## Section Four: Instructional Program Description

**4.1 Explain who developed the instructional program descriptions and how the descriptions are communicated and revised with instructors and other staff.**

Instructional programs are developed by staff and administration to meet the needs of the students served. A majority of consortium members use a prescribed curriculum as a guide to instruction and supplement with real life materials to relate the material to the desired student outcomes. Classroom descriptions are communicated with staff through orientation, professional development, staff meetings and ongoing training. Staff are actively engaged in the implementation, evaluation and structure of the program descriptions as they work with the materials and students.

**4.2. How do you ensure the Adult Literacy Hotline (Minnesota Literacy Council) has the most up-to-date information about your consortium, its sites and its programming?**

Every ABE Program Coordinator receives a yearly notice to update their literacy hotline information. The program coordinator reviews each sites' table for accuracy and makes changes and updates as needed. The tables are revisited periodically throughout the year and updates are made and submitted to the Adult Literacy Hotline.

**4.3. Summarize your consortiums current transitions programming, including Pathway 2 Prosperity (FastTRAC) grant project, postsecondary readiness, employability skill and career awareness. You can also refer directly to pages in Document N.**

Pathway 2 Prosperity

Albert Lea, Austin, Faribault and Owatonna currently have a P2P grant project.

See Document N for Class Descriptions

Postsecondary Readiness, Employability Skills and Career Readiness

SE ABE Consortium offers a diverse set of programming and embeds postsecondary readiness, employability skills and career readiness across all levels of classes. This is done through initiatives such as CCRS, ACES TIF, and Northstar Digital Literacy Standards. The consortium is committed to working with local partners in growing the capacity of our region to meet workforce needs.

See Document N for Class Descriptions