

### International adult learning support of tsunami relief continues

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by John Henschke (Missouri)

On Dec. 26, 2004, the Asian tsunami devastated more than 11 countries throughout Asia and Africa—killing more than 155,000 people and rendering millions homeless. Adult Learning Australia [ALA], in collaboration with Asia South Pacific Bureau of Adult Education [ASPBAE], is coordinating fundraising efforts for a coalition of adult education organizations from countries around the world. Our interest is to help with the rebuilding of adult education efforts in those countries that were hit by this catastrophe. This, of course, will take some years.

There is enormous pressure on local adult education agencies for rental space in the main towns because the bigger relief agencies have

taken what was still standing. They are paying top dollar in rent, which the adult learning NGO groups cannot afford. Nevertheless, accommodation is available outside of these centers. For about \$3,500 per year, a local adult learning organization can set up an office with a staff of four or five individuals. The group would also need to purchase a motor bike to get into town, which takes another \$1,000 to buy and run.

Some MVAEA members have already given toward this relief effort. If each member of MVAEA would give at least \$5 (though some may wish to give more), we would have an tidy sum to help our fellow adult education sisters and brothers rebuild their work in that stricken part of the world.

*continued on back cover*



**SUMMER**  
**2005**  
volume 3

**save the date!**

**MVAEA SPRING CONFERENCE**  
**APRIL 26–28, 2006**

The MVAEA annual spring conference will be held at the Holiday Inn in Fargo, N.D., on April 26–28. This year's conference theme is *Expanding Horizons*. For up-to-the-minute information (including conference attractions and registration details), be sure to visit MVAEA's home page: [www.mvaea.com](http://www.mvaea.com).

# Want to conduct effective meetings? Here are some great tips!

by Susan Cullen

Before you call your next meeting, the first step is to decide if it is really essential. To determine that, ask yourself the following:

- Is this meeting essential?
- Can we do without it?
- Can we accomplish the task without a meeting?
- Can it wait another week?
- Can we get things done with few meetings?

Once you have decided a meeting is the best way to accomplish your objective, the following seven tips can help you conduct more effective meetings:

**#1** Start and end meetings on time. Make sure everyone knows what time you plan to begin and end. If you have an ending time, you will find your meeting is more productive in the time allotted.

**#2** Have an open agenda on a flip chart, chalk board, or dry erase board. Participants can add an item before the meeting. However, they must be prepared to lead the discussion if they put an item on the agenda. If an item isn't

on the open agenda, reschedule it for discussion at a later time.

**#3** Give each item on the agenda a time limit. If action or discussion cannot be completed during the allotted time, it must be delayed until the end of the meeting.

**#4** After all agenda items have been discussed, address the delayed items and estimate how long it will take to discuss them. Decide if the itemw can be discussed today or needs further action before a decision can be made.

**#5** Any delayed item should be the first item on the next open agenda.

**#6** Summarize and record action items before adjourning the meeting.

**#7** Identify who's responsible for each action.

*Susan Cullen is president of Quantum Learning Solutions, Inc., based in New Jersey. She has over 15 years experience in organizational development and is considered an expert in the use of blended learning methodologies for lasting organizational change.*

## ADDITIONAL RESOURCES

*How to Make Meetings Work*  
by Michael Doyle

*Not Another Meeting!*  
by Frances A. Micale

*Great Meetings!*  
by Dee Kelsey and Pan Plumb

*Effective Meeting Skills*  
by Marion E. Haynes

*Robert's Rules in Plain English*  
by Doris P. Zimmerman

*Complete Idiot's Guide to Meeting and Event Planning*  
by Robin E. Craven and  
Lynn Johnson Golabowski

*First Aid for Meetings: Quick Fixes and Major Repairs for Running Effective Meetings*  
by Charlie Hawkins

## HERE'S HOW...

# Ways to contact your MVAEA leadership

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### WHAT'S NEW WITH YOU???

Please let us know if you have a new job, a life change, an innovative or interesting program to share, or ideas you'd like to pass along to your colleagues throughout the region.

*Happenings in the Valley* welcomes any articles or photographs that share about “what’s new with you” – so start planning your next contribution!

Submit your ideas, articles, or photos to Shari Kiple, editor, using the information at left.

**NEXT ISSUE:** In November, *Happenings in the Valley* will feature names, addresses, phone numbers, and e-mails for MVAEA's seven state representatives.

# ON THE WEB

resources  
you can  
put to work  
right now

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[www.newhorizons.org/lifelong/senior/front\\_senior.htm](http://www.newhorizons.org/lifelong/senior/front_senior.htm)

This site looks at learning in the senior years.

<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm>

Looking for a great site for teaching tips? Here it is!

[www.ed.gov/about/offices/list/ovae/pi/AdultEd/index.html](http://www.ed.gov/about/offices/list/ovae/pi/AdultEd/index.html)

At this site, you'll find the Adult Education & Literacy home page of the U.S. Department of Education.

<http://coe.sdsu.edu/eet/articles/andragogy/index.htm>

You'll find an article on teaching adults from the *Encyclopedia of Educational Technology*.

<http://ejournal.coalliance.org/FullRec.cfm?EJID=204>

This is an interesting Website for adult educators dealing with research in the field.

<http://ejournal.coalliance.org/FullRec.cfm?EJID=6732>

At this site, you'll find information on current research and theory relating to all aspects of adult and continuing education.

<http://ejournal.coalliance.org/FullRec.cfm?EJID=3751>

If you're interested in news and information on activities and developments in distance education and learning technologies at the post-secondary level, this is the site for you.

<http://www.naepdc.org/>

This is home of the National Adult Education Professional Development Consortium.

<http://amby.com/educate/learning.html>

Check out this site for a summary of learning styles and study skills.

<http://www.support4learning.org.uk/education/adult.htm>

This helpful site features a variety of adult and continuing education links.

<http://iteslj.org/Techniques/>

Looking for practical techniques for teaching culture in the ESL classroom? You'll find valuable insights here.

<http://www.cete.org/acve/docgen.asp?tbl=archive&ID=A030>

This site considers whether teaching adults is different from teaching traditional students.

<http://www.ericdigests.org/pre-9211/teaching.htm>

This is another site that considers the differences in teaching adults.

<http://www.lacnyc.org/resources/adult/printresources.htm>

This site includes recommended Print Resources for Adult Literacy Educators.

<http://www.learnerassociates.net/workshop/>

Check out this site, which considers the challenge of helping adults learn and also provides a set of workshop handouts.

<http://www.cete.org/acve/docgen.asp?tbl=archive&ID=A032>

Interested in techniques for effective assessment? Click on this site!

[http://adulthood.about.com/od/teachertoolkit/a/teach\\_online.htm](http://adulthood.about.com/od/teachertoolkit/a/teach_online.htm)

You'll find tips for teaching adult learners online simply by visiting this site.

<http://www.infed.org/lifelonglearning/b-life.htm>

This lifelong learning site takes a rather philosophical perspective.

<http://www.csun.edu/~hcedu013/eslplans.html>

Wondering where you can find a collection of ESL lesson plans and resources? This is it!

<http://adulthood.about.com/od/teachertoolkit/a/dialog.htm>

If you'd like to see a site that considers teaching through dialog and reinforces the importance of connectedness, this is a great site for you to visit.

# Nationwide, adult education is making its voice heard

forwarded by Deb Sisco (North Dakota)

I recently made a few phone calls to our Congressmen's offices. I was told that adult education is getting attention second only to TRIO!! I was also told to continue writing letters, calling, e-mailing because our congressmen and women use all of this to point out to those voting against adult education that this is important. I also received an e-mail from another state. They were also told that we are being heard in Washington, D.C.! What's more, this was on the listserv I belong to:

"I learned that Senator Kennedy's chief education aide recently said, 'The adult education response has been the best of all of the education groups we work with. Yesterday the staff was singing the praises of how organized and responsive adult education has been.' Adult literacy education has the attention of Congress as it never has before. Our field now has excellent advocacy leadership in the many national organizations who are members of the National Coalition for Literacy and others. It feels to me like the beginning of a movement. Although there is much more work ahead of us, and not just this year, the work is already accomplishing something. When we are well organized, when we act together, when we each do our part, together we—adult learners and practitioners—can see positive change. — *David J. Rosen (DJRosen@theworld.com), Adult Literacy Advocate*

<http://www.nova.edu/~aed/newhorizons.html>

*New Horizons in Adult Education* is an electronic journal focused on current research and ideas in adult education. Founded in 1987, it is a refereed journal that provides graduate students, faculty, researchers, and adult education practitioners with a way to publishing their current thinking and research within adult education and related fields. *New Horizons in Adult Education* publishes research, thought pieces, book reviews, conceptual analyses, case studies, and invitational columns. The journal is freely transmitted worldwide through the electronic network of AEDNET.

[www.edst.educ.ubc.ca/aerc/1997/97brown.htm](http://www.edst.educ.ubc.ca/aerc/1997/97brown.htm)

This is a link to a literature review that critically evaluates the adult education

literature with respect to how it deals with the race and the gender of the teacher as a factor in the teaching-learning environment. The mainstream literature perpetuates the myth of the universal teacher while the narratives of African American women transcend the myth.

<http://www.ericdigests.org/pre-9215/adults.htm>

Interested in teaching adults with learning disabilities? Be sure to visit this site.

<http://www.sabes.org/>  
SABES (System for Adult Basic Education Support) promotes quality ABE services through training, support, and resources that improve the skills and knowledge of practitioners and strengthen programs.

<http://adulthood.about.com/cs/coursedesign/a/objectives1.htm>

Focusing your class with objectives is what this site is all about.

Special thanks to Jim Lightbody, former MVAEA newsletter editor, who researched sites for this issue of *Happenings in the Valley*.

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# STATE NEWS

## NORTH DAKOTA

[www.dpi.state.nd.us/adulted/index.shtm](http://www.dpi.state.nd.us/adulted/index.shtm)

*submitted by Deb Sisco*

North Dakota kicked off its year by offering a math training for all teachers of Adult Basic Education. Held in Bismarck, N.D. on Aug. 9-10, the class was entitled, "Thinking Strategies for Mastering Math for Adult Educators." It provided participants with the knowledge and basic math skills they need to use when working with adult students. What's more, it turned out to be a fun and informative time as participants worked together and learned how to add, subtract, multiply, and divide all over again. They also learned how to play "Scoobie" and "Get Frisky" to make learning math much more fun.

The NDABSE fall conference—"Building Bridges to Community Schools"—will be offered in Bismarck, N.D., on Sept. 22-23. This year's conference will include staff from 21st Learning Centers, Even Start, and all adult educators through ABE. This is the first time we've tried a joint conference in the state, and it promises to be a great time of networking among staff of all centers involved.

Finally, North Dakota will host Missouri Valley Adult Education Association member at MVAEA's annual conference in the upcoming year. Mark the dates of April 27-28, 2006, on your calendars and plan to come north for the MVAEA conference. The conference title is "Expanding Horizons." Be sure to watch for information and links to MVAEA's Website about the conference. And consider what *you* could cover in a concurrent session. We'll be mailing a call

for proposals in the fall. Contact us if you'd like a copy of the form! We'll hope to see you in North Dakota this April!

## IOWA

[www.iowall.org](http://www.iowall.org)

*submitted by Dale Amunson*

Iowa Association for Lifelong Learning (IALL) members are busy getting ready for the annual conference to be held in Iowa City, Iowa, this year. This year's Conference Planning Committee chairperson is Bill Burdick, who is an IALL and MVAEA member. Bill is promising an excellent conference. Unlike some surrounding states in the MVAEA region, Iowa has a long history of holding its annual conference in the fall as opposed to the spring. The dates for this year's conference are Oct. 12-14.

Any MVAEA members who are interested in attending the IALL conference are welcome. You can find additional information on IALL's Website, ([www.iowall.org](http://www.iowall.org)). The site can also be accessed through the MVAEA Website simply by clicking on the outline of the state of Iowa. IALL and MVAEA member Tom Haskell is posting information about the Iowa conference as quickly as he receives it. Take time to look now!

Also during IALL's fall conference, members will vote on new leadership—including a new president-elect and board member representatives.

## KANSAS

[www.thekaea.org](http://www.thekaea.org)

*submitted by Beverly Davis*

From July 26-29, Kansas adult administrators, instructors, and support staff attended Adult Education Summer Institute XVI: *Improving Data through Effective Instruction* in Manhattan, Kan.

It was a great opportunity for everyone to participate in required trainings. Dianne  
*continued on page 7*

## WELCOME!

**MVAEA wishes a warm welcome to some of its new state representatives!**

**Fred Bartling  
Minnesota**

**Dan Jones  
Nebraska**

**Lori Kwasniewski  
South Dakota**

**Watch for their reports in upcoming issues of *Happenings*.**

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Glass and Diane Whitley, director and associate director of adult education, Kansas Board of Regents, were extremely busy offering these trainings. Trainings included *CASAS ECS Implementation*, *CASAS Writing Assessment: Part 1 Accommodating Adults with Disabilities*, *Work Essential Skills*, *Comprehensive Adult Education Planner*, and *Using Performance Based Instruction*. Other workshops were facilitated by experts from all over the country and covered a variety of topics relevant to instruction and administration. You can view pictures of the Summer Institute on the Kansas Adult Education Association Website ([www.thekaea.org/si2005.htm](http://www.thekaea.org/si2005.htm)). If you visit this site, you'll find highlights on most of the people who traveled to Kansas to make presentations. If you have any questions about contacting these people to present in your state, please contact me at [bddavis@butlercc.edu](mailto:bddavis@butlercc.edu) and I would be happy to send you that information.

We have a new person at the Kansas Board of Regents—Dev Ravindran, application programmer for adult education. He has already provided us with valuable training at several workshops about how to use *PABLO*, our new Web-based reporting system. Staff throughout Kansas have been busy inputting and transferring data into the new system. Dev has been busy answering questions and fielding problems. The new system is going to be a great asset to programs—and to the state—for improving the use of our valuable data.

One last critical bit of information has occurred in our state organization, KAEA. We hired a lobbyist, Bob VanCrum, this past year to help keep adult education funding in front of our state legislators. He was very successful. Bill 270 passed, which increased adult education funding by \$100,000. Best of all, it allowed us to draw down the 3-to-1 match from federal dollars.

These results would not have been possible without Bob and the strong support of Randy Kettler, director at Neosho County Community College Adult Education Center, and 2004-05 KAEA President Darylee Flynn,

director of Barton County Community College Center for Adult Education. Randy provided Bob with valuable Kansas data and traveled to Topeka with Bob. Darylee kept Kansas' programs aware of what was happening. Staff and learners from adult education centers—as well as other supporters and partners of adult education statewide—contacted legislators. The funding that KAEA's has been allocated is an excellent return on our \$5,000 investment.

## MISSOURI

[www.maacce.org/](http://www.maacce.org/)

*submitted by Michelle Hanson*

Missouri held its 2005 summer conference at Tan-Tar-A Resort at the Lake of the Ozarks on June 22-24, with a number of pre-conference events being held on June 21. The theme of was *MAACCE MARDI GRAS, Celebrate Lifelong Learning*. With around 400 attendees, the conference was filled with good times and great sessions.

The old and new board members met on June 24 following the conference and already began planning for next year's conference! The COABE national conference will be held in St. Louis in 2008 and hosted by the Missouri Association of Adult, Community and Continuing Education. Bids were requested from St. Louis and Kansas City to host the COABE National Conference.

Since St. Louis was selected for COABE, it was decided to consider Kansas City for the 2009 MVAEA conference. Plans are being made to host the 2009 MVAEA conference in Kansas City. MAACCE will be busy hosting these conferences in the years ahead, but it looks forward to the challenge.

## MINNESOTA

[www.mnmacae.org](http://www.mnmacae.org)

## NEBRASKA

[www.acean.org](http://www.acean.org)

## SOUTH DAKOTA

[www.sdall.org](http://www.sdall.org)

# MVAEA

*Happenings in the Valley* is published by the Missouri Valley Adult Education Association to provide news, information, and assistance to those interested in continuing education and lifelong learning.

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# CONSULTANT'S

# ORDER

by Sharon Luhring, membership services consultant

As the 2005-06 MVAEA Directory goes to press our total membership (as of the end of July) is 278 members. The breakdown per state is as follows:

- Colorado = 2
- Florida = 1
- Iowa = 19
- Kansas = 167
- Minnesota = 10
- Missouri = 29
- North Dakota = 13
- Nebraska = 14
- Ohio = 1
- Oregon = 1
- South Dakota = 21

The new directories are being distributed by your state representatives. Watch for yours in the mail! And thank you again, state representatives, for assisting with the distribution.

If you have suggestions regarding our service to you, please contact us. Thank you for supporting our organization and being a member of Missouri Valley Adult Education Association!

## Coming Up

### October 27

MVAEA Board Meeting — Sioux City, Iowa

### November 15

Deadline for *Happenings in the Valley*

### February 15, 2006

Deadline for *Happenings in the Valley*

### April 26-28, 2006

MVAEA Leadership Academy and Conference — Fargo, N.D.

## MVAEA members can make an international difference

*continued from front*

You may make your tax deductible check payable to MVAEA—Tsunami Relief. All checks may be sent to:

**MVAEA Treasurer Phil Wegman  
Johnson County Community College  
123245 College Boulevard  
Overland Park, Kansas 66210**

Please submit your contribution prior to Nov. 1. If we can generate additional funding, we can give to Adult Learning Australia President Garry Traynor when he attends the American Association for Adult & Continuing Education [AAACE] Conference in Pittsburgh, Pa., from Nov. 6-11. If we give him our contributions at that time and he signs a receipt for the money, we will save the \$50 it would typically cost to send the money in a wire transfer.

Thank you in advance for your generous consideration.

## Missouri Valley Adult Education Association – Membership Application

### Membership Category (check one)

Individual (\$35)     Life (\$300)     Student (\$15)     Retiree (\$15)     Institutional\* (\$120)

\*For institutional membership, please attach a list of up to four persons who will be part of the membership.

New     Renewal

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Organization Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Please submit form and dues, payable to MVAEA, to Sharon Luhring (please see page 7 for contact information).