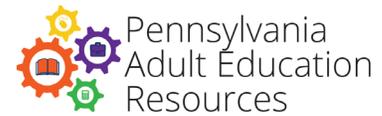# Student Support Coordinator Forum

15.5 hours Professional Development Credit/Act 48

Facilitator

Chrissie Klinger
Workforce Development Liaison Project
Pennsylvania State University
Institute for the Study of Adult Literacy
(814) 310-1384
cok5111@psu.edu

For technology questions, email:

pdportal@tiu11.org

Dates

Enroll by September 29, 2023. The course begins on October 2, 2023. Participants will attend a live webinar on October 3, 2023, at 9:00 – 10:00 a.m., and a face-to-face event in April 2024.

Overview

This professional development activity will provide student support coordinators (SSCs) with an opportunity to review research-based materials focused on engaging and retaining adult learners in educational programming. Participants will examine materials and identify strategies that they would like to implement while supporting student recruitment, enrollment, retention, and/or transition. As a job-embedded activity, SSCs will implement at least one strategy, collect qualitative data during implementation, and reflect on how that strategy did or did not benefit adult learners in the adult education program. The culminating activity will consist of course participants creating a display to share at a face-to-face forum event. Participants are required to attend the in-person forum where they will do a gallery walk to view other participants' displays. The course facilitator will meet one-on-one with each participant after the forum event to discuss additional strategies that could be implemented based on what was learned from peers at the forum. After the one-on-one meeting, optional customized technical assistance will be offered to all course participants to support the implementation of student support strategies.

Format

This is a blended course with one live webinar, asynchronous activities in the PA Adult Education Resources PD Portal (https://pdportal.paadultedresources.org), and one face-to-face event in Harrisburg or Pittsburgh (participants can choose the location that is most convenient). As a culminating activity, participants will create a display that highlights the strategy they implemented and the data they collected during the online portion of the course and share it with peers at a face-to-face forum. Each participant will complete a one-on-one coaching meeting with the course facilitator after the face-to-face event. The facilitator is available to answer questions before, during, and after the training.

Adult Education Teacher Competencies

This course supports the development of the following Adult Education Teacher Competencies:
- 4.2. Participates in professional development networks and learning communities.
- 4.4. Participates in and contributes to program improvement efforts.

Meeting Information

Attend <u>ONE </u>of the following face-to-face event options:

- April 9, 2024, 9:00 a.m. – 3:00 p.m. in the Susquehanna Room at PaTTAN Harrisburg (6340 Flank Drive, Harrisburg, PA 17112)

  OR
- April 11, 2024, 9:00 a.m. – 3:00 p.m. in the Allegheny Room at PaTTAN Pittsburgh (3190 William Pitt Way, Pittsburgh, PA 15238)

Webinar Information

Introductory Webinar – October 3, 2023, 9:00 – 10:00 a.m.

Webinar link: https://psu.zoom.us/my/cklinger

Assignments

Assignment	Scoring Criteria /Feedback	Due Date
Introductory Webinar	Participation is required.	October 3, 2023 9:00 – 10:00 a.m.
Explore Resources • Examine resources provided by the facilitator. • Select a category of interest. • Respond to questions in the PD Portal.	Reviewed by facilitator.	October 4 – November 3, 2023
Participate in Discussion Forum • Post a comment in the discussion forum located in the PD Portal. • Respond to at least two peers' posts.	Reviewed by facilitator.	November 6 – December 8, 2023
Develop a SMART Plan • Develop a SMART plan to implement a new student support strategy. • Download and review a data tool to record reflections during your SMART plan implementation. • Upload your SMART plan to the PD Portal.	Reviewed by facilitator.	January 2 – 31, 2024
Implement, Reflect, and Present • Implement your SMART plan and record your reflections on the data tool. • Create a display that includes data from the data tool and demonstrates the outcome of your SMART plan implementation.	Reviewed by facilitator.	February 1 – March 29, 2024

Assignment	Scoring Criteria /Feedback	Due Date
Face-to-Face Event • Choose one of two locations to attend the face-to-face forum (April 9 at PaTTAN Harrisburg OR April 11 at PaTTAN Pittsburgh). • Register for the forum by completing an online registration form. • Attend the event, share your display, interact with peers, and complete group activities.	Participation is required. Facilitator will verify participant attendance.	Register for your preferred location by March 22, 2024: April 9, 2024, at PaTTAN Harrisburg, or April 11, 2024, at PaTTAN Pittsburgh 9:00 a.m. – 3:00 p.m. Lunch is on your own: 12:00 – 1:00 p.m.
One-on-One Meeting with Course Facilitator Participate in a 30-minute one-on-one meeting with the course facilitator.	Facilitator will verify participant attendance.	April 15 – 19, 2024
Course Evaluation: Complete the evaluation activity found at the end of the course in the PD Portal. Please note that you have not completed the course until you complete this step.	n/a	April 30, 2024
Certificate: You can download a certificate of completion by following the directions listed below under **Completion requirements.**	n/a	Available after course ends and completion requirements are met

Webinar information

This professional development activity will use Zoom for its webinars. To ensure you are able to fully participate, please do the following:

- Be sure your device has a working microphone and speakers.
- Visit the [Zoom Support Center](#) for information on joining and participating in meetings.
- Test your internet connection and audio by joining a test meeting at https://zoom.us/test.

Completion requirements

In order to receive full credit for completion of the activity, participants must:

- Successfully complete all course activities by deadline.
- Participate in the webinar, one face-to-face forum, and a coaching meeting.
- Complete the course evaluation found at the end of the course in the PD Portal.

After the course ends and all completion requirements are met, participants can download a certificate of completion in the PD Portal by doing the following:

1. Click on the **Menu icon** on the top left side of the screen. This icon looks like three horizontal lines.
2. Click on **My Activities**.
3. Click on **Courses**.
4. On the right side of the course, you should see an icon that looks like a certificate.
5. Click on this icon to download your certificate.

Accessibility information

The Pennsylvania Professional Development System (PDS) strives to provide equitable access to course materials and activities for all participants. If the format of any materials or activities interferes with your ability to fully participate, please contact AccessibleResources@tiu11.org. Adaptation of methods, materials, or testing may be made as required to provide for equitable participation.