary and workforce readiness the new mission of the adult education and workforce skills system." KYAE has responded to this call by focusing on helping adults become college and career ready and by aligning its work with Senate Bill 1 of 2009.

Kentucky was one of the first states to adopt the NGA-CCSSO Common Core State Standards at all educational levels – P-12, postsecondary and adult education. KYAE recognizes the critical need for aligning adult education curricula to meet the higher demands of the standards, a more rigorous GED and increasing college- and career-readiness requirements. KYAE Common Core Standards provide a consistent, clear understanding of what students are expected to learn. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills needed for success in college and careers. As the standards have been adopted in Kentucky across all educational systems, KYAE is part of an effort to create a seamless system for students to move from adult education to GED to college and careers with success at all levels. With students fully prepared, Kentucky will be positioned to compete successfully in the global economy.

For success, alignment must be accompanied by strong and rigorous professional development to ensure instructors fully understand the standards and have appropriate resources to best teach to the higher demands. As adult educators, over the next three years you will be involved in an intensive and comprehensive professional development effort on skills-based instruction. I want to personally thank you for your commitment to this effort and applaud your efforts in ensuring that your students are prepared for their future.

Sincerely,

A handwritten signature in blue ink that reads "Reecie D. Stagnolia".

Reecie D. Stagnolia, Vice President
Kentucky Adult Education

Table of Contents

| | |
|---|------|
| Guide Overview | 4 |
| Background | 5 |
| PD Course Overview | 6 |
| PD Course Schedule | 7 |
| PD Course Map | 8-11 |
| Program Directors' Orientation | |
| ❖ Facilitator Guide (8,845K DOCX) | |
| ❖ PowerPoint (1,632K PPT) | |
| ❖ Handouts (740K DOCX) | |
| Learning Communities' Units 1A & 1B | |
| ❖ Facilitator Guide (7,508K DOCX) | |
| ❖ PowerPoint (884K DOCX) | |
| ❖ Handouts (73K DOCX) | |
| Coaches' Guide | |
| ❖ Facilitator Guide (5,535K DOCX) | |
| ❖ PowerPoint (659K DOCX) | |
| ❖ Handouts (341K DOCX) | |

Guide Overview

The purpose of this guide is to assist professional development facilitators in implementing the KYAE Common Core Standards Professional Development.

The guide is divided into five major sections:

1. Overview
2. Directors' Orientation
3. Learning Communities' Professional Development
4. Coaches' Orientation
5. References

Three professional development sessions were held for three major target audiences:

- KYAE Professional Development Coaches
- KYAE Program Directors
- KYAE Program Instructors

Application Icons will indicate facilitator's tools and directions.



PowerPoint Slide



Handouts



Key Points



Question to Participants



Comments to Participants



Flip chart



Document Reader



Video

Background

In fiscal year 2011-2012, Kentucky Adult Education (KYAE) provided professional development focused on introducing adult educators to the KYAE Common Core Standards. In the previous year, KYAE, along with adult education departments in several other states, participated in a pilot developed and delivered by the U.S. Department of Education's Office of Vocational and Adult Education called "Standards in Action" (SIA). Along with KYAE staff, adult educators from five local adult education programs participated in the pilot: Daviess, Hopkins, McCracken, Muhlenberg and Ohio Counties.

The KYAE Common Core Standards Professional Development, based on the SIA model, consists of four innovations (phases) to be delivered over three years.

KYAE identified the following goals for 2011-12 professional development:

1. Increase understanding and knowledge of the standards by implementing a process for -
 - a. Unpacking the standards
 - b. Building sample activities tied to specific standards
 - c. Aligning standards to resources
 - d. Developing materials for instructional use
2. Introduce the purpose of a learning community
3. Identify roles in the learning community
4. Guide program directors in their role as instructional leaders throughout the process of standards implementation
5. Evaluate and reflect on the experience

This initiative will focus on teaching instructors how use specific tools to better understand the standards.

PD Course Overview

Curriculum Title: KYAE Common Core Standards Professional Development FY 2011-2012
English Language Arts

Developed by Kentucky Adult Education

Based on *Standards in Action: Innovations for Standards-Based Education*. (November 2009). Produced by U.S. Department of Education Office of Adult and Vocational Education, MPR Associates, Inc, and Susan Pimentel, Inc.

Delivered by the Adult Education Academy and the Collaborative Center for Literacy Development

KYAE programs were divided into ten regional learning communities, each served by a coach. Each learning community was made up of teams, consisting of staff from one program or up to four programs, depending on size. Team members were program directors and full-time instructors. Teams were organized to work collaboratively on activities, such as unpacking, or deconstructing, standards.

During this three-year professional development initiative, learning community participants will complete the activities in all four innovations. For PD 2011-2012, they completed the activities in Unit One, which includes completing unpacking charts and resource alignment charts on sets of assigned and program-selected standards.

1. Coaches' Orientation

- Coaches provide support to teams within a learning community as they implement the process and tools in the innovations. The purpose of the coaches' orientation is to introduce the coaches to the innovations and prepare them to coach participants in completing unpacking charts and resource alignment charts. Much of the support is provided in an online environment.

2. Directors' Orientation

- Program directors serve as instructional leaders of their teams in implementing the four innovations and determining their application to program practice. The purpose of the directors' orientation is to provide program directors with an overview of the four innovations and a quick overview of the processes and tools in Unit One so that they can effectively plan to lead their teams through learning and implementing the process.

3. Learning Communities' Training

- Members of learning communities implement the processes and tools of innovations to better understand the KYAE Common Core Standards. They acquire information and practice in the Common Core Standards by unpacking the standards and aligning resources to the standards.

Minor adjustments were made to the curriculum, materials, and tools following feedback received after the Coaches' Orientation and the Directors' Orientation.

KYAE Common Core Standards PD FY2011-2012

Format and Course Schedule

Each Learning Community will be on a different schedule. Specific dates may be inserted.

| | | |
|---|----------------------|---|
| Coaches' Orientation | Face-to-Face | 2 Days 10 hours |
| Program Directors' Introductory Activities | Online | 2 Weeks Prior to the Orientation 1-2 Hours |
| Program Directors' Orientation | Face-to-Face Meeting | 1 Day 7 Hours |
| Learning Communities • Introductory Activities | Online | 2 weeks prior to Unit 1A 1-2 Hours |
| Learning Communities • Unit 1A | Face-to-Face Meeting | 1 Day 6 Hours |
| Team Activities • Unit 1A | Program Site(s) | 4 Weeks Period After Face-to-Face Meeting |
| Learning Communities • Unit 1B | Face-to-Face Meeting | 1 Day 6 Hours |
| Team Activities • Unit 1B | Program Site(s) | 4 Week Period After Face-to-Face Meeting |

KYAE Common Core Standards PD FY 2011-2012

Understanding the Standards We Teach

Course Map

Course Goals

Course Objectives

Program Directors will be able to...

Activity

Format/Timeframe

Gain an overview and understand the purpose of the Kentucky Adult Education English Language Arts Common Core Standards.

1. Identify the purpose for implementing standards-based instruction with adult education and literacy students.
2. Identify adult education and literacy's role in Kentucky's educational system.

- View CPE Senate Bill 1 module, review SIA Guide – Unit 1, and review GED 2014 documents.
- Reflect on readings by answering discussion board questions (optional).

Introductory Activities

Online - ANGEL (Discussion Board - OPTIONAL)

Posted for 1 week
2 hours to complete

Develop skills as instructional leaders to provide support to a learning community that will implement a process to unpack the KYAE English Language Arts Common Core Standards.

1. Develop skills to become an effective instructional leader.
2. Review the purpose of understanding the standards and using them with students.
3. Apply a process for unpacking the standards.
4. Apply a process to align program resources.
5. Recognize skills to support developing a consensus with a learning community team
 - a. To unpack the components of standards,
 - b. To construct real-world activities that align to assigned standards, and
 - c. To align program resources.
6. Reflect on the unpacking and alignment processes.

- Discuss with directors the skills, concepts, context, and level of thinking for a set of standards.
- Develop a consensus with program directors. Complete an unpacking chart. Develop sample activities. Complete a chart for aligning resources to standards using assigned standards.

Directors' Orientation Face-to-Face

Information, modeling, and guided practice

8:30 AM - 4:30 PM
8/19/11

1. Develop an instructional support plan for learning community team PD implementation.
2. Facilitate implementing the unpacking and alignment of resources to standards process with learning community team.

- Begin to develop a plan to lead a learning community in understanding the standards and developing resources (unpacking charts and resources alignment charts) for using standards in programs.
- Complete closure activity connecting standards' concepts.

LC Units 1A & 1B

Information, modeling, guided practice, and team activities

8 Weeks

KYAE Common Core Standards PD FY 2011-2012

Understanding the Standards We Teach

Course Map

**LEARNING
COMMUNITIES
UNIT 1A**

Course Goals

Gain an overview and understand the purpose of the Kentucky Adult Education English Language Arts Common Core Standards.

Develop a learning community by implementing a process to unpack the KYAE Common Core Standards.

Course Objectives

Program Directors and Instructors will be able to...

1. Identify the purpose for implementing standards-based instruction with adult education and literacy students.
2. Identify adult education and literacy's role in Kentucky's educational system.

1. Review the purpose of understanding the standards and using them with students.
2. Develop a consensus with team
 - a. To unpack the components of standards and
 - b. To construct real-world activities that align to standards.
3. Apply a process for unpacking the standards by completing an unpacking chart. Reflect on the unpacking process.

1. Apply a process for unpacking the standards.
2. Develop a consensus with team on the skills, concepts, context, and cognitive level of thinking by unpacking ≈ 50 standards and complete an unpacking chart.
3. Develop a consensus with team on student activities for each of the standards unpacked.
4. Reflect on the unpacking process.

Activity

Reflect on readings by answering discussion board questions (optional).

Participate in activity to reflect on the meaning and significance of standards in adult education and literacy.

Discuss with team the skills, concepts and level of thinking for a set of standards, and complete an unpacking chart.

With team, determine real-world sample activities, and record on the unpacking chart.

Complete closure activity connecting standards' concepts.

With team, complete unpacking charts for ≈ 50 standards. Submit to coaches and receive feedback.

Format/Timeframe

Introductory Activities
(Optional - at the discretion of the director)
Online - ANGEL Discussion Board
Posted for 1 week
2 hours

Unit 1A- Face-to-Face
Information, modeling and guided practice
9 AM - 4 PM
6 hours

Unit 1A- Team Activities
Practice with teams at the workplace w/ coaching
4 weeks
15 hours

KYAE Common Core Standards PD FY 2011-2012

Understanding the Standards We Teach

Course Map

LEARNING COMMUNITIES

UNIT 1B

Course Goals

Develop a learning community by implementing a process to align program resources with the KYAE Common Core Standards.

Course Objectives

Program Directors and Instructors will be able to..

1. Develop a consensus with team on the alignment of program resources to standards.
2. Apply a process for aligning standards with program resources by completing a resource alignment chart.
3. Reflect on the resource alignment process.
4. Discuss developing materials for instructional use.
5. Discuss plans to move forward in order to sustain standards-based practice to improve student learning.

1. Develop a consensus on the alignment of program resources to standards.
2. Apply a process for aligning ≈ 50 standards with program resources by completing a resource alignment chart.
3. Reflect on the resource alignment process.
4. Develop materials for instructional use.
5. Discuss plans to move forward in order to sustain standards-based practice to improve student learning.

Activity

- Reflect on purpose and learning outcomes achieved.
- Discuss with learning community the process of aligning program resources to standards.
- Complete an alignment chart aligning program resources to standards.
- Identify materials for instructional use.
- Complete closure activity connecting standards concepts.
- With team, complete an alignment resource chart, aligning program resources to standards.
- Identify standards-based materials for instructional use.
- Answer discussion questions in ANGEL reflecting on the process and outcomes of aligning program resources to standards.

Format/Timeframe

Unit 1B- Face-to-Face

Information, modeling and guided practice

9 AM - 4 PM
6 hours

Unit 1B- Team Activities

Practice with teams at the workplace w/ coaching

4 weeks
15 hours

