



# WHAT'S UP?

## News Notes from SABES Southeast

JANUARY 2010

SABES at Bristol Community College — Fall River, MA



### Director's Note

Dear Colleagues,

As 2009 draws to a close and we begin the last year of this decade we should take time to reflect on the accomplishments of the past year and look to the future with anticipation and hope.

The year 2009 has been a trial for most of us. Unemployment is rampant and the economy is slow to recover. We face many challenges in the year ahead. The world financial situation will improve slowly and our programs may face more and deeper cuts in the months to come. We can be grateful that to date ABE has sustained smaller cuts than many other service providers in the Commonwealth and we must increase our efforts to provide high quality programs that improve skills and help our learners find jobs, get better jobs, help their children and serve their communities.

We at SABES Southeast wish all of you and all your learners Happy Holidays and a bright, happy, prosperous and Healthy New Year!

*Annemarie Espindola*

#### SABES SE Staff

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As the chilling wind blows, and the snow swirls in the cold New England air we think about staying warm indoors and *Professional Development*.

The SABES work plan has been approved and we have lots of professional development opportunities scheduled to inform your programming, instruction, and curriculum.

Nancy Sheridan and Kathleen Howell are working together to customize professional development workshops tailored for an individual program needs. As a program director if you are interested in this type of customization, give Nancy a call at 508-678-2811 ext. 2682 or e-mail [nancy.sheridan@bristolcc.edu](mailto:nancy.sheridan@bristolcc.edu) for more information.

For additional professional development information, we have developed web companion sites. These useful web sites allow you to see highlights of selected workshops related web links and more. See page 3 for more information.

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**Registrations and Cancellations — Please Remember to Remember**



In our busy everyday lives, it is not uncommon to forget important things we need to do.

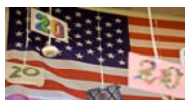
We forget doctor, dentist and hair appointments, as well as, any number of errands and phone calls we are supposed to complete. Registering for SABES trainings and calling to cancel if we cannot make it to training seem to fall under this category. This is just a gentle reminder to all our colleagues that when you do not register for training and just show up:

(cont. back page)

## HAPPENINGS FROM SOUTHEAST ABE/ESOL LITERACY PROGRAMS

Submitted by *Jeanne M. Annino Literacy Coordinator*

### Literacy program of Greater Plymouth Celebrates 20 Years



On Thursday September 24, 2009, **the Literacy Program of Greater Plymouth** celebrated 20 years of dedication to Adult Literacy with an anniversary reunion at the Plymouth Public Library. The event brought together many people who shared past experiences and renewed old acquaintances. People chatted over light refreshments in the beautiful garden area. There were seven exhibit tables displaying items that reflected the history of the *Literacy Program of Greater Plymouth*. The displays included more than 200 photographs spanning 20 years, a scrapbook, student writings and a *Memories* sheet for attendees to fill out.



Jen & Kathy Leslie

In 1989, The *Literacy Program of Greater Plymouth* was originally funded with a library grant. Today the Massachusetts Department of Elementary and Secondary Education fund the program along with several other funders including the Plymouth Public Library, the Town of Plymouth and other contributors.

Congratulations to the *Literacy Program of Greater Plymouth* for 20 years serving the educational needs of ABE, GED and ESOL learners living and working in Plymouth.



Submitted by *Pia Lalli*



**The Norwood Adult ESOL Program** hosted its learner-focused events for its ESOL learners. On October 29, Canton Police Officer Teddy Lehan addressed the laws for driving in America. He told the students how to obtain a valid Massachusetts driver's license, what to do when stopped by the police. He also outlined insurance requirements for drivers in the Commonwealth.

On November 20, David McHaffey an immigration attorney discussed immigration issues. He was invited as part of Norwood's Student Enrichment program.



The third presentation held on December 3, 2009 featured Carol Corrales and Kelly Nevis of BMC Health Net. They talked about how the Norwood learners can navigate the health care system, health insurance and understand when and how to use a hospital emergency room. They brought gift bags full of useful items and literature the learners will be able to use later.

Submitted by *Susan Wladis Volunteer Coordinator*

### IN-SERVICE TRAINING FOR VOLUNTEER TUTORS

**Susan Wladis the Volunteer Coordinator of the Taunton Public Schools/Bristol Community College Adult Partnership** hosted an in-service training for the program volunteer tutors.

The volunteer tutors expressed the need for additional ESOL training. Susan contacted Candy Walters a Title 1 Reading Specialist with years of experience working with non-English speaking children. Candy works in the, nationally recognized, Sheltered English Immersion program at the Hopewell Elementary School in Taunton.

Candy demonstrated numerous teaching methods to help the tutors improve their skills. In addition, she had a number of materials and resources for the volunteer tutors attending the training.

The Taunton Volunteer Tutors left the training with excellent resources and ideas. This well received training will help them in their work as volunteer tutors.

***A big thank you to Taunton's volunteer tutors and all the volunteer tutors in the Southeast for their dedication, time and commitment for their efforts working with ABE and ESOL learners.***



### Volunteer Tutor Materials at the SABES Literacy Library



Sandra Darling has numerous publications available for volunteer tutors at the SABES Literacy Library. A recent acquisition is "Very Easy True Stories" from New Readers Press. This series is excellent for ESOL and low reading level ABE learners.

For more titles click here → <http://sabes.org/resources/library.htm> or to contact Sandra Darling, the SABES librarian go to [Sandra.darling@umb.edu](mailto:Sandra.darling@umb.edu)



## SABES SE Companion Sites

**SABES SE** is now developing Companion Sites to supplement some of our programming to assist workshop participants in implementing content from workshops at their programs. While the sites are no substitute for our workshops, those who missed a session will also find value in the information found on them. Ready-to-use resources and in some cases video footage of the sessions are available on these sites to help reinforce concepts and key learning objectives of the workshop as well as assist participants in implementing the material in alignment with MA DESE instructional requirements.

Companion sites have been developed for a field trip to Waquoit Bay this past summer as well as one that complemented the 2009 Adult Education Institute held at New Bedford High School in March of 2009. Those soon to be available include one that supplements the LD foundations series as well as one that will support an upcoming Math workshop. Check them out today at <http://sabes.org/southeast/Events/index.htm>.

Southeast staff anticipate using the companions to engage program staff in remote PD, including possible hybrid offerings. If you'd like to know more about how this might work for your program, contact Nancy Sheridan.

SABES Se would like to make program staff aware of a "next steps" resource available through the Learning Resource Center (LRC) at the BCC Library. **The Learning Express Library Database** currently subscribed to by the LRC provides access to hundreds of practice tests in various educational disciplines, including vocational programming that may be of interest to your ESOL, ABE or GED students. Following is more information about this free on-line resource for students.

### WHAT IS THE LEARNING EXPRESS DATABASE

LearningExpress Library is a comprehensive, online database of practice tests and tutorial course series designed to help students and adult learners succeed on the academic or licensing tests they must pass. You'll get immediate scoring, complete answer explanations, and an individualized analysis of your results.

### SAMPLE TESTS AVAILABLE IN THE DATABASE-

Health Care (Nursing NCLEX-RN, Medical Assistant Exam, Dental Assistant Exam, Nursing Assistant Exam, EMT exam etc) to name a few. go to <http://www.learnatest.com/LEL/index.cfm/learningCenter/jobsCareers> for a complete listing of sample tests. (cont. next page)

I am finding myself using Google spreadsheets more and using Microsoft Excel less. I have been using Excel (and its predecessors) since the early '80s for all of my listing needs: electronic parts, to-do lists, college budgets, and much more. I'd say I probably use a spreadsheet 5 – 10 times every day on average. So for me to be saying that I'm moving away from Excel to something else is BIG!

First, let me explain what 'Google spreadsheets' is. Most of us think of Google as a search engine; you put in some words and Google searches the internet and provides a list of sites that have those words on their pages. But Google is MUCH more than that. They have over 30 applications available for you to use free of charge. I'm not going to go into all of them in this article, so sometime click on some of the blue links available at the top of Google's Homepage. One of those applications is online spreadsheets.

So, why am I making the move to Google spreadsheets? Well, for a number of reasons. First and foremost is accessibility. Now I can easily sit down at ANY internet connected PC and work on my spreadsheets; no Microsoft Office. Also, I don't need to be concerned about saving to a Flash Drive in order to use it on more than one computer. Google allows me to save all of my spreadsheets on their site. And I have found very few features that I need that are not available on Google spreadsheets.

You're probably asking 'Yea, but how powerful can it be?' My guess is that it will fulfill more than 90% of your needs. Most spreadsheets are quite simple and don't rely on such features as 'Vertical Lookup', or 'Goal Seeking'. Most features of Excel are NEVER used...

So next time you have a few extra minutes, sit down and look over Google Spreadsheets; I'm confident you will see the benefit!

### HOW DO I / MY STUDENTS ACCESS THE DATABASE (cont.)

The LearningExpress Library can be accessed from the BCC-LRC homepage in a few steps:

From the [BCC LRC homepage](http://www.bristolcc.edu/Academics/library/index.cfm): <http://www.bristolcc.edu/Academics/library/index.cfm> Or a direct link to the database is as follows:

<http://www.learnatest.com/LEL/index.cfm/?HR=http://www.bristol.mass.edu/Academics/library/index.cfm>

*NOTE- You will have to create a user account and password before you access the database.*

If you have additional questions about this database or other resource available in the LRC please feel free to contact Sai Chinnaswamy at 508-678-2811 ext 2675 or [Sainath.Chinnaswamy@bristolcc.edu](mailto:Sainath.Chinnaswamy@bristolcc.edu)



## SABES SOUTHEAST CALENDAR OF EVENTS

DATE	TIME	WORKSHOP	FACILITATOR	PDP's Avail.
Jan. 6, 2010	3— 8:00 PM	ESOL Basics & Beyond — Session 1 of 3	Diana Satin	<b>X</b>
Jan. 9, 2010	9:00 A — 4:00 P	BEST Plus Training	Ellen Crevison	
Jan. 26, 2010	DL hybrid	ESOL Basics & Beyond Session 2 of 3	Diana Satin	<b>X</b>
Jan. 27, 2010	3 — 7:00 PM	ESOL Basics & Beyond Session 3 of 3	Diana Satin	
Jan. 28, 2010	9A — 12P	Setting a New Course to Intensify Programs In Achieving Post-Secondary Success	Donna Chambers	
Jan. 28, 2010	3 — 5:00 P	ABE Licensure Overview	Carey Reid	
Jan. 30, 2010	10:00 A—3:00 P	New Staff Orientation Session 1 of 3	Mev Miller	<b>X</b>
Feb. 1, 2010	3 — 5:00 P	Counselor's Sharing Group	Margaret O'Neill	
Feb. 8, 2010	3 — 5:00 P	Volunteer Coordinator's Sharing Group	Marianne LeGuyader	
Feb. 9, 2010	3 — 6:00 P	Reinforcing Games for ESL & Basic Literacy Students	Ellen Crevison	
Feb. 25, 2010	2 — 5:00 P	Writing Basics for ABE and ESOL Learners	Sarah Thomas	
Feb. 27, 2010	10:00 A—3:00P	New Staff Orientation Session 2 of 3	Nancy Sheridan/Annemarie Espindola	
Mar. 9, 2010	10A — 12:30P	SE ABE Director's Collaborative Meeting	Linda Braun	
Mar. 9, 2010	1 — 3:00 P	PS&D Facilitator's Meeting	Kathleen Howell	
Mar. 16, 2010	10 A — 2:30 P	College for a Day	Various	
Mar. 20, 2010	10 A —3:30P	Maximizing Student Gain with "Zero Prep"	Laurel Pollard	
Mar. 23, 2010	9A — 3:30 P	Integrating Career Awareness into ABE/ESOL	Martha Oesch	
April 3, 2010	10 A — 3:30 P	New Staff Orientation Session 3 of 3	Kathleen Howell /Dan Chisholm	<b>X</b>
ON GOING	<b>Distance Learning Course</b>	Introduction to COGNOS	Dan Chisholm	
ON GOING	<b>Distance learning Course</b>	Emerging Technologies	Dan Chisholm	

To register for any of these workshops or for new additions to this list go to <http://calendar.sabes.org>. And as always, you can register with Janet Dutra by calling 508-678-2811 ext. 2278.



Remember to remember (cont. from P. 1) 

- It could have been cancelled for low enrollment
- There won't be enough handouts
- There may not be a seat for you
- There won't be enough refreshments
- You will have missed any pre-registration activities, readings etc. critical to the training

Likewise, when you do not call to cancel if you cannot make it to training at the earliest possible time (or at all!) you:

- Prevent someone else from accessing that seat at the training
- Cause SABES to go forward with training that has too few people in attendance to justify the dollars spent
- Cause SABES to create too many materials and produce too many refreshments that are also wasted
- Let us all make an effort in the new year to remember to register for training and to call and cancel if we cannot participate

Thank you dear friends for your help and consideration!