

**Special Short-Term Santa Barbara Adult Education Consortium Request for Proposal for Noncredit Adult Education Funds: REQUIRED FOCUS: Serving Adults Entering or Re-entering the Workforce**

Program Area: Adult Education (ABE, ASE, Basic Skills)

**Objective 1: Create Career-Focused Learning Modules for Existing AHS/GED Math and English Courses**

	<b>Activity Description</b>	<b>Timeline for Completion</b>	<b>Person or Agency responsible</b>	<b>Outcome</b>	<b>Data capture method</b>
1	Review curriculum of three vocational areas	Sept – Oct 2019	AHS/GED Faculty Team and selected vocational instructors	Create list of required and problematic skills	List of required skills
2	Research, evaluate and catalog possible text and multimedia instructional resources	Nov-Dec	AHS/GED Faculty Team	Selection of best-fit materials appropriate for ABE-level students to integrate into course content/assignments	Annotated catalog of resources and uses
3	Develop outlines to create modules	Nov - Dec	AHS/GED Faculty Team	Set of best practices and scaffolded assignments to develop skills	Internal written design rubric and guide
4	Develop, test, and refine set of supplemental support materials	Jan-March	AHS/GED Faculty Team	Set of support materials	AHS/GED Curriculum Library Archive
5	Create marketing materials and recruit current and new students to interact with the modules	Jan - March	AHS/GED Faculty Team	Student feedback and attendance figures	Attendance and enrollment data
6	Pilot revised course materials with students; refine as needed	March-August	AHS/GED Faculty Team	Implementation of pilot module with embedded benchmark completion data	Student and instructor survey/feedback data, attendance and completion data
7	Meet regularly with all AHS instructors and LTAs to train and obtain feedback on new materials	March-August	AHS/GED Faculty Team	Constructive feedback on materials; set of needed refinements	instructor survey/feedback data,