

Mt. Diablo Adult Education – DLAC Final Report May 2020

1. Mt. Diablo Adult Education Demographics

- 2019-20 MDAE student population on March 13, 2020: 3572
- 2019-20 MDAE student ESL population on March 13, 2020: 1946
- Number of languages represented in ESL: 41
- Number of teachers: ESL = 33; ABE/ASE = 13; CTEC = 31; AWD = 5; Parent ED = 12.

2. DLAC Team Members

- Maren Anton, CASAS/EL Civics, Distance Learning/ ESL Teacher
- Paige Endo, Vice Principal
- Suanne McGovern, ESL DL Teacher/Monument Impact Teacher
- Jill White, Satellite Family Literacy ESL Teacher

3. MDAE Two-year DLAC plan

2018-19

- a) Develop a [Blended ESL Computer and Keyboarding IECLE class](#)
- b) Develop Distance Learning ESL summer school 2019
 - Digitize DL materials
 - Create [Google Site](#)
 - Create an [orientation process](#)

2019-20

- a) [Pilot Proposal](#)-teach DL materials at [ESL satellite classes](#) for BL-Intermediate students prepare students for DL if they leave the face-to-face classes.
- [Downloading learning apps](#)
 - [Single sign-on usernames/passwords](#),
 - Creating Gmail and USALearns accounts
 - Introducing DL Curriculum on Google Classroom
- b) Plan for online DL summer school 2020, housed in a Google Classroom.

4. MDAE 2019-20 Integration of Distance Learning Technology Plan into DLAC Plan: [Technology and Distance Learning Narrative Plan](#)

- a) **TDLP Goal #1:** By December 2020, 70% of ESL Int.Low to Adv. students will be able to email their teachers or EL Civics assessor. ESL teachers are trained on how to email students via ASAP for EL Civics COAAPS requiring an assessment via email/email attachment.
- DLAC teacher introduced [Proposal to integrate Google Forms](#) into the ESL Department.
 - DLAC teacher taught all levels of ESL students to answer required surveys through Google Forms on [Weebly](#).
 - EL Civics teacher to prepare procedures for teachers so that students can email EL Civics assessments:
 - Fall COAAP 46.6, 33.3, 73.2
 - Spring COAAP 54.1, 33.2, 71.1
- b) **TDLP Goal #2:** By Spring 2020, 100% of regularly attending students in AM/PM satellite classes will enroll in USALearns LMS and/or download the USALearns apps.
- Created a Distance Learning Google Classroom to house DL curriculum and student/teacher communication.
 - Created a two-week curriculum for USALearns for BL-Int. Low 1 ESL students.
 - Created procedures for enrolling students in a fully online class and taking attendance via DL.
 - Trained students and teachers on communication via Remind.
 - Taught procedures on how to attend fully online classes if students need to drop face-to-face classes due to childcare or work schedules.

- c) **TDLP Future Goals:** By June 2020, be prepared to hold online-only DL summer school.
- DLAC teacher visits Loma Vista Center ESL classrooms to explain USALearns.
 - DLAC teachers share the log-on information for students who wish to attend online summer school.
 - All ESL students without an email address to be given a single sign-on created by a formula to help teachers and students remember usernames and passwords. DLAC teacher to train ESL teachers on the process to prepare for online summer school and Fall 2020 registration.
 - Development of Google Sites/Google Classroom for ESL students over the summer 2020 or for those who drop out of face-to-face classes Spring 2020
 - Digitized DL curriculum and set of instructions for B.E., PET Moodle, and USALearns LMS uploaded to DL Google Classroom.
 - Procedures for student-teacher communications for the USALearns with Remind and Google Classroom.

5. Ideal Courses

a) **IDEAL Course 101 helped us prepare for DL Summer School 2019.**

- Orientation developed for DL ESL Summer classes 2019. Held two orientations (AM/PM) for the 144 students enrolled in the summer DL classes.
 - to enroll students in the appropriate DL curriculum
 - explain the requirements/expectations
 - assess their digital literacy and access to technology at home
 - sign up students using a new appointment system
- DL Curriculum made more accessible for students by converting DVDs to Mp4 and uploading lessons on a Google Site for access via smartphones.
- Staff training and collaboration (creation of a procedural manual) for ESL teachers new to DL for summer school drop-in appointments.

- Publicized DL summer school in ESL classes.
- Considered how to compile data comparing CASAS scores of students who attended DL over the summer to the CASAS scores of students returning in Fall who didn't attend summer school.

b) IDEAL Course 102 helped us prepare for teaching LMS/apps in face-to-face ESL classes to improve student retention in DL and in anticipation of students needing an online learning setting.

- Based our pilot proposal for expanding DL curriculum for blended and online learning in satellite classes on the IDEAL102 courses.
 - Reviewed a [rubric for online resources](#) to help us choose between USALearns LMS and apps and Burlington English LMS and apps.
 - Considered the pros/cons of both programs and chose USALearns.
 - [Barriers and successes](#) occurred were dealt with during class.
 - Collected feedback from student and teacher surveys on Google Forms from two satellite classes with BL to Intermediate ESL.
 - [TDLS 2020](#) Presentation included in our data, with plans for revising the pilot program to be introduced to all the ESL classrooms while still in session to improve student retention in DL programs.

6. COVID-19

- [Google Classrooms](#) replacing face to face classrooms.
- Accelerated our pilot proposal in the satellites, and overnight we created Google Classrooms with DL curriculum for all ESL teachers.
- Trained students and teachers from a distance, not in person!
- Starting March 16, we had Zoom training for teachers twice a day for a week followed by twice a week.
- Forty-one (41) Google Classrooms are now up and running!

7. Dr. Porter and Team Building-Before and After Covid-19

- Gallup Strengths and Fierce Conversations - the two most valuable trainings from Dr. Porter 's Building Teams. Be open to new ideas, be curious, ask questions, and assign tasks to people based on their strengths.
- Based on these trainings, we formed a successful DLAC team with a few ESL teachers from the satellites. Remind and USALearns LMS and apps were already used by the same satellite teachers thanks to our pilot proposal. These same teachers became team leaders during COVID-19 trainings.
- After practicing at the satellites with USALearns and Google Classroom, we had one month to try these skills at our main campus where five ESL teachers showed interest in USALearns Apps, Google Forms for EL Civics Assessments, and USCIS citizenship apps in their classrooms. The DLAC team teachers taught students in these classes how to use these apps before COVID-19 closed down our school.
- After March 16, our DLAC team grew to include our entire staff, everyone learning and sharing together during our Zoom meetings.
- [Sharing Desk Classroom](#) code:tfd5uig