

Successful Managed Enrollment Strategies in Minnesota (2010)

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1. Decide how STAR class(es) with managed enrollment policies fit into your program's larger structure(s):

- Will students elect to enroll?
- Will teachers select students to enroll?
- Will all Intermediate students be assessed and required to enroll if appropriate?

Notes: This may be a space/scheduling decision as to where/when a STAR class can be offered within existing ABE programming. Some programs embed STAR class into scheduled reading, writing, or basic skills classes. Other programs offer STAR before/after/between scheduled classes. Some offer STAR class once or twice a week on less-scheduled days.

2. Educate interested or involved staff and stakeholders about managed enrollment policies and structures:

- Share state's vision for more managed enrollment policies and structures
- See national resources from *Stepping Towards Managed Enrollment*

3. Include all interested or involved stakeholders and staff in managed enrollment discussion, planning, and decision-making:

- Administrators
- Teachers
- Counselors
- Intake and support staff
- Data collection staff
- Primary referral agencies

Notes: Share positive reports about contact hours and level gains from other ABE programs. Plan to start small or move slowly; this is a process for big change or reform! Consider beginning with 4 weeks, moving to 5-6 weeks. Look at your entire calendar when deciding session start and stop dates. Follow-up "stopped-out" or dropped-out students with a phone call or letter.

4. Use different language to promote managed enrollment structures and/or STAR classes:

- STAR Word Works
- Strategies for Success
- GED 1 (GLE 4-6)
- GED 2 (GLE 7-8)

5. Educate students about managed enrollment policies, procedures, and benefits through intake and/or orientation

- See *Making It Worth the Stay*, pages 31-39

Notes: Intake or orientation meetings/classes can be one day or one week. Confer and evaluate with students at the end as to whether they are ready to commit to managed enrollment policies. Stress the positive consequence of a classroom cohort/community where both teachers and students support persistence and learning.

6. Maintain class alternatives or options for students "not yet ready" for managed enrollment policies and structures:

- Open classroom or computer labs
- Individual tutoring
- Family literacy programs
- Other program sites or campuses
- Distance learning
- Independent study

Notes: These gives students an "out" if they cannot commit to a managed enrollment class and continues the collection of all-important student contact hours.