

**REPORT ON COORDINATION OF
ADULT EDUCATION PROGRAMS**

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



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**COMMONWEALTH OF VIRGINIA
Department of Purchases and Supply
Richmond
1977**

REPORTS ON COORDINATION OF ADULT EDUCATION PROGRAMS

General Statement

The year 1976 represented the third year for the operation of the twenty three regional adult education coordinating committees in accordance with the plan approved by the State Board of Education, the State Board of Community Colleges, and the State Council of Higher Education. Most of the committees functioned to some degree during the year, some to a much greater extent than others. Two committees met monthly while the others met from one to five times during the year. About half of them also indicated that sub-committees had met and carried out specific functions during the year.

In order to stimulate action in two major roles of these committees, that of determining adult education needs, and the promotion of participation in the classes offered, the Vocational Division of the State Department of Education offered three mini-grants of up to \$3,000 each to the committees for use in making surveys of needs and in developing media for use in the promotion of classes on a regional basis. The three projects developed through the grants were considered successful and the results obtained were distributed to the other committees for their use. Five new mini-grants of \$2,500 each have been awarded for the year July 1, 1976, through June 30, 1977.

The Effectiveness of the Committees

Most of the reports from the committees indicate that the committees serve as an important and necessary communication function. They also report that the meetings and work of the committee has been particularly helpful with the articulation of programs between the community college and the public schools. They further agree that the committee offers the opportunity for

better understanding of high schools, vocational schools and the community college in the region and that a cooperative attitude exists as a result.

The following quotes from several reports are given to emphasize the effectiveness of the committees:

1. "The Committee continues to meet regularly and to explore areas in which adult education needs are not being met. During our early meetings, the Committee identified the following division of responsibility:

Adult Basic Education	Public Schools
General Interest (hobby) Courses	Community College and Public Schools
Vocational-Technical	Community College to emphasize "preparatory". Public Schools to emphasize "supplementary"
Developmental Studies	Community College

This division of responsibility has enabled us to look at courses once needs have been identified and to categorize them, hence avoiding unnecessary duplication of efforts.

We are very pleased with the results of our work so far and feel that we have made great progress toward eliminating unnecessary duplication."

2. "a. Avoided duplication in class offerings
b. There is a cooperative attitude throughout the Region thereby improving communication between the various institutions."
3. "The Committee offers the opportunity for better understanding of high schools, vocational schools and the community college in the region."

4. "The Committee has proven very effective in carrying out its functions. It has been particularly helpful with articulation programs between the Community College and the public schools. No major problems currently exist."
5. "It has always been the policy of the Committee to work cooperatively and discuss overlapping and duplication of programs. Proposed new programs are also discussed before they are offered to assure there are no problems. Exceptions are noted whenever it can be shown that: (1) a real need exists, (2) the program is based on a community desire, and (3) there is sufficient public interest to warrant offering more than one program."
6. "The committee is very effective and influential in the quality of adult continuing education now being offered in the region. The committee has furnished the additional input needed in order to identify the needs of the region."
7. "The committee benefited by sharing in the accomplishment of a common task. A considerable degree of awareness was generated among committee members and adult education personnel at the schools, as they consulted on the availability of courses, the appropriateness of referrals to other jurisdictions, etc."
8. "The committee has proposed a means of determining the needs of the adults more realistically. Local newspapers and radio stations will be asked to carry news briefs about work of the committee and solicit written proposals for what is needed."
9. "It is increasingly apparent that the needs assessment and coordinating activities of the committee will have to involve public and private delivery agencies other than the schools and community colleges. Specifically the city recreation departments have ongoing adult education programs which are responding to community needs. It

is also noted that the Community Education concept, which is being implemented in some of the cities of the regions, will have an impact on the committee activities.

The committee has been effective in its primary task of coordination and provides a valuable link of communication between the public schools and the community college."

Only one committee stated that it was ineffective: "It was the consensus of the Committee that it, as constructed for this region, was ineffective and not essential to meet the needs of the region." It based its conclusion on the fact that the wide geographical area covered by the Community College lends itself to working separately with three school divisions east of the college and four west of the college.

Unmet Adult Education Needs

The reports from previous years indicated that many of the committees felt that further assessment of needs of adults in their region was needed. However, reports for 1976 seem to indicate that action was taken during the year to identify these needs and that efforts now need to be exerted to meet them.

Among those needs that were identified by the committees were:

1. English and vocational courses for Indochinese
2. Courses in occupations requiring mechanical skills such as refrigeration, heating, diesel, hydraulics, electric wiring, building trades.
3. Courses for senior citizens
4. Courses in parenting
5. Adult basic education
6. High school diploma completion courses, cultural activities, driver training

7. Courses for prison camps.

The Degree of Duplication of Courses Discovered and Corrective Measures Taken

The reports indicated that no duplication of courses existed. Duplication was defined to exclude those courses of a similar nature or title offered where numbers enrolled justified same, where the purposes of the courses were different, or where specific groups of people needed different approaches.

Some courses were consolidated or eliminated to promote cooperative efforts and to avoid duplication.

One committee sponsored a one-day workshop in which over 250 vocational-technical teachers and other interested personnel from the area school divisions and community college came together for an articulation, communication, and information conference. Response to the workshop was positive enough to begin planning for another one in 1977 and to recommend this procedure to other committees.

Periodic contacts between secondary school people and community college personnel, and written communications between these agencies have resulted in the people involved being satisfied that duplication has been avoided and that services demanded have been met.

Other Significant Activities of the Committees

1. "In addition to the routine articulation matters, the regional committee applied for and received a mini grant from the State Department of Education to operate a telephone information service. For two months preceeding the fall session the public schools and the community college pooled their course listings and jointly announced to the public the general nature of their offerings while listing a common telephone number to call for specific information. A telephone and an answering device was installed at the community college which recorded requests for

course information 24 hours-a-day. A written response listing course titles, costs, where to apply, etc., was sent to each of approximately 300 individuals who used the service."

2. "The Washington County Public Schools, Bristol Public Schools, Smyth County Public Schools, and Virginia Highlands Community College operate their Continuing Education programs under the philosophy that commits the educational institution to offer courses in any area of expressed need. This philosophy has permitted a continued expansion in the number and quality of Continuing Education classes."

3. "The major activity of the committee was the mini-grant proposal and subsequent implementation of a project for the production and utilization of Television and Radio Public Service Announcements on Adult and Vocational Education opportunities funded by the State Department of Education in the amount of \$2,500.

"The award was approved on June 24, 1976. During the month of July, through contract with a commercial advertising agency, two 30-second TV spot announcements and four radio spot announcements were produced. Broadcast of these announcements are keyed to the theme "New Horizons" and are broadcast as public service time by five television stations and more than twelve radio stations. The public is invited to call a single number for information. Response is provided by the schools and the community college on a geographic basis.

"Records of the phone call inquiries indicated that interest peaked during September, coincident with the beginning of the school year. Calls have continued and the identity of the title, "New Horizons", with Adult and Vocational Education is developing.

"It is considered that the public awareness program has achieved significant results to date, not as much in direct measurable enrollments, as in the acceptance of the concepts of availability of adult and vocational education and the visible cooperation of the public schools and the community college."

4. "Region 21 Adult Education Committees applied for a mini-grant to be used to publicize the adult offerings in this region. During the first week in October, 20,000 pamphlets were printed and distributed listing all adult offerings in the region, where classes would be taught, and dates of class meetings. Because our region is predominately rural, we felt this would be advantageous in getting before our population an awareness of opportunities in adult education.

"Efforts were made by the regional committee to develop cooperative effort among the educational institutions by requesting that a representative from the community college meet with a representative from the P. D. Pruden Vocational Technical Center on a quarterly basis to discuss and plan their adult courses. This would eliminate unnecessary duplication."

5. "A review and discussion by the committee of all the offerings in adult education in the region lead to the conclusion that possible duplication of programs in large geographical regions seems justifiable and desirable to serve the citizens of the region because of the distances between sponsoring agencies.

"No instances of any unnecessary duplication were identified.

"Several committee members made the observation that in many instances County Parks and Recreation Departments seem to be duplicating many of the public school division offerings."

6. "The committee is very effective and influential in the quality of adult continuing education now being offered in the region. The committee has furnished the additional input needed in order to identify the needs of the region."
7. "Much of the year's effort was devoted to implementing a Research Project on 'Adult Education Information Dissemination: Media Effectiveness.' The project consisted of designing several methods of getting information to the general public regarding adult offerings in each school district, and of evaluating these various methods in an attempt to learn more about how people find out about adult education offerings and on what basis they decide to take certain courses. A major effort went into the development of a brochure listing course offerings in each school district and explaining the purpose of the Coordinating Committee; in addition, the Committee sponsored newspaper advertising, developed a slide-tape presentation for use with various community groups, and developed several Radio/TV public service spots. An evaluation questionnaire was developed and distributed to students enrolled in courses throughout the year. The final report for this project has been published and distributed widely throughout the State. So effective was the brochure in describing the cooperative efforts of the Committee and in disseminating information that the Committee decided to develop one for the current year."
8. "The activities of the Committee have been directed toward investigating the need for educational offerings and keeping each educational system informed of offerings. The duplication of educational offerings has been avoided due to Committee cooperation. The most pressing need seems to be for a course (or courses) on the Metric System."

9. "In order to promote an awareness of the opportunities that exist for the public to pursue in adult education, the Committee jointly sponsored a newspaper advertising, listing the courses available for the fall of 1976.

"The Committee, in a cooperative effort, jointly sponsored with the Junior League, Inc. a Community Education Awareness Workshop. Fifty-three educators and other interested citizens attended this workshop.

"The Committee is presently cooperating with the League of Downtown Churches on a project that would provide educational programs for the community. The Committee has offered to assist in the coordination of programs in this project."

10. "Each subcommittee has reviewed the offerings in the separate jurisdictions and have shared program plans. Where duplication occurs, each group has shared enrollment data, growth plans and have determined if unnecessary duplication exists."

Items Referred to State Committee

To date, no items have been referred to the State Committee.

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

February 10, 1977

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

It is our pleasure 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, with the State Superintendent of Public Instruction, the Chancellor of the Department of Community Colleges, and the Director of the State Council of Higher Education as ex-officio members.

Most of the committees functioned to some degree although three made no summary report at all. Two others reported by telephone at the time this summary report was written and indicated that a written report would follow. December 1 was established as the date for the regional committee reports. The attached report reflects a summary of data received from the committees.

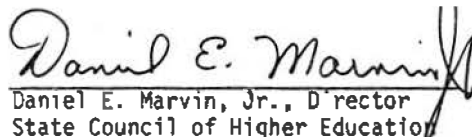
Respectfully submitted,



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