**Transitions Advisory Team Purpose:**

The Transitions Professional Development (PD) Advisory Team is an ATLAS-sponsored team designed to strengthen Transitions PD work in Minnesota. This can include Adult Career Pathways (ACP), Integrated Education and Training (IET), Academic, Career, and Employability Skills (ACES), as well as postsecondary partnerships. This advisory team guides the development of relevant, meaningful, high-quality, and effective PD for ABE teachers and managers and others involved with transitions work.

The Transitions PD Advisory Team consists of the ATLAS Director, the ATLAS Transitions Coordinator, the MDE PD Specialist, the MDE Transitions Specialist, key ATLAS consultants, at least one Regional Transitions Coordinator (RTC) and additional program representatives from classroom and administrative contexts.

The Team is responsible for planning and strengthening transitions-focused PD in Minnesota, as well as specific tasks yearly to support current and forthcoming PD efforts. Such offerings may focus on establishing partnerships with local colleges and employers, collaborating with Local Workforce Development Boards, furthering ACES integration, and implementing Integrated Education and Training (IET) classes.

*Expectations for Transitions PD Advisory Team members:*

* Commit to serve a 1-year term on the Team (July 2024 - June 2025), with the potential of extension
* Participate in five 2-hour meetings, all conducted virtually, 1:30-3:30 pm on
  + Thursday, August 8, 2024
  + Thursday, September 26, 2024
  + Thursday, November 21, 2024
  + Thursday, January 30, 2025; and
  + Thursday, April 17, 2025
* Participate actively in Team sub-groups (with possible meeting times outside of our listed dates). Subgroups may include: partnering with postsecondary, working with employers, credentials, IET
* Respond to electronic requests for input/feedback in a timely manner (within 1-2 business days)
* Attend and assist as needed at an *statewide virtual event* late spring, tentatively set for April 11, 2025
* Attend and assist in developing/facilitating an Transitions-focused Webinar Series (times/dates TBD) and Regional Event workshops throughout the year
* Bring local/regional PD needs to the committee
* Share PD information & resources with practitioners in their program/region
* Attend additional ACP and transitions related events and meetings in your area as able to inform the group and provide insights toward our goals.
* As agreed upon as a group, contribute to newsletter articles, resource library suggestions, or other small projects to lend your expertise to the field

*Leadership:* The Transitions PD Advisory Team will be chaired by the ATLAS Transitions Coordinator, with guidance from the ATLAS Director, and MDE PD & MDE Transitions Specialists.

**Qualifications - Required:**

* Currently or recently employed/contracted with a Minnesota ABE program
* Experience with one or more of the following:
  + Adult Career Pathways ABE program instruction and/or administration
  + IET (Integrated Education and Training)
  + ACES implementation
  + postsecondary transitions and partnerships
  + workforce partnerships or workplace literacy

**Qualifications - Desired:**

* Experience planning and/or delivering professional development at a local or regional level
* Experience participating in MN ABE sponsored PD initiatives or activities, preferably transitions/ACP related

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

* Regions of MN and types of programs (size, delivery models, rural vs. urban)
* Roles (teacher, administrator) and areas of experience and expertise (for example, workforce and postsecondary collaborations, CTE, etc.)

***Educators of color are especially encouraged to apply.***

**Program representatives will receive the following through ATLAS (if eligible):**

* A stipend of $350/year in recognition of work on the committee
* Sub reimbursement for meeting dates, as negotiated with ATLAS (contact Patsy if you’d like to pursue)
* CEUs for meetings

**Applicant Information**

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

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

In the coming year, the work of the transitions advisory team will focus on the following areas. Please briefly describe your experience with one or more of these areas.

| **Focus area** | **Your experience** |
| --- | --- |
| Adult Career Pathways |  |
| ACES |  |
| IET and/or IELCE |  |
| Employer partnerships |  |
| Local Workforce Boards |  |
| Postsecondary partnerships and/or credentials |  |

1. Please describe your experience planning or delivering professional development activities to colleagues. *(For example: conferences, staff meetings, workshops, PLCs, etc.)*
2. Please describe which ABE Adult Career Pathways professional development initiatives and/or activities you have participated in and how they have impacted your work. *(ACP Program Development, ACP Course Design, CCI - Career Contextualized Basic Skills Instruction, ACP Webinar series, ACES PLCS, etc.)*
3. Why would you like to serve as a member of the statewide ACP PD Advisory Team?

**To Submit Your Application**

Please complete this form electronically and email it as an attachment to ATLAS Director Carly Voshell at [cvoshell02@hamline.edu](mailto:cvoshell02@hamline.edu) Please complete this form by **Monday, June 3, 2024.**

**Important Transitions/Adult Career Pathways PD Dates – FY25**

| **ACP PD Advisory Team Meetings** | | |
| --- | --- | --- |
| Five 2-hour meetings throughout the year | All meetings will be held 1:30-3:30 pm.  Thursday, August 8, 2024  Thursday, September 26, 2024  Thursday, November 21, 2024  Thursday, January 30, 2024  Thursday, April 17, 2024 | |
| **Adult Career Pathways and Transitions-related PD Activities** | | |
| Fall North Regional  Spring South Regional  Spring Virtual Statewide Conference | | October 3-4, 2024 in Walker, MN  May 2, 2025 in Mankato, MN  April 11, 2025 (virtual, tentative) |
| Transitions-related webinars *(ACES, ACP, IET)*  Up to 4 from September 2024 - June 2025 | | *Dates and times to be determined* |
| Language & Literacy Institute | | January 23-24, 2025 (Bloomington) |