Division of Adult Education  
Monthly Webinar  
March 16, 2023

Agenda

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

Kickoff Dates

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

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

Successful PIT Meetings

- Altoona Area School District

“Successful, Productive PIT Meetings”

Tips from the AASD Adult Education Program

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**AASD's Tips for a Successful PIT Meeting**

Tip 1: Use a PIT Meeting Template

Tip 2: Data Dive

Tip 3: Staff Engagement

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**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

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

AASD’s PI-PD Goals: 1) Increase DL Skills & Remote Instruction 
2) Meet/Exceed PDE Performance Targets

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Enrollment Target</th>
<th>Data aligned to PI-PD Obj.</th>
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<tbody>
<tr>
<td>1Q</td>
<td></td>
<td>Data aligned to PI-PD Obj.</td>
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<tr>
<td>2Q</td>
<td></td>
<td>Data aligned to PI-PD Obj.</td>
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<td>3Q</td>
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<td>Data aligned to PI-PD Obj.</td>
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<tr>
<td>4Q</td>
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<td>Data aligned to PI-PD Obj.</td>
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</tbody>
</table>

- Data aligned to PI-PD Obj.
- PDE Targets vs Agency Progress
- Enrollment Summary
- Total Hours by Adult with Ed Gain (Jim Yeager Report)
- Table 4b Pre/Post w EFL Gain
- Follow-Up Core Outcomes

Tip 3: Staff Engagement ~ the person doing the work is the one doing the learning

- PIT Meeting = Shared Ownership
- Facilitated, not lectured.
- Facilitator guides, not tells.

All are responsible for PDE Performance Goals & agency progress, not some.

<table>
<thead>
<tr>
<th>PIT Meeting Goals</th>
<th>PIT Meeting Topics</th>
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<tbody>
<tr>
<td>Data shared/prepared by Program Director, IHPDS &amp; DQS.</td>
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<tr>
<td>Facilitated by Program Director</td>
<td></td>
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<tr>
<td>Staff analyzes, reflects, and discusses</td>
<td></td>
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<tr>
<td>PIT meeting minutes</td>
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<tr>
<td>PIT Meeting Notes</td>
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<tr>
<td>Program Director takes notes/minutes</td>
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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.
Successful PIT Meetings

• United Neighborhood Centers of Northeastern Pennsylvania

PROGRAM IMPROVEMENT TEAM MEETINGS

KEY POINTS

• Definition & Purpose
• Culture Behind PIT Meetings
• Organization
• What do we do with this information?
• Approach to PIT Meetings
• Logistics
"The Program Improvement Team (PIT) includes the administrator, the IHPD, and members who will be directly involved in the current program year's program improvement."


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

- 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"
**What do we review?**

- Bring on the data!
  - eData - Access
  - Template Reports
  - Enrollment reports
  - EFL progress
  - FLF 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
- DI-PO Plan

**WHAT DO WE DO WITH THIS INFORMATION?**

<table>
<thead>
<tr>
<th>Analyze</th>
<th>Identify</th>
<th>Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>What does this data say about our program? Are there any key findings or trends in our classrooms?</td>
<td>Are there gaps in services? Are learners facing barriers to participation? Are we meeting our objectives?</td>
<td>Brainstorm solutions as a team. Develop action steps to address gaps. Utilize UNC’s unique wrap-around approach.</td>
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**OUR APPROACH**

- 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
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

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

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

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