**Committee Purpose:** By sharing expertise and collective wisdom, the MN statewide ABE professional development (PD) committee will collaborate to: 1) identify key present and future PD needs, 2) develop PD plans and resources, 3) identify & implement best practices in PD, and 4) coordinate & align PD activities for an efficient and effective PD system.

The committee meets quarterly and consists of professional developers from support network providers, MDE ABE staff, and 5-6 rotating ABE program representatives.

**ABE program representatives are expected to:**

* Commit to serve a 2-year term on the committee
* Attend 4 full-day meetings each year
	+ ***Note that 2021-22 meetings will be held virtually until it is safe to meet in person.***
	+ 2021-22 meeting dates:
		- Tuesday, August 3, 2021 (9am-2pm virtual)
		- Tuesday, October 5, 2021 (9am-2pm virtual)
		- Tuesday, January 11, 2022 (9am-3pm, location TBD)
		- Tuesday, May 10, 2022 (9am-3pm, location TBD)
* Bring local/regional PD needs to the committee
* Share PD information & resources with practitioners in their region
* Participate in the Statewide PD Committee community of practice on Mighty Networks and via email
* When possible, assist with regional meetings at the ABE Summer Institute

**Qualifications - Required:**

* Currently employed with a Minnesota ABE program
* Experience with ABE instruction or administration

**Qualifications - Desired:**

* Experience planning and/or delivering professional development at a local or regional level
* Experience participating in at least one MN ABE sponsored longer-term PD initiative or cohort

**Committee members will be selected to ensure representation from diverse:**

* Regions of MN
* Types of programs (size, delivery models, rural vs. urban)
* Roles (teacher, administrator)
* Areas of expertise

**Program representatives will receive the following through ATLAS:**

* A stipend of $350/year in recognition of work on the committee
* Reimbursement for mileage if traveling more than 100 miles round trip to attend in-person meetings
* Reimbursement for lodging if needed; the cost for meals will be reimbursed at the state levels if attendance requires overnight stay
* Sub reimbursement for meeting dates if needed (contact Marisa Geisler to arrange)
* Lunch provided on in-person meeting days
* CEUs for meetings

|  |  |
| --- | --- |
| Name |  |
| ABE Program |  |
| Role |  |
| Email |  |
| Phone Number |  |

**Please briefly respond to the following questions (approximately 1 paragraph per response):**

1. Please describe your experience working in Adult Basic Education programs.
2. Please describe your experience planning or delivering professional development activities.
3. Please describe which ABE professional development activities you have participated in and how they have impacted your work.
4. Why would you like to serve as a program representative on the statewide PD committee?
5. What strategies would you use to identify PD needs/priorities in your region and to disseminate information about PD resources to your region?
6. In the coming year, our committee will need to continue supporting the delivery of ABE instruction and professional development at a distance or in a hybrid format. What is your experience with providing and/or participating in distance education and/or virtual professional development?

**To Submit Your Application**

Please complete this form electronically and email it as an attachment to Astrid Liden at Astrid.Liden@state.mn.us by **Friday, June 4, 2021.**