


Division of Adult Education

Monthly Webinar

March 16, 2023



pennsylvania

DEPARTMENT OF EDUCATION


3/16/2023

1

1

Agenda

- Kickoff dates
- Illustrative Math curriculum
- Successful PIT meetings
 - Altoona Area School District
 - United Neighborhood Centers of Northeastern Pennsylvania



pennsylvania

DEPARTMENT OF EDUCATION


3/16/2023

2

2

Kickoff Dates

- Save the Date!
 - August 1-3, 2023



pennsylvania

DEPARTMENT OF EDUCATION

3/16/2023

3

3

Illustrative Math

- Open education resource
- Large K-12 curriculum
 - Chose CCRS-aligned lessons
 - Aligned to MWOTL
 - Sequenced
- Demonstration
- Questions



3/16/2023

4

4

Successful PIT Meetings

- Altoona Area School District



3/16/2023

5

5



"Successful, Productive PIT Meetings"

Tips from the AASD Adult Education Program

Tina Swineford
AASD Adult Education Program Director
tswineford@altoonasd.com
(814) 329-0253



6



AASD's Tips for a Successful PIT Meeting

Tip 1: Use a PIT Meeting Template

Tip 2: Data Dive

Tip 3: Staff Engagement

7



Tip 1 Use a PIT Meeting Template ~ work smarter, not harder

Benefits:

- It's a 2-in-1! (*PIT Meeting Agenda AND the minutes for our Advisor*)
- Reminds us why we're at a PIT meeting
- Keeps the meeting on track and staff engaged

8

AASD Adult Education Program PIT Meeting Template

Meeting Date & Attendees:

PI-PD Objective 1:
PI-PD Objective 2:

Data Dive (*Review program's data*)

1. As a result of reviewing this data, what do you notice about the data?
2. What questions does it raise? What needs to change? What is working well?
3. As a result of reviewing the data and asking questions of the data, what follow-up is needed, if any?

Program Improvement-Professional Development (PI-PD) Plan (*The purpose of the PLC is to implement the agency PI-PD Plan. Review the progress associated with the agency PI-PD Plan.*)

1. What are the successes and challenges of the PLC?
2. What evidence of teacher change is there as a result of PLC work?
3. What evidence of student change is there as a result of PLC work?

9



Tip 2: Data Dive ~ *relevant & outcome-focused*

AASD's PI-PD Goals: 1) Increase DL Skills & Remote Instruction 2) Meet/Exceed PDE Performance Targets			
1Q	2Q	3Q	4Q
Data aligned to PI-PD Obj. Enrollment Target 25% by Sept. 30	Data aligned to PI-PD Obj. Enrollment Target 50% by Dec. 31	Data aligned to PI-PD Obj. Enrollment Target 75% by March 31	Data aligned to PI-PD Obj. Enrollment Target 100% by June 30
<i>(e-Data not open yet!)</i> Previous PY Outcomes (EFL, PS, HSE, Employment) & Tables 1-4 Agency collected data... • Reportable (<12hrs) • Participants (>12hrs) • Rollovers & Potential Rollovers • July – Sept. Outcomes	<i>e-Data Favorites:</i> • Total Hours by Adult with Ed Gain (Jim Yeager Report) <i>Who are the Reportable (<12hrs)? Can we turn them into Participants? Pre/Posted? Remote/SDL hrs.?</i> • Table 4/Raw (Pre/Post)	<i>e-Data Favorites:</i> PDE Targets vs Agency Progress • Enrollment Summary • Total Hours by Adult with Ed Gain (Jim Yeager Report) • Table 4/Raw (Pre/Post) • Table 4b Pre/Post w EFL Gain • Follow-Up Core Outcomes	<i>e-Data Favorites:</i> See 3Q

10



Tip 3: Staff Engagement

~ *the person doing the work is the one doing the learning*

PIT Meeting = Shared Ownership	
Facilitated, <i>not</i> lectured.	
Facilitator guides, <i>not</i> tells.	
Staff engages, <i>not</i> silently observing.	
All are responsible for PDE Performance Goals & agency progress, <i>not</i> some.	
Data Dive	PI-PD Plan / PLC Progress
✓ Data reports/topics prepared by Program Director, IHPOS & DOS ✓ Facilitated by Program Director ✓ Staff analyze, reflect, and discuss ✓ IHPOS takes notes/minutes	✓ PI-PD and PLC progress notes prepared by IHPOS ✓ IHPOS facilitates ✓ Staff analyze, reflect, and discuss ✓ Program Director takes notes/minutes

11



AASD's PIT Tips

Tip 1: Use a PIT Template ~ *Work smarter, not harder.*

Tip 2: Data Dive ~ *Mix it up each quarter; make it relevant & outcome-focused.*

Tip 3: Engagement ~ *The person doing the work, is the one doing the learning.*

12

Successful PIT Meetings

- United Neighborhood Centers of Northeastern Pennsylvania

pennsylvania
DEPARTMENT OF EDUCATION

3/16/2023

13

13

PROGRAM
IMPROVEMENT
TEAM MEETINGS

UNITED NEIGHBORHOOD CENTERS
of Northeastern Pennsylvania

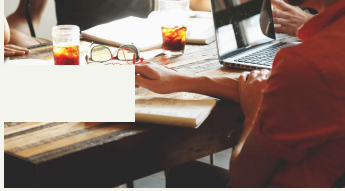
14

- Definition & Purpose
- Culture Behind PIT Meetings
- Organization
- What do we do with this information?
- Approach to PIT Meetings
- Logistics

KEY POINTS

15

DEFINITION



"The Program Improvement Team (PIT) includes the administrator, the IHPDS, and members who will be directly involved in the current program year's program improvement."

<https://www.paadultedresources.org/wp-content/uploads/2021/07/PIT-Guide-7-28-21-FINAL.pdf>

16

PIT Meetings provide opportunities to review program performance, identify gaps, and brainstorm solutions.

PURPOSE

17




CULTURE BEHIND PIT MEETINGS

- Collaboration and open dialogue are key components of PIT Meetings
- Space to analyze and take a deeper dive into our program
- Encourage creative and critical thinking
- Ability to see beyond the current picture and view the "bigger picture"

18




What do we review?

- Bring on the data!
 - eData - Access Template Reports
 - Enrollment reports
 - EFL progress
 - FLP Component hours
 - Adult Education
 - Parenting
 - ILA
 - ECE Hours
- Documentation
- Feedback from learners
- Community data
 - What is happening in our community?
- Internal agency data
- Professional Development Opportunities
- PI-PD Plan



ORGANIZATION

19

WHAT DO WE DO WITH THIS INFORMATION?

Analyze	Identify	Act
What does this data say about our program? Are there any key findings or trends in our classrooms?	Are there gaps in services? Are learners facing barriers to participation? Are we meeting our objectives?	Brainstorm solutions as a team. Develop action steps to address gaps. Utilize UNC's unique wrap-around approach.

20

OUR APPROACH

Agenda

- Share any recent achievements, challenges, and anecdotes.
 - Ex. Smoke detector presentation
- Share progress on institutes and other professional development opportunities.
 - How can the rest of the team and learners benefit from this information?
- As a Program Administrator:
 - Recognize the team's work
 - Work collaboratively to address areas for improvement.

21

Frequency Quarterly but can be more frequent depending on the topics at hand	Location UNC Office
Time Convenient time for all team members	Team Administrator Instructor/IHPDS Instructor/Tutor Coordinator Student Support Coordinator/Intake Specialist


22



PIT MEETINGS

Utilize micro and macro-level approaches to guide program performance.

23

Daysi Carreto Assistant Director of Community Education dcarreto@uncnepa.org Michael McHale ESL Instructor/IHPDS mmchale@uncnepa.org	 <p>INFO</p>
---	--

24

Contact/Mission

For more information on adult education please visit PDE's website at www.education.pa.gov

The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.



3/16/2023

25
