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## **CDE Adult Education Field Collaboration Collection at the California Adult Education Archives**

Collection processed by Linda L. West; machine-readable finding aid created by Randi Knutson

Outreach and Technical Assistance Network

Sacramento County Office of Education

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## **Collection Summary**

**Title:** CDE Adult Education Field Collaboration

**Date (inclusive):** 2002-2014

**Identifier/Call Number:** OTAN FA 013

**Creator:** California. Dept. of Education. Adult Education Office

**Physical Description:** Two file storage boxes

**Repository:** Sacramento County Office of Education. Outreach and Technical Assistance Network.

P.O. Box 269003

Sacramento, CA 95826-9003

**Abstract:** The collection includes records of twelve years of communication of the Adult Education Office of the California Department of Education with local agencies that provide adult education services. It includes email alerts, news digests, meeting agendas, minutes, and handouts, and listserv messages.

**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.

### **Preferred Citation**

Guide to the CDE Adult Education Field Collaboration Collection at the California Adult Education Archives. OTAN FA 013. Adult Education Archives, Outreach and Technical Assistance Network, Sacramento County Office of Education, Sacramento, CA

### **Acquisition Information**

Some of the materials in this collection were donated from the files of staff members of the Outreach and Technical Assistance Network who attended meetings. Others were downloaded from listservs or Web sites that were created to facilitate communication among work team members.

### **Administrative History**

In the twenty-first century, the Adult Education Office of the California Department of Education used a variety of methods to communicate with local agencies that provide adult education services. This collection preserves records of three types of communication. One method was email alerts and electronic news digests. Another was through the services of the federally funded adult education leadership projects, and their meeting agendas, handouts, and listserv messages are part of the collection. A third method was through a Field Partnership Team, whose meeting agendas, handouts, and listserv messages are also a part of the collection.

### **Corporate Names**

California. Dept. of Education. Adult Education Office

Outreach and Technical Assistance Network

Comprehensive Adult Student Assessment System (Foundation for Educational Achievement)

California Distance Learning Project

California Adult Literacy Professional Development Project

Field Partnership Team

### **Personal Names**

Jean L. Scott

Debra Jones

Patricia S. Terry

### **Subject (ERIC Thesaurus)**

Adult Education

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State Departments of Education

Participative Decision Making

**Scope and Content of the Collection**

The collection includes records of twelve years of communication of the Adult Education Office of the California Department of Education with local agencies that provide adult education services. It includes email alerts, news digests, meeting agendas, minutes, and handouts, and listserv messages.

**Arrangement of the Collection**

The collection is arranged in three series. Series 1 includes email and news digest electronic communications with the field from 2008-2014. Series 2 preserves the meeting agendas, minutes, handouts and listserv messages between CDE and the federally funded leadership projects from 2002-2014. Series 3 includes the meeting agendas, minutes, handouts and listserv messages between CDE and the Field Partnership Team from 2003-2014.

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Box Box 1	<p><b>Series 1 CDE Adult Education Communications 2008-2014</b></p> <p><b>Physical Description:</b> Six folders</p> <ul style="list-style-type: none"><li>• Email alerts, 2 folders, 2008-2012</li><li>• Adult Education News Digest, 3 folders, 2008-2010</li><li>• Adult Education Matters, 1 folder, 2012-2014</li></ul>
Box Box 1	<p><b>Series 2 CDE Adult Education Leadership Projects 2002-2014</b></p> <p><b>Physical Description:</b> Forty-three folders</p> <ul style="list-style-type: none"><li>• Meeting agendas, minutes, handouts, 37 folders, 2002-2014</li><li>• Listserv messages, 9 folders, 2005-2008</li></ul>
Box Box 2	<p><b>Series 3 CDE Field Partnership Team 2003-2014</b></p> <p><b>Physical Description:</b> Thirty-six folders</p> <ul style="list-style-type: none"><li>• Meeting agendas, minutes, handouts, 27 folders, 2003-2014</li><li>• Listserv messages, 9 folders, 2005-2008</li></ul>