Adult Education Leadership Training Program Collection at the California Adult Education Archives

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Collection Summary

Title: Adult Education Leadership Training Program
Date (inclusive): 1985-1994
Identifier/Call Number: OTAN FA 005
Creator: Adult Education Leadership Training Program
Physical Description: Two boxes, one half full.
Repository: Sacramento County Office of Education. Outreach and Technical Assistance Network.
P.O. Box 269003
Sacramento, CA 95826-9003

Abstract: The Adult Education Leadership Training Program operated from 1985-1994 as a federally funded contract administered by the California Department of Education, Division of Adult, Alternative, and Continuing Education Services. Approximately 25 adult education leaders a year were admitted into the three-year program. The bulk of this collection consists of copies of participants’ final projects and the workshop notes of one participant.

Language of Material: English

Physical Location: The materials are in the California Adult Education Archives maintained by the Outreach and Technical Assistance Network at the Sacramento county Office of Education. For current informaiton on the location of the materials, please consult the OTAN Web site at http://www.otan.us.

Access
The collection is open for research by appointment. Please call the Outreach and Technical Assistance Network.

Publication Rights
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Preferred Citation
Guide to the Adult Education Leadership Training Program Collection at the California Adult Education Archives. OTAN FA 005. Adult Education Archives, Outreach and Technical Assistance Network, Sacramento County Office of Education, Sacramento, CA

Acquisition Information
The bulk of the Adult Education Leadership Training Program collection, consisting of the third-year projects, was donated to the California Adult Education Archives by Wallace Copeland, who was the Executive Director. In 1993, an annotated list of the third-year projects was posted on OTAN Online, with contact information for the participants who had completed them. Linda L. West, formerly Director of OTAN, who was a participant in the 1992 class, contributed the sample notebook of participant materials.

Administrative History
The Adult Education Leadership Training Program was developed by the California Adult Education Leadership Planning Committee, under a state administered contract of the Federal P.L.91-230, Section 353, from the California Department of Education, Division of Adult, Alternative, and Continuing Education Services. Two professional organizations, the Association of California School Administrators (ACSA) Adult Education Committee and the California Council for Adult Education (CCAE), co-sponsored the program. The years of operation were 1985-1994, and the Executive Director was Wallace Copeland.

The goal of the program was to develop a new generation of leaders willing to advocate adult education in California, develop their administrative skills, and maximize their leadership abilities. The three-year program included two summer sessions, two and one-half days each, a half-day session before each of three state-wide professional conferences during the first two years, and a third-year independent project. Approximately twenty-five candidates were selected each year for participation.

Typical curriculum included four components: (1) personal - stress management, management style, revitalization; (2) organizational - creating a vision, mission, and goals, internal and external communication, funding, and marketing; (3) instructional - how adults learn, staff development, quality standards; (4) professional - networking, current trends and issues, legislative process, program standards.

The Adult Education Leadership Training Program was incorporated into the California Staff Development Institute which began in 1994. The Leadership component continued in a somewhat modified format.
Corporate Names
Association of California School Administrators. Adult Education Committee
California Council for Adult Education
California. State Dept. of Education. Division of Adult, Alternative, and Continuing Education Services

Personal Names
Linda L. West
Wallace Copeland

Subject (ERIC Thesaurus)
Adult Education
Leadership Training
Management Development
Professional Development

Scope and Content of the Collection
The largest part of the collection consists of copies of the third-year projects of participants. Many of these projects are staff or student handbooks, but there are many other projects of particular interest. Examples are a conference planning guide, a modular teacher orientation process, a recruitment program for ESL students, disaster preparedness, a public relations program, and establishing a vocational advisory council.
The collection includes lists of the participants in each class from 1985 through 1994.
Also included are materials collected over a two year period by a participant in the class of 1992, Linda L. West. The participant notebook includes brochures, forms, correspondence, and the agendas and handouts from two summer sessions and five half-day workshops.

Arrangement of the Collection
The material is organized into ten series: (1) adult education leadership directories; (2) third year project proposals and lists (classes of 1985-1990); (3) third year projects, class of 1986; (4) third year projects, class of 1987; (5) third year projects, class of 1988; (6) third year projects, class of 1989; (7) third year projects, class of 1990; (8) third year projects, class of 1991; (9) third year projects, class of 1992; (10) sample participant notebook.

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Series 3 Third Year Projects, Class of 1986 1986

Physical Description: Six folders
Scope and Content Note
Titles and descriptions of third year projects.

- Folder 5. Bordelon, Cherry, Redlands Adult, "Building Renovation Plans for Office and Learning Center." Plans to act as a liaison between the Adult School and the Redlands USD Business Office to coordinate plans for the renovation of a former Mexican restaurant to house the Adult School Office and PRIDE Learning Center.
- Folder 7. Kastelic, Rudy, Chula Vista Adult, "New Teacher Orientation Program." A teacher orientation program to provide new teachers with basic information needed to function in the Sweetwater Adult schools, summary only.
- Folder 9. McGowan, Jerry, Watsonville/Apts Adult, "Reaccreditation." Important steps, tips and suggestions for successful reaccreditation.
- Folder 10. Sherwood, Royal, Martinez Adult, "Guide for Conference Planning." A comprehensive guide for planning and implementing a conference. The guide is complete with all planning guidelines, sample letters, evaluation forms, hotel information, and pre and post plans for the conference.

Box 1 : 4
Series 4 Third Year Projects, Class of 1987 1987

Physical Description: Ten folders
Scope and Content Note
Titles and descriptions of third year projects.

- Folder 14. Hannigan, Barbara, Fairfield-Suisun Adult, "Slide Presentation Advertising the Fairfield-Suisun Adult School." For us as a PR tool with service clubs, employers, teachers, board members, proposal only, product not found.
- Folder 15. Keith, Joan, LAUSD, San Pedro/Wilmington Skills Center, "In-Service Programs." The development of a series of in-service programs to improve services to students, summary only.
- Folder 17. Parulan, Margie, Baldwin Park Adult, "Baldwin Park OTAN Resource Center." Report on one year of activities in 1989-1990 by one of the five new California Adult Education regional resource centers.
- Folder 19. Potts, Betty, Mt. Diablo Adult, "Adult Education Guidelines." The development of a pamphlet that covers many guidelines for the adult school program that can be used with teachers, students, and the community.
Box 1 : 5

Series 5 Third Year Projects, Class of 1988 1988

Physical Description: Seventeen folders

Scope and Content Note

Titles and descriptions of third year projects.

- Folder 21. Arenivar, Joseph, Pittsburg Adult, "Teachers Handbook." A handbook for teachers covering all aspects of the adult school operation, including accidents, attendance, fees, goals, hiring procedures, classroom procedures and substitutes.
- Folder 22. Batiste, Dorothy, Moreno Valley Community Adult, "Occupational Literacy." A program to provide a VESL and ABE reading literacy program using Computer Assisted Instruction. Includes course outlines, student syllabus, and resource list.
- Folder 23. Crane, Richard, Vista Adult, "Program to Recruit ESL Students for Adult Education and ROP." Summary of the development of a recruitment program targeting ESL students that utilized a variety of promotional and audio-visual materials.
- Folder 24. Ermert, William E., Riverside Adult and Alternative Education, "Alternative Education Center." The project describes the development and implementation of a full Opportunity School program for middle school students, an Alternative Education Center on a comprehensive high school campus, the establishment of a proactive drop out recovery task force, and drop out prevention in current programs.
- Folder 26. Hendricks, Diane K., Salinas Adult, "Empowerment of Adult Education Leaders." A proposal to enhance the Adult Education Leadership Program by focusing on empowerment. Participants would study the growth of power within three primary systems effecting adult education: the political system, the service consumer, and the service provider.
- Folder 27. Levine, Leslie Dunn, Yucaipa Adult, "Adult School Informational Pamphlet." A tri-fold brochure with information about the adult school to be used to recruit students.
- Folder 28. Locaba, Olga, Pasadena City College, "Plan the Establishment of a Business Technology Lab." The establishment of a fully computerized lab to offer a comprehensive business program to accommodate a minimum of 100 students. Includes planning stages, fiscal impact, and work force readiness.
- Folder 30. Polster, Joan, Sacramento City USD, Fremont School for Adults, "Assessing a Candidate's Ability To Teach." Project products include: information packet for prespective teachers; process for assessing candidate's ability to teach including a demonstration lesson; new teacher orientation handbook; substitute information sheet, and volunteer instructional aide checklist.
- Folder 32. Swendell, Sharon A., Santa Clara Adult, Community and Vocational Education, "Volunteer Program." Techniques and methods in establishing an effective volunteer program.
- Folder 33. Tahse, Carol, Downey Adult, "Adult Student Leadership Conference." This project was the development and implementation of a leadership conference for adult students. All the forms, letters, flyers, and programs which were used are included in the report.
- Folder 34. Teagle, Tom, Chula Vista adult, "Earthquake Preparedness Plan." The project is a plan for an adult school with materials from a number of resources. The plan tells what to do before, during and after an earthquake. School plant, staff, and students are covered.
- Folder 35. Tobias, Margot Robb, Mt. Diablo Adult, "State Legislation Day." The project is a guide for planning and implementing a State Legislation Day. The guide details all the organizational planning that went into a CCAE sponsored Legislation Day. It includes a timeline, correspondence, information for participants, and some evaluation.
- Folder 36. Upton, Carol, Milpitas Adult, "Education in Industry." This is a brief summary of a program by which an adult school provides remedial programs for industrial companies, with samples of an agreement and an invoice.
- Folder 37. Whitely, Jim, Santa Curz Adult, "Accreditation Follow-up Report." This is a copy of the school's accreditation follow-up report that details progress on the visiting committee's recommendations.
Third Year Projects, Class of 1989 1989

Physical Description: Twelve folders

Titles and descriptions of third year projects.

- Folder 38. Angarano, Karen, Hayward Adult, "Substitute Calling Procedures." The project is a handbook of all procedures to be used in the calling of hourly substitute teachers. It covers how to call substitutes, payment procedures for substitutes, credential requirements, and evaluation of substitutes.

- Folder 39. Brannon, Sharon, Montebello Adult, "Teacher Handbook." This is a 58-page handbook for adult education teachers including school organization, program descriptions, teacher's responsibilities, employment information/benefits, student attendance reporting, time cards, child care regulations, and maps.

- Folder 40. Gagliardi, Dom, Grossmont Adult, "Establishing an Individualized Learning Lab." The project is a handbook to provide ideas and support materials for beginning and experienced learning lab instructors. Topics that are covered include principles of adult learning, assessment and student placement, learning styles, organizational techniques, and implementation of critical thinking.

- Folder 41. Gonzalez, Lilli Sommer, Humboldt Literacy Project, "Stepping Stones to Adult Education." The project traces the development of the Humboldt Literacy Project and the cooperative efforts with the Eureka Adult School. The appendix contains many of the forms used in the Literacy Project.

- Folder 42. Herr, Michael, Mt. Diablo Adult, "Layoff Procedures for Adult Education Administrators." This is a handbook for administrators covering in detail the layoff process. Relevant sections of the California Education Code and Adult education Handbook are included. Sample forms and letters for the whole process are presented.

- Folder 43. James, Elaine, LAUSD, "Guidelines and Information for Teachers." The project is a one-page pamphlet for teachers describing the division of adult education, the student population, credentialing information, hiring procedures, compensation and benefits, and a phone list of schools and district program and personnel staff.

- Folder 44. Prout, Katherine, Martinez Adult, "Adult Education Handbook for Teachers." The project is a detailed handbook for adult education teachers. It covers all administrative and school regulations with forms. Each instructional area has a section that relates to procedures for that instructional area.

- Folder 45. Seymon, Patty, Hayward Adult, "Teacher's Handbook for Older Adult and Substantially Handicapped Programs." The handbook presents an overview of adult education with goals and job descriptions. The handbook covers every possible item that deals with teachers such as: abuse reporting, leave policies, field trips, fringe benefits, lesson plans, payroll, sexual harassment, and visitors in classrooms.

- Folder 46. Schulz, Jennifer, Norwalk-La Mirada Adult, "Handbook for Adult School Concurrent Administrators." This is a handbook for high school administrators in charge of adult school concurrent classes on high school sites. Major sections are student attendance, teacher attendance, establishing a class, and course outlines.

- Folder 47. Steiger, Sandra L., Milpitas Adult, "Computer Assisted Learning Laboratory." The project describes the evolution of an adult education computer assisted learning laboratory. It includes a course directory for the lab.

- Folder 48. Wada, Michael A., Hacienda La Puente Adult, "Supervisorial Handbook." This is a manual presenting ideas for a successful school leader in working with people and how to manage a budget.

- Folder 49. Yaggie, Norman E., Chula Vista Adult, "Workplace Literacy-A Manual." The project is a manual describing a workplace literacy project. The report describes the efforts of the adult school and the workplace company. Samples of teaching materials are included.
Series 7 Third Year Projects, Class of 1990 1990

Scope and Content Note
Titles and descriptions of third year projects.

- Folder 50. Armbrust, Rochelle, Santa Clara Educational Options, "Disaster Preparedness Handbook." The disaster plan was developed by compiling resource materials from a number of sources and tailoring them to the specific needs of Educational Options. The intent of this material is to provide a vehicle by which students and staff members can be more responsible for themselves and their families in the event of a disaster.

- Folder 51. Carpenter, Diane, Sweetwater ROP, "Career Awareness Center." The brochure describes the services and community linkages of the Sweetwater Career Awareness Center, designed as a "one stop shop" for the delivery of vocational services. The center includes a wide range of services such as: intake and eligibility certification, assessment, skills training, job development, follow-up, and others.

- Folder 52. DeNicola, Beverly, Capistrano Adult, "A Proposed Strategic Plan 1993-2000." The district put together a Blueprint for Excellence which contains the district's beliefs, mission statement, goals, the development process, action team leaders and facilitators, planning team members, and summary of action plans.

- Folder 53. Draper, Patricia, Santa Clara Educational Options, "Family Literacy Start-up Handbook." This handbook is designed to assist newly funded projects with start-up information and projects that are seeking funding with application information. This information will help implement an effective program that will benefit individual communities.

- Folder 54. Dungjen, Sherry, New Haven Adult, "Planning a Public Relations Program." The product includes a 10-step format for developing a public relations program. It has a definition of purpose, general management objectives, problems (and causes) and assets, key publics, general, long range public relations objectives, specific, short-range public relations objectives, public relations actions, calendar of events, evaluation, and budget.

- Folder 55. Grossi, Claudia, Watsonville-Aptos Adult, "Seniority List for Certified Staff." This report is an effort to bring policies and procedures to be followed by Watsonville/Aptos Adult School in complete alignment with State and local guidelines, and staff worked together to establish a seniority list that has reliability, accuracy, and acceptance. This report seeks to explain the process that was followed, gives samples of forms that were used, and shows the finished product.

- Folder 56. Helm, Bob, Salinas Adult, "Lessons From the Past Three Years-What Is This Leadership Business..?" Personal thoughts from a new supervisor on the transition from teaching to administration, insights gained from the Adult Education Leadership program, and reflections on the meaning of leadership in education.

- Folder 57. Huang, Loretta, Alhambra Adult, "Student Council of San Gabriel Adult Center." The project was to establish a student council to provide a process for student input and an opportunity for students to serve in an advisory capacity for the improvement of the adult education program in a culturally diverse community. The summary discusses the objectives, the process, the accomplishments, and an evaluation of the process of the first two years of the council.

- Folder 58. Longmead, Doris, Huntington Beach Adult, "WASC Accreditation Self-Study Report." The project was a self-study process utilizing community members, school staff, and student groups to determine strengths and weaknesses, and to develop a plan of growth to serve the local constituency. The report describes the process.

- Folder 59. McIntyre, J. Spence, LAUSD, Metropolitan Skills Center, "Student Handbook." The handbook contents include mission statement, administration, operations, counseling, program descriptions, special services, vocational programs, certificates, student regulations, and student body activities.

- Folder 60. Messmer, Bet, Santa Clara Educational Options, "Marching and Mousing Into The 21st Century." This report describes the process that prepares staff members to work with the ESL staff to build their comfort, enthusiasm and expertise in the use of computer and other technical resources. It was to prepare staff not only to use the equipment themselves, but also to assist students to use it.

- Folder 61. Miller, Sharon, Salinas Adult, "ESL Student Council: "Why" and "How To." This report describes the goals, accomplishments, and challenges of setting up an active, successful ESL Student Council.

- Folder 62. Olson, Pamela, Eureka Adult, "Advertising Survey for Adult School." The student survey includes basic information questions: age, town, sex, and primary language spoken at home. It asks how the students found out about Eureka Adult School and what local media sources they consult to find out about classes and events.
### Box 2 : 1

**Series 8 Third Year Projects, Class of 1991 1992**

**Physical Description:** Six folders

**Scope and Content Note**
Titles and descriptions of third year projects.

- Folder 1. Third Year Project Proposals
- Folder 2. Deutsch, Stephen R., Grossmont Adult, "Graduation Ceremony Procedures." This is a complete guide for adult school graduation ceremonies including procedures, sample lists, forms, letters, and programs, 50 p.
- Folder 3. Ingraham, Gary, Porterville Adult, "Attendance Record Practices in Computer Labs." The project reports on computer lab attendance practices based on responses from 50 adult schools that responded to a survey. Sample forms are included.
- Folder 4. Khoshbarie, Gail, Metropolitan Adult Education Program, "Marketing Concepts for Adult Education Programs." This report outlines the concepts of public relations and advertising and the components of a marketing plan. Included are a wide variety of sample marketing materials.

### Box 2 : 2

**Series 8 Third Year Projects, Class of 1992 1992**

**Physical Description:** Five folders

**Scope and Content Note**
Titles and descriptions of third year projects.

- Folder 7. Bigham, Ken, Golden Sierra Job Training Agency, "Hardware Selection Guide." This guide details factors to consider when making computer hardware decisions including software availability, computer capability, networking options, technical support, security, student work station configuration, environmental concerns, peripherals, upgrade ability, ease of use, installation and wiring, cost, short term and long term budgets, staff development, and evaluation. Resource list.
- Folder 8. Hamilton, Kathy, Elk Grove Adult, "Setting Up an ESL Language Lab." The project describes the process of developing a quality ESL computer lab.
- Folder 9. Lynch, Susan H., Fresno Adult, "Faculty Handbook." The project is a detailed faculty handbook with basic information, general classroom procedures, special procedures related to different classes, and emergency procedures.
- Folder 10. Ronning, Nelius N., Monrovia Community Adult, "Staff Handbook." The project is a detailed staff handbook with general information, instructional information, and emergency information.
- Folder 11. West, Linda L., Outreach and Technical Assistance Network, "Four Year Evaluation Report." The project is a 41-page report summarizing four years of OTAN activity in four components-outreach, training, accessing information, and network.

Box 2 : 3

Physical Description: Nine folders

Scope and Content Note

- Folder 12. Program publicity, participant application package.
- Folder 13. First Year Institute, 1992 July 8-10, Kellogg West, Cal Poly Pomona Agenda, Handouts. Topics: Overview, team building situational leadership, leadership styles, history of adult education, how to run effective meetings, conflict resolution.
- Folder 14. Fall Workshop, 1992 November 2, ACSA/AAACE Conferences Agenda, Handouts. Topics: Homework reports on application of leadership style info; how the legislature works, interviewing techniques, adult ed program reports.
- Folder 15. Winter Workshop, 1993 March 10, CBE/LeARN Conferences Agenda, Handouts. Topics: Homework report on application of legislative information and/or job interview, adult ed program reports, introduction of third year action plans, CDE update and presentation on the CA Adult Education Strategic Plan by Gerald Kilbert and Lynda Smith.
- Folder 16. Spring Workshop, 1993 April 29, CCAE Conference Agenda, Handouts. Topics: Reports on following up on strategic plan information, adult ed program reports, third year project presentations, volunteer handbook.
- Folder 17. Second Year Academy, 1993 July 7-9, Kellogg West, Cal Poly Pomona Agenda, Handouts. Topics: Leadership characteristics and skills.
- Folder 19. Winter Workshop, 1994 February 1, CBE/LeARN Conference Agenda, Handouts. Topics: Homework reports on interviewing; winning people over.
- Folder 20. Correspondence on conclusion of Class of 1992 activities.