



**United States Department of Education  
Office of Vocational and Adult Education**

**2011 New State Directors' Management Workshop  
DRAFT Agenda**

***Workshop Goals***

- Enhance new State directors' knowledge of program requirements, including key provisions of the *Adult Education and Family Literacy Act (AEFLA)*, Federal regulations and OMB Circulars applicable to formula grants.
- Provide new State directors with the resources and tools needed to effectively manage day-to-day State-level adult education operations consistent with Federal law and regulations.
- Facilitate development of mentoring relationships among experienced and new State directors and foster networking among new directors in similar circumstances.

***Tuesday,  
October 25, 2011***

**Fundamentals of AEFLA and Federal Grants Policy**

- 7:00 AM – 4:30 PM **Registration**
- 8:30 AM – 9:15 AM **Welcome/Introductions/Objectives of the Meeting**
- 9:15 AM – 10:15 AM **Managing the AEFLA State Program:  
Key State Responsibilities (Part I)**
- 10:15 AM – 10:30 AM **Break**
- 10:30 AM – 11:00 AM **Managing the AEFLA State Program:  
Key State Responsibilities (Part II)**
- 11:00 AM – 12:00 PM **Basic Grants to Providers: Local Award Considerations**
- 12:00 PM – 1:30 PM **Working Lunch  
Discussion with Assistant Secretary Brenda Dann-Messier  
(invited)**
- 1:30 PM – 2:15 PM **Basic Grants to Providers: Monitoring Local Programs**
- 2:15 PM – 3:15 PM **Creating and Implementing a Vision: The Federal Planning Process**
- 3:15 PM – 3:30 PM **Break**
- 3:30 PM – 4:30 PM **Small Group Meetings**
- 4:30 PM – 4:45 PM **Progress Assessment**

*Wednesday,  
October 26, 2011*

**Accountability: Quality Data Systems and Fiscal Administration**

- 7:45 AM – 8:00 AM **Registration/Refreshments**
- 8:00 AM – 8:15 AM **Today’s Objectives**
- 8:15 AM – 9:30 AM **Understanding the AEFLA State Director’s Fiscal Responsibilities**
- 9:30 AM – 10:15 AM **Financial Status Report and Maintenance of Effort Group Activity**
- 10:15 AM – 10:30 AM **Break**
- 10:30 AM – 11:00 AM **Individual State Activity and Technical Assistance**
- 11:00 AM – 11:45 AM **Introduction to the NRS: Background and Context**
- 11:45 AM – 1:00 PM **Lunch**
- 1:00 PM – 2:15 PM **Accountability: NRS Performance Measures and Data Quality Standards**
- 2:15 PM – 3:15 PM **Exercise: Data Quality IQ**
- 3:15 PM – 3:30 PM **Break**
- 3:30 PM – 4:15 PM **Small Group Meetings**
- 4:15 PM – 4:30 PM **Progress Assessment**

*Thursday,  
October 27, 2011*

**Leadership Activities and Peer Advice**

- 7:45 AM – 8:00 AM **Registration/Refreshments**
- 8:00 AM – 8:15 AM **Today’s Objectives and After- the-Workshop Resources**
- 8:15 AM – 9:00 AM **Section 223 State Leadership: Are You Ready to Lead?**
- 9:00 AM – 10:00 AM **Peer Panel: Advice from Experienced State Directors**
- 10:00 AM– 10:15 AM **Break**
- 10:15 AM – 11:15 AM **OVAE’s Vision for Adult Education and Literacy: National Activities and Portfolio of Projects**
- 11:15 AM – 11:45 AM **OVAE’s Multi-Source, Data-Driven Monitoring Process**
- 11:45 AM – 12:00 PM **Wrap-Up: Next Steps**
- Adjournment**

12:00 PM – 2:00 PM **Pre-Scheduled Time with Area Coordinators**