

SREB

Adult Learning Policy Review Framework

This outline is intended to provide a framework for state policymakers, education leaders, and others to analyze current state policies related to adult learners. By collecting the documents suggested below, responding to the guide statements, and engaging in a robust discussion, participants in this process will have an opportunity to examine a comprehensive set of policies to determine areas of strength and areas of weakness. By the end of the process, participants are better positioned to determine how to structure the state's policies to encourage adult learners to enroll in and complete a postsecondary education and how to facilitate their success.

I. Governance and Coordinating Structures

- Briefly describe the multiple agencies responsible for adult learning and workforce training in the state. It should include advisory groups to the governor; state agencies such as Education, Labor, Corrections, Human Services; and governing and coordinating bodies in postsecondary education.

II. Strategic Plans and Goals

- Examine documents (i.e. the Governor's State of the State Address or state agency's mission and strategic plans) from organizations and agencies that are responsible for adult learning and workforce training.
- Compile a list of goals or statements of intent relating to the topic.

III. Accountability and Performance Measures

- Identify program performance measures required by both federal and state accountability regulations. This list may be similar to those found in goal statements - but look for specific performance measures or benchmarks.
- Include program evaluation results when available.

IV. Programs, Needs Assessment, Best Practices - State Agencies

- Develop a statewide inventory of education and workforce training programs aimed at adults. This will include such programs as adult basic education, adult secondary education, various initiatives funded through the Workforce Investment Act, and state efforts aimed at retraining of workers.
- Highlight examples of "best practice" as nominated by state and/or national officials.
- Survey selected program directors to understand policy and practice around such issues as articulation, technology-delivered programs, and recent needs assessments. Summarize the details of the survey results.

V. Programs, Needs Assessment, Best Practices –Postsecondary Education

- Develop a statewide inventory of programs targeted at adults such as continuing and adult education efforts, customized training programs for industry, alternative teacher training and certification, small business development initiatives, and Perkins programs in community colleges.
- Conduct a survey of postsecondary education regarding practices in assessment of prior learning, accelerated programs, flexible programming, distance learning, program evaluation, articulation, and recent needs assessments. Summarize details of the survey results.

VI. Finance

- Develop a table of adult learning and workforce training programs and the amount and source of funding for each program to determine the state’s total commitment (including state tax dollars and federal grants.)
- Describe any funding policies which have a positive or negative effect on the state’s commitment to adults (i.e. funding of remediation, continuing education, literacy at the workplace, tax incentives, etc.)

VII. Student Financial Assistance

- Create a list of programs and appropriations for student financial assistance programs targeted at adults. If possible, provide levels of current adult participation for each of the financial aid programs.
- Describe any current policies that may be an impediment to adult enrollment in education programs.

VIII. Consumer Information

- Survey both state agencies and postsecondary institutions regarding the extent and type of marketing initiatives aimed at adults.
- Provide details of your findings and note whether any of these are “statewide” in scope.

IX. Stakeholder Involvement, Interagency Cooperation and Partnerships

- Describe the purpose and composition of advisory and policymaking groups for the primary providers in the area of adult learning and workforce training. Note any obvious “gaps” in representation.
- Describe the entities responsible for developing interagency cooperation and any extant partnerships.

X. Summary of Findings and Recommendations

- Summarize the primary findings of the policy review
- Outline possible recommendations.

XI. Appendices

- Provide any data supporting your findings including survey results, inventories, data tables, etc.



CAEL

National Headquarters

55 E. Monroe St., Suite 1930

Chicago, IL 60603

Telephone 312.499.2600

Facsimile 312.499.2601

Website www.cael.org