

Program Structure			
Research	Link to Article	Promising Practice to Increase Retention	Tools
<p><i>Managed Enrollment: An Opportunity to Reinvigorate the ABE Experience.</i> Alisa Povenmire, MA Coalition for Adult Education, 2006.</p>	<p>http://www.mcae.net/ManagedEnrollment.pdf</p>	<p>Institute managed enrollment rather than open enrollment.</p>	<p>Kenton County Managed Schedule of Classes</p>
			<p>Scott County Managed Schedule of Classes</p>
			<p>Woodford County Managed Schedule of Classes</p>
			<p>Syllabus Template</p>
			<p>Contract of Commitment</p>
<p><i>Moving from Open Enrollment to Managed Enrollment.</i> Kate Hyzer, Fieldnotes for ABE Administrators, 2006.</p>	<p>http://www.able.state.pa.us/able/lib/able/fieldnotes06/fn06mgdenroll.pdf</p>		<p>KYAE Intake, Orientation and Assessment Toolkit (Coming Soon)</p>
<p><i>Getting the Most Out of a Managed Enrollment Classroom.</i> Kate Hyzer and Heidi Haupt, Fieldnotes for ABE Staff, 2007.</p>	<p>http://www.able.state.pa.us/able/lib/able/fieldnotes07/fn07managedenrollment.pdf</p>		<p>Greenup County Student Handbook</p>
<p><i>Managed Enrollment: A Process, Not a Product</i> Sylvia Ramirez, Mira Costa College, CA.</p>	<p>http://www.miracosta.cc.ca.us/Instruction/CommunityEducation/ESL/managedenrollment.htm</p>		<p>Scott County Managed Classes Flyer</p>
<p><i>Managed Enrollment.</i> Maria Burnham, Arrowhead Economic Opportunity Agency (AEOA) ABE Newsletter Marshall Adult Education, MN.</p>	<p>http://www.marshalladulthoodeducation.org/managed_enrollment.htm</p>		<p>Managed Classes Flyer Sample</p>
			<p>Managed Classes Flyer Sample 2</p>
			<p>Franklin County Student Expectations</p>

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<i>Solving Problems with Computer-Assisted Instruction at the East Texas Literacy Council</i> Kelley Snowden, (FOB, Vol. 4, Issue C, Dec. 2000).	http://www.ncsall.net/?id=310	Offer alternatives to classroom instruction, such as distance learning, computer-assisted instruction, drop-in instruction or activities, conversation or book clubs, peer learning groups, and enrichment classes.	PLATO, WIN, Intstruction Targeted for TABE Success
<i>More Curriculum Structure – A Response to “Turbulence”</i> . John Strucker (FOB Vol. 8, Issue C: November 2006).	http://www.ncsall.net/?id=1151	Establish clear guidelines for student attendance, program and behavior.	Attendance Policy
<i>Research to Practice: Increasing Retention Through Student Success</i> . Kari Malitz and Sarah Nixon-Ponder, Ohio Literacy Resource Center: Enhancing Adult Literacy.	http://literacy.kent.edu/Oasis/Pubs/0200-11.htm	Recognizes and celebrates students’ learning accomplishments	Certificate of Accomplishment
		Use student feedback to make improvements in instruction, counseling, and program structures and processes.	Student Feedback Survey 1 Student Feedback Survey 2 Orientation Survey
<i>Sponsors and Sponsorship: Initial Findings from the Second Phase of the NCSALL Persistence Study</i> John Comings & Sondra Cuban, (FOB, Vol. 6, Issue A, Oct. 2002).	http://www.ncsall.net/?id=221	Include students’ family and friends in program activities.	General invitations to send to family and friends inviting them to program activities
			Holiday invitations
			Invitation postcards
<i>The First Three Weeks: A Critical Time for Motivation</i> . B. Allan Quigley (FOB, Vol. 2, Issue A, March 1998).	http://www.ncsall.net/?id=420	There are critical times when students are more likely to dropout of the program. Implement strategies at these targeted times to keep students motivated.	Strategies to Prevent Students From Dropping Out at High Risk Times