

**PHILLIPS COMMUNITY COLLEGE INSTRUCTION  
ANNUAL REPORT**

**Division of Adult Education**

**Date September 17, 2014**

**DIVISION MISSION STATEMENT (optional)**

The Division of Adult Education mission is to foster and promote positive educational experiences for adults in a safe and secure environment. We believe that anyone can learn and become successful.

**Specific Initiatives and Strategies  
In 2013-2014 Strategic Plan  
And Level Of Accomplishment**

<b>Priority Initiative in 2013-2014 Strategic Plan</b>	<b>Status</b>
1. Additional training in learning disabilities for all AE personnel.	AE personnel participated in learning disabilities training.
2. Increase student enrollment in AE.	Student enrollment has increased by 30% this school year.
3. Increase the number of students obtaining their G.E.D.	The number of students that obtain their G.E.D has increased.
4. Continue the AE Center in Marvell to reach students that needs G.E.D. in West Phillips County.	Marvell Center at BGCADC graduated 30% of the students enrolled.
5. Open two AE Centers in Stuttgart and Dewitt to serve Arkansas County.	Centers were opened and graduated 16 students in May of 2013.
6. Prepare AE for the upcoming Computer Based G.E.D Test.	Purchased additional software to prepare students for upcoming new test.
7. Re-Open AE Center in Elaine to reach students that needs G.E.D. in South Phillips County.	Additional planning needed in this area.

**SUMMATION OF 2013-2014 PLANNING ACTIVITIES**

Planning for the division is conducted through meetings with division members, e-mail, and advisory board meetings. Evidence of planning is documented by:

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| <ol style="list-style-type: none"><li>1. E-mail</li><li>2. Meeting dates</li><li>3. Departmental Minutes</li><li>4. AE planning and data reports</li></ol> |
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## SUMMATION OF 2013-2014 CLASSROOM ASSESSMENT ACTIVITIES

All students in adult education classes are administered pre and post assessments.

### IMPROVEMENTS AND MODIFICATIONS AS A RESULT OF ASSESSMENT

Aztec G.E.D. was purchased to assist teachers with G.E.D preparation.

### SUMMATION OF 2013-2014 BUDGET ACTIVITIES IN REGARD TO PURCHASES (EQUIPMENT, LEARNING AIDS, ETC.) AND ABILITY TO MEET INSTRUCTIONAL NEEDS

Phillips Community College of the University of Arkansas gives Phillips County residence the opportunity to acquire skills necessary to pass the General Education Development (GED) Test; to assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency; and to assist adults who are parents in obtaining the skills necessary to become full partners in the educational development of their children. Services are coordinated with local school districts, Department of Human Services, Mid-Delta Community Services, and local workforce center.

### INITIATIVES & STRATEGIES TO INCLUDE IN THE 2014-2015 STRATEGIC PLAN

The Adult Education Department will:

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| 1. Participate in additional training to assist students with learning disabilities.     |
| 2. Provide additional academic support for students                                      |
| 3. Participate in professional development activities to prepare for the new G.E.D Test. |
| 4. Design strategies to improved GED pass rate   |
| 5. Develop retention strategies for ABE students   |

Submit to the Assessment office upon completion.