Collection Summary
Title: Richard L. Stiles
Date (inclusive): 1978-1997
Identifier/Call Number: OTAN FA 006
Creator: Richard L. Stiles
Physical Description: Three file boxes, one oversize box
Repository: Sacramento County Office of Education. Outreach and Technical Assistance Network.

Abstract: Richard L. Stiles was a consultant in the California Department of Education from 1975-2001, serving in the Adult Education Office from 1979-1988 and 1991-2001, and in the Amnesty Education Office from 1988-1991, where he was Manager. The largest part of the collection consists of California adult education data reports, analyses, and correspondence related to the federal Adult Basic Education Enrollment Reports (ABE-1) for California to the California Basic Educational System (CBEDS). Also included are papers about the CA State Department of Education Management reorganization from 1986-1987, the State Literacy Resource Centers (SLRCS) 1992, and the adult education governance and funding issues in 1995, including the CBO audits. Another significant section of papers is related to California's federal 310 projects, especially the development of the California Adult Student Assessment System (CASAS) from 1980-1992. There are copies of twelve background papers related to assessment and test development. The collection includes original masters of ten products of the Adult Education Institute, most with diskettes. Also included is the original application for local agencies to provide educational services for the Immigration and Reform and Control Act (IRCA)of 1986.

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 information 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
California Adult Education archival materials are publically funded and not subject to copyright restrictions. Publications should properly reference the Archives and the specific collection that contains the quoted materials. See Preferred Citation. Some copyrighted materials are contained within this collection and the copyright has not been ceded to the Archives. For these materials, the owner of the copyright should be contacted.

Preferred Citation

Acquisition Information
After his retirement from the California Department of Education in 2002, Richard L. Stiles donated his working files to the CA Adult Education Archives at the Sacramento County Office of Education. The files were retained in the original boxes until they were indexed and processed in 2007.

Administrative History

Dr. Stiles earned his B.S. and M.S. in Education at the University of Idaho in 1962 and 1965, and his Ed.D. in Measurement and Evaluation, Guidance and Counseling, and Higher Education from Washington State University in 1971.

After several years as a research associate and consultant in testing and assessment in the state of Washington, Dr. Stiles joined the California State Department of Education in 1975. He worked four years in the Office of Program Evaluation and Research where he developed and implemented the California High School Proficiency Examination.

Dr. Stiles joined the Adult Education Unit in November, 1979, where he was Coordinator of Adult Basic Education Research and Demonstration Projects. He helped plan, develop, implement, and coordinate California’s statewide competency-based educational delivery system (CBAE) for adult education students below the high school graduation level. The system integrated staff development, assessment, program evaluation and the dissemination of support materials and personnel to aid in the implementation of CBAE. California’s program evaluation and assessment efforts achieved national recognition...
from the federal government and from the American Association of Adult and Continuing Education. Dr. Stiles was instrumental in the development of the California Adult Student Assessment System (CASAS), which was validated for dissemination by the National Diffusion Network.

Following a reorganization of SDE and a short assignment as special projects coordinator in the Program Support Unit of the newly formed Youth, Adult and Alternative Education (YAAES) Division, Dr. Stiles was appointed lead consultant and acting administrator for the implementation of the educational provisions of the Immigration Reform and Control Act (IRCA) of 1986. He served in that capacity until August 1988 when he was appointed Manager of the Amnesty Education Office where he served until August 1991. During the IRCA period, Dr. Stiles was chair of the multi-agency policy task force called Greater Avenues to Independence (GAIN) and developed a five-year educational delivery plan to help newly legalized persons to meet their education requirements under IRCA. He managed a system of disbursing State Legalization Impact Assistance Grants (SLIAG) to 250 local education providers that served one million newly legalized adults adjusting to permanent residency in California.

Following the successful completion of the Amnesty efforts, Dr. Stiles returned to the Adult Education Unit in 1991, where he served in various capacities, including a year (1997-1998) as Acting Manager. He coordinated California’s federal plan to implement the National Literacy Act of 1991 and the Workforce Investment Act of 1998, Title II, that resulted in annual local assistance funding to 200 to 500 providers of literacy and in funding for research and development. He was responsible for monitoring outside contracts that provided statewide leadership services for data collection and assessment, for staff development, and for electronic communications, technical assistance, and resources. Another key accomplishment was the establishment of a collaborative literacy council involving six state-level agencies to focus on the literacy needs of adults. State Literacy Regional Centers (SLRCs) were funded through this program.

During his career with the California Department of Education, Dr. Stiles provided advice and guidance on all matters related to data collection and knowledge bases. On the national level, Dr. Stiles was a member of the National Advisory Board that assisted in the development and implementation of the National Reporting System.

**Corporate Names**

Adult Education Institute for Research and Planning
California Adult Student Assessment System [pre 1986] see Comprehensive Adult Student Assessment System
California. Dept. of Education
California. Dept. of Education. Adult Education Office
California. Dept. of Education. Adult Education Policy and Planning Unit
California. Dept. of Education. Adult Education Unit
California. Dept. of Education. Amnesty Education Office
California. State Dept. of Education [pre 1990] see California. Dept. of Education
Comprehensive Adult Student Assessment System (Foundation for Educational Achievement)

**Personal Names**

Richard L. Stiles

**Subject (ERIC Thesaurus)**

Adult Education
Adult Literacy
Adult Students
Community Education
Educational Assessment
Educational Research
Enrollment
Resource Centers
State Department of Education
State Federal Aid
Statewide Planning
Statistical Data
Strategic Planning
Test Construction
Scope and Content of the Collection


Another significant section of papers is related to California's federal 310 projects with sixteen folders related to the development of the California Adult Student Assessment System (CASAS) from 1980-1992. There are copies of twelve background papers related to assessment and test development. The collection includes original masters of ten products of the Adult Education Institute, most with diskettes.

Also included is the camera-ready copy of the original application for local agencies to provide educational services for the Immigration and Reform and Control Act (IRCA) of 1986.

Arrangement of the Collection

The material is organized into eight series: (1) Federal Adult Basic Education Enrollment Reports (ABE-1) for California; (2) California Basic Educational Data System (CBEDS); (3) California Adult Education Data; (4) California State Department of Education Management 1986-1987; (5) State Literacy Resource Centers (SLRCS) 1992; (6) CA Adult Education Governance and Funding Issues 1995; (7) Federal 310 Projects; and (8) IRCA Services Application.

Box 1  
Series 1 Federal Adult Basic Education Enrollment Reports (ABE-1) for California 1971-1996  
Physical Description: Eighteen folders

File 1 : 1  
Subseries 1-2 ABE-1 General Information 1979-1995  
Physical Description: Three folders  
Scope and Content Note  
• Folder 1. ABE-1 Forms, 1979-80 to 1983-84  
• Folder 2. 321 California Applicant Agencies, 1992-1995  
• Folder 3. 321 California Agencies, 1992 September 28

File 1 : 2  
Physical Description: Two folders  
Scope and Content Note  
• Folder 4. Reports, 1978-79, Contains additional statistics for fiscal years 1971-72 through 1977-78  
• Folder 5. Reports, 1979-80

- Folder 6. Reports, 1980-81
- Folder 7. Reports, 1981-82
- Folder 8. Reports, 1982-83
- Folder 9. Reports, 1983-84
- Folder 10. Reports, 1984-85
- Folder 11. Reports, 1985-86
- Folder 12. Reports, 1986-87

Subseries 1-4 ABE-1 Reports, 1990-1996 1990-1996

- Folder 13. Reports, 1990-91
- Folder 15. Reports, 1992-93
- Folder 16. Reports, 1993-94
- Folder 17. Reports, 1994-95
- Folder 18. Reports, 1995-96

Subseries 2-1 Adult Education Enrollment Data by Program/Comparisons by Year 1981-1997

- Folder 2. Enrollment Data, 1990-91 through 1995-96
- Folder 3. Enrollment Data, 1990-91 through 1996-97
- Folder 4. Proposed modifications to CBEDS data collection, 1996
Series 2 California Basic Educational Data System (CBEDS) 1980-1997
Subseries 2-2 Adult Education Enrollment and Staff, Annual by County and District 1980-1997

File 2 : 2 Subseries 2-2 Adult Education Enrollment and Staff, Annual by County and District 1980-1997
Physical Description: Fourteen folders
Scope and Content Note
• Folder 5. Fall, 1980
• Folder 6. Fall, 1981
• Folder 7. Fall, 1982
• Folder 8. Fall, 1983
• Folder 9. Fall, 1984
• Folder 10. Fall, 1985
• Folder 12. Fall, 1989, Reports in Folder 12 are in a different format and there are reports for additional data including attendance and instructional hours, ethnic group, age and gender group, and language group.
• Folder 13. Fall, 1990
• Folder 15. Fall, 1993
• Folder 16. Fall, 1994, Folders 14, 15, 16 contain only enrollment reports; staff report is missing.
• Folder 17. Fall, 1996
• Folder 18. Fall, 1997

Box 2 : 2 Series 3 California Adult Education Data 1996-1998
Physical Description: One folder
Scope and Content Note
• Folder 19. CAP and Revenue Limit by County and District, 1996-1997 and 1997-1998

Box 2 : 3 Series 4 California State Department of Education Management 1986-1987
Physical Description: Six folders

File 2 : 3 Subseries 4-1 Papers related to CA State Department of Education Reorganization 1986
Physical Description: Five folders
Scope and Content Note
• Folder 23. Draft proposal of Instructional Strategies for Students in Specialized Programs, Covered by memo from Shirley Thornton, 1986 August 12.

File 2 : 4 Subseries 4-2 Youth, Alternative, and Adult Education Services Division (YAAES) 1987
Physical Description: One folder
Scope and Content Note
• Folder 25. Organization Chart, revised, 1987 Jan. 09
Box 2 : 4  Series 5 *Establishment of State Literacy Resource Centers (SLRCs) 1992*

Physical Description: Four folders

Scope and Content Note

- Folder 27. Memo from Joan Seamon, USDE, Div. of Adult Education and Literacy, SLRC meeting follow-up-state contacts and responses to questions, 1992 September 17
- Folder 28. California's application for federal financial assistance to establish SLRC, and related correspondence, 1992 September 2
- Folder 29. Background data related to SLRC application

Box 2 : 5  Series 6 *CA Adult Education Governance and Funding Issues 1993-1995*

Physical Description: Five folders

File 2 : 5  Subseries 6-1 *California Legislature 1995*

Physical Description: One folder

Scope and Content Note

- Folder 30. Assembly Hearing, Ducheny/Lal, 1995 May 03

File 2 : 6  Subseries 6-2 *California Dept. of Finance 1993-1996*

Physical Description: Two folders

Scope and Content Note

- Folder 32. 1995-96 Budget Act

File 2 : 7  Subseries 6-3 *Community Based Organization (CBO) Issues 1995*

Physical Description: Two folders

Scope and Content Note

- Folder 33. CBO Audits
- Folder 34. CCCENC and ESL Citizenship

Box 3  Series 7 *Federal 320 Projects 1976-1992*

Physical Description: Thirty-four folders

File 3 : 1  Subseries 7-1 *General 310 Federal Projects 1979-1981*

Physical Description: One folder

Scope and Content Note

- Folder 1. General 310 Federal Project Correspondence
Subseries 7-2 California Adult Student Assessment System (CASAS) 1980-1992

Physical Description: Thirteen folders

Scope and Content Note

• Folder 2. CASAS Instructor Survey, 1983-84
• Folder 3. CASAS 1984-85 Contract Proposal and related correspondence
• Folder 4. CASAS 1985-86 Contract Proposal and related correspondence
• Folder 6. CASAS project description, for submission to the National Diffusion Network, two drafts, 1980-1984
• Folder 7. "Measurement issues related to the use of item response theory based life skills reading tests." Martois, John S., 1984
• Folder 11. "Survey of competency-based adult education programs and recommendations for consideration by New York State Education Department's Job Training Partnership Act Office," Tregaskis, George, New York State Education Department, Division for Program Development, and related correspondence, 1986 February 27
• Folder 14. Material related to CASAS submitted to John Poggio, U Kansas, with related correspondence, 1992

Subseries 7-3 California Adult Student Assessment System (CASAS) 1986-1987

Physical Description: Two folders

Scope and Content Note

• Folder 15. Samples 1986
• Folder 16. Samples 1987
File 3 : 4  Subseries 7-4  Miscellaneous Background Papers 1976-1992

Physical Description: Eight folders
Scope and Content Note
• Folder 20. Los Angeles County Test Development Center. Sample math and reading tests (4), 1979
• Folder 23. Three reports by John A. Riccobono of findings from the 1985 Home Information Technology Survey. Corporation for Public Broadcasting and Center for Statistics. Related correspondence from Paul V. Delker, Director, USDE/OVAE Division of Adult Education to State Directors of Adult Education
• Folder 24. Three papers on Rasch measurement, 1988, with related CASAS item analysis and draft article on CASAS scale score, 1992


Physical Description: Ten folders, eight with diskettes
Scope and Content Note
• Folder 26. Linkage of support services: policy option paper on strategic recommendation 5, with diskette, Second edition, 1991 December
• Folder 27. Procedures for adjusting instructional priorities: working paper on strategic recommendation 6, with diskette, 1991 December
• Folder 28. Quality standards and performance measures: preliminary feasibility study on the uses of basic skills assessment tests.
• Folder 29. Adult education survey prospectus; feasibility study on recommendation 9A, with diskette, 1991 November
• Folder 30. Facilities for the future: working paper on strategic recommendation 11, with diskette, 1991 June
• Folder 31. Special grants for program innovation: policy option paper on strategic recommendation 12, with diskette, 1991 December
• Folder 32. Collaborative planning: working paper on strategic recommendation 13, with diskette, 1992 April
• Folder 33. Adult Education Institute for Research and Planning: working paper on strategic recommendation 14, with diskette, 1991 December
• Folder 34. Adult Education Institute for Research and Planning: working paper on strategic recommendation 14, Second edition, with diskette, 1992 April

Box 4  Series 8  IRCA Services Application 1986

Physical Description: One oversize box
Scope and Content Note
Original application for local agencies in California to provide educational services for the Immigration and Reform and Control Act (IRCA) of 1986.