



Adult Education Division

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This Month's Highlights

The Central Nine Career Center Adult Education is settling into the new office location. The adult learners are becoming familiar with our new entrance (A3) along with our staff.

In the meantime, I have created an Adult Education Leadership team that consists of myself and six other Adult Education staff members. The Leadership team has been meeting weekly to ensure that all aspects of Adult Education are being taken care of. From these meetings, we have developed an Adult Education Organizational Chart, updated job titles and descriptions, developed an Adult Education Crisis Management book as well as a plan, an Adult Education mission statement, and have set 3 specific goals for the ABE division.

In the August Region 5 Consortium meeting, it was noted from the DWD that Central Nine had the largest enrollment growth of **165.72%** growth in the region! In the 11-12 year, Central Nine ended the year with 563 ABE adults enrolled and the final numbers for the 12-13 year were **933** ABE adults enrolled!

The Adult Education division has been contacted by two new programs that have a desire and need to begin GED/ESL classes in their locations. We are in the beginning stages of discussion on their needs and how we can partner with them. One program is the Kic-It in Franklin and the other being the J.W.Marriott in Indianapolis. We are excited to develop new partnerships.

We are also in the beginning stage of phasing out the GED test and have begun to learn about the replacement that the state of Indiana has decided to go with which is TASC (Test Assessing Secondary Completion). I will be meeting with the state representatives at DWD to ensure that Central Nine is prepared for the transition and meets all the state's guidelines.

In the Continuing Education division, we are running 2 new classes that did not run at all last year (Quickbooks and Medical Coding). These 2 classes as well as CNA, EMT, Firefighting, CPR, and IC3 Administrative Assistant are up and running for this semester. All of them offer a form of certification that is relevant to that particular career field.

On Friday, 09-06-13, the entire Adult Education staff (80 members) had its first full faculty meeting. The area of focus was Safety and Security on and off campus. Adult Education Crisis management books were distributed to each Instructor. A review of the book and then the staff participated in a fire drill, soft and hard lock down drill, along with a severe weather drill.