



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**OSSE Adult and Family Education (AFE)  
Action Research Distance Learning (ARDL) Project Summary**

About the Workforce Innovation and Opportunity Act (WIOA), Title II, Adult Education and Family Literacy Act (AEFLA)

The Workforce Innovation and Opportunity Act (WIOA), Title II, Adult Education and Family Literacy Act (AEFLA) states that state education agencies, when competing AEFLA grant funds, are to evaluate eligible providers in terms of their ability to deliver services to eligible individuals in accordance with the 13 AEFLA Funding Considerations. One of the AEFLA Funding Considerations speaks to the eligible provider's capacity to deliver adult education and literacy activities that **"effectively use technology, services and delivery systems, including distance education, in a manner sufficient to increase the amount and quality of learning, and how such technology, services, and systems lead to improved performance"** (WIOA, Title II, Subtitle C – Local Provisions). In order to fulfill this WIOA, Title II requirement, the Office of the State Superintendent of Education, Adult and Family Education (OSSE AFE) has provided professional development, technical assistance and resources to its AEFLA, Workforce Investment Council (WIC) Career Pathways and Gateway to Careers sub-grantees to increase their knowledge, skills and ability to plan, develop and deliver distance and blended learning to District residents enrolled in AFE-funded Integrated Education & Training (IE&T) programs. To fulfill this WIOA requirement, OSSE AFE partners with the University of the District of Columbia (UDC), its professional development partner since 1999, and with the IDEAL Consortium at [World Education](#).

About the IDEAL Consortium

The [Innovating Distance Education in Adult Learning \(IDEAL\) Consortium](#) at World Education is a leading authority in distance and blended learning in adult education and has been since its founding in 2002 when it was then called Project IDEAL and based at the University of Michigan under the direction of Dr. Jere Johnston. The IDEAL Consortium helps member states establish quality innovative distance and blended learning programs by offering professional development, providing technical assistance, and facilitating a network of education leaders from across the country in a community of practice. The IDEAL Consortium is committed to ensuring that adult learners have access to quality distance and/or blended learning opportunities. Jen Vanek, Ph.D., Director of Digital Learning and Research, directs the IDEAL Consortium and implements the field testing of technologies in which the Employment Technology Fund invests. Her recent work centers on creating online content for Adult Basic Education (ABE) learners and supporting the professional development of English as a Second Language (ESL) and ABE teachers in the area of digital literacy, distance learning, and adult career pathways.

OSSE AFE's IDEAL Consortium Membership

In 2018, OSSE Adult and Family Education (AFE) renewed its IDEAL Consortium membership. (The Adult and Family Education unit had previously been a member of Project IDEAL, which was the former name of the IDEAL Consortium, in Fiscal Years 2008-09 and 2009-10.) OSSE AFE has the basic level of membership with the IDEAL Consortium which provides OSSE AFE with professional development, technical assistance and resources. The professional development includes the IDEAL Consortium staff facilitation of IDEAL 101 and IDEAL 102 for up to 20 participants, facilitation of Special Topics Course(s), and moderation of a Community of Practice (CoP) for state staff of member states.

<b>FY 2018-19 and FY 2019-20 Membership Benefits</b>	<b>Cost</b>
Basic Professional Development Facilitation ( <i>IDEAL 101 and IDEAL 102</i> )	\$6,500
Special Topics Course Facilitation ( <i>Introduction to Blended Learning, Introduction to Open Educational Resources, and Introduction to Mobile Learning</i> )	\$1,000
Community of Practice Membership	\$2,500
<b>Total</b>	<b>\$10,000</b>

OSSE AFE and UDC Action Research Distance Learning (ARDL) Project

OSSE Adult and Family Education (AFE), in collaboration with the University of the District of Columbia (UDC), our professional development partner, launched the Action Research Distance Learning (ARDL) Project, integrating action research with the IDEAL Consortium’s course on the foundations of distance education and blended learning. OSSE AFE, with UDC and the IDEAL Consortium, modified IDEAL 101, to be delivered as a six-week online course designed to simultaneously introduce practitioners to participatory action research as well as distance/blended learning principles, strategies, and best practices. Upon completion of the IDEAL 101 course, participants developed a combined Action Research Distance Learning Implementation (ARDL) Plan that addresses recruitment, screening, orientation, instruction and assessment of distance/blended learning participants. The course concluded with each of the 10 AEFLA WIC provider agencies piloting its Action Research Distance Learning Implementation Plan during a four-month period. During the implementation period, ARDL participants collected qualitative and quantitative data, made observations, gathered student feedback, and reflected on their practice in preparation for the drafting of the ARDL research report and poster presentation.

Dr. Heather Bruce, who serves as the principal investigator for the ARDL Project, is the program director of the Graduate Certificate and Master’s in Adult Education Program at the UDC. She has more than 30 years of experience in adult and postsecondary education, training, organization effectiveness and change management. Dr. Lawrence Bussey, who serves as the co-investigator of the ARDL Project, was a member of UDC State Education Agency Action Research Project team, an adjunct professor with the UDC Graduate Certificate Program in Adult Education, and a monitor for the UDC SEA funded adult education programs for more than eight years. J. Michelle Johnson, who also serves as a co-investigator on the ARDL Project, is the state director for Adult and Family Education at OSSE. She served as a member of the UDC State Education Agency Action Research Project team for three years, has facilitated the IDEAL 101 – Distance Learning course for two cohorts of adult education teachers and has supported agencies in the development and implementation of distance learning plans.

DC Distance Education Policy for Workforce Innovation Opportunity Act (WIOA), Title II Providers and Partners

The [DC Distance Education Policy for Workforce Innovation Opportunity Act \(WIOA\), Title II Providers and Partners](#) provides policy guidelines pertaining to distance education processes as issued by the DC Office of the State Superintendent of Education, Adult and Family Education (OSSE AFE). The purpose of this guidance is to: (1) ensure the provision of quality distance education services to adult learners in the District of Columbia; (2) provide resources for integrated education and training programs to design programming of sufficient intensity and quality for students to make educational gains; and (3) comply with federal, state, and local accountability and reporting requirements under the Workforce Innovation and Opportunity Act (WIOA), Title II Adult Education and Family Literacy Act. Adherence to this policy is required of all OSSE AFE sub-grantee agencies and evaluated in the OSSE AFE Monitoring System. The DC Distance Education Policy for WIOA Title II Providers and Partners has been approved by the US Department of Education, Office of Career, Technical, and Adult Education (USDE OCTAE).

The 2017 Adult Education and Family Literacy Act (AEFLA) Request for Applications (RFA) and the Fiscal Year 2020-21 OSSE AFE Consolidated Competitive Grant RFA require that OSSE AFE funded agencies provide access/interaction with an instructor for a minimum of 4 to 6 hours per week. OSSE AFE funded agencies are expected to offer a minimum of 24 hours of instruction (classroom, tutoring, and blended learning) per week. The inclusion of approved online learning curricula augments the learning opportunities for students so that they may develop essential computer skills, have the flexibility to learn while managing family and/or work responsibilities, and can accelerate their progress to attaining their college and career goals.

**Action Research Distance Learning (ARDL) Project  
Professional Development and Technical Assistance Activities**

<u>Date</u>	<u>Professional Development/Technical Assistance (TA) Activity(ies)</u>	<u>Facilitator(s)</u>	<u>Attendee(s)</u>	<u>Delivery Mode</u>
April 5, 2019	Action Research Distance Learning (ARDL) Project & IDEAL 101 Kick-off	Dr. Heather Bruce, J. Michelle Johnson, and Dr. Jen Vanek	OSSE AFE Sub-grantee ARDL Participants	Face-to-Face
April 23, 2019	Action Research Distance Learning (ARDL) Project – Action Research Process – Session 1 of 2	Dr. Heather Bruce, Dr. Lawrence Bussey, and J. Michelle Johnson	OSSE AFE Sub-grantee ARDL Participants	Face-to-Face
May 3, 2019	Action Research Distance Learning (ARDL) Project – Action Research Process – Session 2 of 2	Dr. Heather Bruce, Dr. Lawrence Bussey, and J. Michelle Johnson	OSSE AFE Sub-grantee ARDL Participants	Face-to-Face
May 13-14, 2019	Individual ARDL Project Technical Assistance Sessions	Dr. Lawrence Bussey	OSSE AFE Sub-grantee ARDL Participants	Conference Call
May 17, 2019	Action Research Distance Learning Project – Learning about the Action Research Components – Session 1 of 2	Dr. Heather Bruce, Dr. Lawrence Bussey, and J. Michelle Johnson	OSSE AFE Sub-grantee ARDL Participants	Face-to-Face
June 7, 2019	Action Research Distance Learning Project – Learning about the Action Research Components – Session 2 of 2	Dr. Heather Bruce, Dr. Lawrence Bussey, and J. Michelle Johnson	OSSE AFE Sub-grantee ARDL Participants	Face-to-Face
July 10, 2019	AFE Sub-grantees Submit Draft ARDL Implementation Plans	Not Applicable (N/A)	Not Applicable (N/A)	Not Applicable (N/A)
Aug. 7, 2019	ARDL Subject Matter Experts Provide Feedback on the Draft ARDL Implementation Plans	Dr. Heather Bruce, Dr. Lawrence Bussey, J. Michelle Johnson, and Dr. Jen Vanek	Not Applicable (N/A)	Not Applicable (N/A)

Sept. 12, 2019	ARDL Pilot Implementation Webinar #1 - Recruitment, Screening and Orientation	J. Michelle Johnson and and Dr. Jen Vanek	OSSE AFE Sub-grantee ARDL Participants	Webinar
Oct. 18, 2019	ARDL Pilot Implementation Webinar #2 – Assessment and Instruction	J. Michelle Johnson and and Dr. Jen Vanek	OSSE AFE Sub-grantee ARDL Participants	Webinar
Dec. 6, 2019	ARDL Pilot Implementation Webinar #3 – Wrapping Up the ARDL Pilot	J. Michelle Johnson and and Dr. Jen Vanek	OSSE AFE Sub-grantee ARDL Participants	Webinar
Dec. 13, 2019	ARDL Project Report Format and How to Develop the ARDL Poster Presentation	Dr. Heather Bruce, Dr. Lawrence Bussey, and J. Michelle Johnson	OSSE AFE Sub-grantee ARDL Participants	Webinar
Jan. 10, 2020	ARDL Check-in – Telling the Story of Your ARDL Project	Dr. Heather Bruce, Dr. Lawrence Bussey, and J. Michelle Johnson	OSSE AFE Sub-grantee ARDL Participants	Webinar
Jan. 21–30, 2020	Individual ARDL Project Technical Assistance Sessions	Dr. Lawrence Bussey	OSSE AFE Sub-grantee ARDL Participants	Conference Call
Feb. 3, 2020	AFE Sub-grantees Submit Draft ARDL Project Report and Poster	Dr. Heather Bruce, Dr. Lawrence Bussey, and J. Michelle Johnson	OSSE AFE Sub-grantee ARDL Participants	Not Applicable (N/A)
Feb. 22, 2020	UDC Research Symposium Preparation Conference	University of the District of Columbia (UDC) Faculty/Staff	OSSE AFE Sub-grantee ARDL Participants	Face-to-face
March 13, 2020	OSSE AFE Quarterly Provider Status Meeting – ARDL Project Poster Presentations – <i>While OSSE AFE conducted the AFE Quarterly Provider Status Meeting via webinar, the poster presentations have been postponed due to the DC Health Advisory.</i>	OSSE AFE Staff	OSSE AFE Sub-grantee ARDL Participants	Webinar
March 23, 2020	AFE Sub-grantees Submit ARDL One-Page Summary	Not Applicable (N/A)	OSSE AFE Sub-grantee ARDL Participants	Not Applicable (N/A)
March 27, 2020	AFE Sub-grantees Submit Final ARDL Project Report and Poster	Not Applicable (N/A)	OSSE AFE Sub-grantee ARDL Participants	Not Applicable (N/A)
April 17, 2020	University of the District of Columbia (UDC) Research Symposium	University of the District of Columbia (UDC) Faculty/Staff	University of the District of Columbia Research Community	Postponed due to DC Health Advisory
April 23, 2020	How to Revise and Update My Agency’s Action Research Distance Learning	J. Michelle Johnson and and Dr. Jen Vanek	OSSE AFE Sub-grantee ARDL Participants	Webinar

	(ARDL) Implementation Plan			
April 24, 2020	How to Help My Agency Develop and/or Modify Our Action Research Distance Learning (ARDL) Implementation Plan	J. Michelle Johnson and and Dr. Jen Vanek	OSSE AFE Sub-grantee Key Personnel Who Have Not Yet Participated in IDEAL 101	Webinar
May 5, 2020	Essential Distance Education Webinar Series: Webinar 1 - "Ready, Set, Go"	Dr. Jen Vanek	- DC Providers, Practitioners, and Partners - OSSE AFE Sub-grantees	Webinar
May 12, 2020	Essential Distance Education Webinar Series: Webinar 2 - "Supporting Distance Learners from the Start"	Dr. Jen Vanek	- DC Providers, Practitioners, and Partners	Webinar
May 19, 2020	Essential Distance Education Webinar Series: Webinar 3 - "Considerations for Effective Distance Instruction and Assessment"	Dr. Jen Vanek	- OSSE AFE Sub-grantees	Webinar
June 30, 2020	COABE (Commission on Adult Basic Education) Virtual Conference – "IDEAL Professional Development for Distance and Blended Education Instructors" – <i>J. Michelle Johnson was a panelist at this workshop at the national COABE Conference to share how OSSE AFE innovated by integrating action research into the IDEAL 101 course.</i>	Dr. Jen Vanek, Facilitator J. Michelle Johnson, Panelist	COABE Conference Attendees	Postponed due to COVID-19

OSSE AFE State Approved Distance Education Curricula

OSSE AFE purchases and/or licenses high quality, adult-focused curricula for OSSE AFE sub-grantees and partners to use to provide distance and blended learning to District residents. OSSE AFE, in partnership with UDC, coordinates with the curriculum vendors to provide face-to-face and web-based professional development and technical assistance to providers on the most effective use of the curriculum products.

The List of State Approved Distance Education Curricula is included in the [DC Distance Education Policy for WIOA, Title II Providers and Partners](#) and is included below:

<b>Adult and Family Education List of State Approved Distance Education Curricula</b>			
<b><u>Distance Education Product</u></b>	<b><u>Model Used to Award Proxy Contact Hours</u></b>	<b><u>Number of Proxy Contact Hours Awarded</u></b>	<b><u>Evidence</u></b>
Aztec	Clock	Time recorded in software	Student Time on Task Report
Burlington English	Clock	Time recorded in software	Student Time on Task Report
Essential Education -CASAS Academy -Computer Essentials -GED Academy -Money Essentials -Work Essentials	Clock	Time recorded in software	Study Time Report
MyFoundationsLab	Clock	Time recorded in software	Student Time on Task Report
Virtual Job Shadow	Clock	Time recorded in software	Student Detailed Usage Report
WIN Learning System	Clock	Time recorded in software	Student Time on Task Report
<b>Other Approved Software</b>			
National External Diploma Program (NEDP)  <i>While the National External Diploma Program (NEDP) is an assessment program, not a curriculum, the NEDP online is approved by OSSE AFE for the collection of distance education proxy hours for NEDP clients in the Generalized Assessment phase.</i>	Clock	Time recorded in software	Client Time on Task Report

OSSE AFE has been acknowledged by the EdTech Center at World Education for its innovation in the use of technology to individualize instruction and enhance the delivery and intensity of Integrated Education & Training services to District residents. For more information about OSSE’s Action Research Distance Learning Project, please contact J. Michelle Johnson, state director, Adult and Family Education, at [JMichelle.Johnson@dc.gov](mailto:JMichelle.Johnson@dc.gov) or (202) 247-6054.