

**REPORT ON COORDINATION OF  
ADULT EDUCATION PROGRAMS**

**REPORTED TO  
THE GOVERNOR  
AND  
GENERAL ASSEMBLY OF VIRGINIA**



**HOUSE DOCUMENT NO. 35**

**COMMONWEALTH OF VIRGINIA  
Department of Purchases and Supply  
Richmond  
1975**

COMMONWEALTH OF VIRGINIA  
STATE DEPARTMENT OF EDUCATION  
DEPARTMENT OF COMMUNITY COLLEGES  
STATE COUNCIL OF HIGHER EDUCATION  
Richmond, Virginia

February 4, 1975


The Honorable Mills E. Godwin, Jr., Governor of Virginia  
and  
Members of the General Assembly

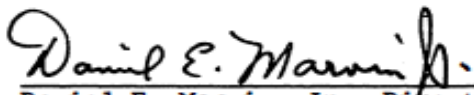
We are pleased to transmit herewith the State Coordinating Committee's "Report on Coordination of Adult Education Programs". The State Committee consists of two members each of the Board of Education, Department of Community Colleges, and State Council of Higher Education, and the Superintendent of Public Instruction, Chancellor of the Department of Community Colleges, and the Director of the State Council of Higher Education as ex-officio members.

We are pleased to report that all of the twenty-three regional coordinating committees met at least once, most of them twice, between July and November, 1974. November 15 was established as the date for the regional committees to report. The attached report reflects a summary of data received from the twenty-three committees.

Respectfully submitted,

  
Woodrow W. Wilkerson, Superintendent  
of Public Instruction

  
Dana B. Hamel, Chancellor, Department  
of Community Colleges

  
Daniel E. Marvin, Jr., Director  
State Council of Higher Education

## REPORT ON COORDINATION OF ADULT EDUCATION PROGRAMS

### Organization of Regional Coordinating Committees

Coordinating committees in all 23 community college regions were organized in accordance with the plan approved by the State Board of Education, the State Board for Community Colleges, and the State Council of Higher Education. Similar coordinating plans already existing in one or two regions were brought in line with the State Plan by the appointment of additional members and/or by revising committee roles.

Most of the 23 regional coordinating committees decided to meet twice a year while some scheduled quarterly meetings. Nearly all committees assigned some responsibilities to subcommittees which will meet at other times during the year.

While the organizational structure may vary, the committees almost unanimously selected a chairman, vice-chairman, and secretary to direct committee activities.

### Role of Regional Coordinating Committees

A majority of the reports from the regional coordinating committees set forth committee functions as follows:

1. To analyze present adult education offerings and programs.
2. To survey the adult population in each region to determine educational and cultural needs.
3. To use survey data already available.
4. To determine criteria for defining "unnecessary duplication."
5. To survey employers to determine present and future manpower needs.

The reports indicate that committees spent time in many meetings discussing the meaning of "unnecessary duplication"; ways to improve educational standards for minority groups to enhance their employment opportunities; methods by which educational institutions could better prepare graduates for the world of work; and credit and non-credit courses as related to the work of the committees.

#### Unmet Adult Education Needs

Many regional coordinating committees indicated a need for surveys and other methods to determine unmet adult education needs, including:

1. Surveying employers to determine present and future manpower needs.
2. Surveying the adult population to determine educational needs and cultural interests.
3. Scheduling open hearings which would involve representatives of a region's businesses, industries, and service agencies.
4. Seeking input from advisory groups and potential students.

Several committees indicated that a sufficient amount of information on adult education needs had been collected through past and current surveys. From this already available information, one or more of the following areas of adult education presently are not being met in most regions throughout the state:

1. A wide variety of courses in many trades, in health and business occupations, including courses in hotel-motel management, merchandising, real estate, among others.

2. Adult basic education courses, including preparation for G.E.D. tests.
3. Courses specifically for retired and other senior citizens.
4. Special courses for handicapped and for disadvantaged persons.
5. Courses to meet avocational interests, to fulfill recreation and leisure needs.
6. Courses for managers and supervisors.
7. Services in testing, counseling, and planning career decisions.
8. Fire science training for volunteer firemen.
9. Consumer economics classes.
10. Courses such as human relations, business law, etc., for personnel of small businesses.
11. Courses in local and state government.
12. Courses designed for new employees in business and industry.

Suggested Approaches for Meeting Adult Education Needs

Many regional coordinating committees indicated that a continuous study of adult education needs should be a function of the committees. Numerous approaches were suggested for meeting these needs including:

1. Establish subcommittees to identify concerns, to make plans, and to set priorities.
2. Conduct active campaigns to inform the public of available courses and programs.
3. Establish subcommittees to examine current offerings and to make recommendations on the validity of proposed offerings.

4. Publish periodically a directory of courses offered throughout the region and distribute to the general public.
5. Proceed immediately with certain needed courses, as recommended in several committees.
6. Encourage educational assistance programs.
7. Improve articulation between all agencies offering adult education classes.

Measures Suggested to Resolve Existing Duplication of Offerings

The consensus of the committees was that unnecessary duplication of courses should be avoided. It should be noted that under appropriate circumstances some duplication of courses is necessary and should be provided. It was observed that courses having the same title may differ as to purpose, content, or level of content. In addition, certain courses provided for specific businesses or industries may be closed to the general public. In view of this understanding of "unnecessary duplication," practically all committees reported that there was no unnecessary duplication at this time.

Some committees found unnecessary duplication in Auto Mechanics for Women, Personal Typing, and Principles of Real Estate, and took measures to eliminate this problem.

Suggestions for resolving the problems of unnecessary duplication of offerings included the following:

1. Prior to publicizing any offerings, circulate the proposed offerings to public school superintendents and community college presidents for the purpose of identifying similar courses.

2. Establish a semiannual review by the regional coordinating committee of all proposed offerings in each region.
3. Set quarterly meetings of the committees for the purpose of reviewing all offerings and of determining where they should be offered.
4. Establish a subcommittee to scrutinize offerings by each agency.

Several samples from the committees' reports on proposed ways to solve the problem of duplication follow:

1. "The committee, as specified in the Statement of Agreement, has agreed to meet three times each year to coordinate course offerings and to identify community needs. These meetings will be held in the summer, winter, and fall. The agenda for each meeting will provide for the exchange of course offerings for coordinating purposes. Unnecessary duplications will be identified and, hopefully, resolved within the committee. Community needs will be discussed by the committee in its entirety. Resulting recommendations will be presented to the school division superintendents and the community college president in summary form by the chairman of the committee. All decisions with respect to duplications and community needs will be made by unanimous vote of the committee."
2. "While the Committee has not been in operation for a great period of time, the current procedures being used by each of the County Boards of Education and the Community College will be continued. Efforts will be made to communicate

regarding program planning and implementation between the school divisions and community college. It is believed that the following points can be accomplished through cooperative efforts.

- a) Assess needs.
  - b) Assess educational resources.
  - c) Match educational resources to needs, due regard being paid to geographic regions.
  - d) Maintain liaison between college, school system and public sector to monitor new needs and assess past performance."
3. "Under the present procedure a community college liaison person meets with the local school superintendent or his designee each quarter to plan course offerings. This committee has recommended that the above procedure be continued and expanded to include all school districts. In addition, it is recommended that the business and industry representative from each school district be involved in the quarterly planning. In order to facilitate the cooperative effort, the committee also recommends continuation of the Regional Committee meetings and that copies of the Five-Year Vocational Plans be made available to the Community College."

One committee has been in existence since 1970, and their report offers the following solution to the elimination of unnecessary duplication of courses:

1. "The Peninsula Adult Education Committee eliminates unnecessary duplication of courses by having each member



organization submit in writing at an early meeting all offerings being proposed for registration. These offerings are discussed and explained in the meeting. Where duplications are noted, the members concerned review these and come to some common understanding as to who will provide the offerings. Often the solution will be that the offerings are made on an alternate basis amongst members. The chairman assists in the discussions and decisions. In instances where a course offering is contemplated on short notice, and between meetings, and would affect another member of the Committee, the committee members, with the chairman, will discuss it in conference, or on the phone, and arrive at a satisfactory conclusion. This system has always worked well."

Items Referred to State Committee

To date, all known instances of unnecessary duplication have been resolved at the regional level.

February 6, 1975

