



SABES Program Support PD Center

Expanding Equitable Access through Distance and Hybrid Education

Schedule and Course Descriptions

This series is intended to help your program team, step-by-step, to implement new distance and hybrid classes or continue building your existing program. We encourage you to take advantage of all three components of this series. For more information, please contact dianarsatin@gmail.com.

Component 1: Online Course: 3/7/22 – 4/18/22

1. Register here: <https://www.sabes.org/event/36096>
2. The course consists of four modules, beginning with the prerequisite **An Introduction**, which serves as the foundation for all staff.
3. The hours listed are, on average, the time it should take to complete each module. Those who participate in the **online course discussion** will be awarded an additional **one hour of PD time**.

Module 1: An Introduction (2 hours)

1. Designed to provide a foundation for all program staff, this module describes the current distance and hybrid education models for adult education programs in Massachusetts and how they can strengthen and expand your services. After completing this module, you will automatically be able to access the role-specific elective modules, which are customized for directors (on administrative issues), teachers (on instructional issues), and those involved with recruitment, screening, and orientation. You may take one or more of them in any sequence.

Learning Objectives: By completing this module, you will be able to:

- Describe the five ACLS distance and hybrid education models for Massachusetts adult education programs, and why they are important for meeting current students' needs and reaching new audiences
- Explain Federal funding requirements and the connection to WIOA

Module 2: For Directors (4 hours)

When starting up or building a high-quality distance or hybrid education program, the program director must provide leadership in addressing multiple planning and administrative factors. This module, specifically designed for directors, address these considerations, which include program design, planning and evaluation, staffing, budget, and reporting.

Learning Objectives: By completing this module, you will be able to:

- Develop approaches to planning, evaluation, and determining the most appropriate distance and/or hybrid models to offer
- Effectively plan for budgeting and staffing, e.g., assigning, hiring, and supporting staff for teaching distance and hybrid education classes
- Meet requirements for entering data on DE and HE classes in LACES

Module 3: For Teachers (5 hours)

This module addresses how to design and implement effective, engaging instruction from a distance. You will review how to plan overall course structure and lesson development; considerations for selecting tools and content; and ways to support students, including



communicating with them and tracking their work. You will examine five assessment types, examples of how to carry them out in distance and hybrid environments, and ways you can use them to inform instruction and learning.

Learning Objectives: By completing this module, you will be able to:

- Plan and organize overall course structure, lesson development, and instructional materials, including selecting tools and content
- Effectively communicate with and support students, including tracking student work

Module 4: Recruitment, Screening, and Orientation (4 hours)

Staff involved in recruitment, screening, and orientation will learn about these steps in the specific context of distance and hybrid classes, including defining the target audience, determining where they are located, and selecting the best ways of reaching them. We will review important elements in a distance and hybrid learning screening and orientation process to ensure that students have the information, skills, and supports that lead to successful learning experiences.

Learning Objectives: By completing this module, you will be able to:

- Identify target audiences and strategies to draw them to your program
- Screen applicants to identify who will be good matches for your distance or hybrid program and determine the supports they will need to be successful
 - Design and deliver an orientation process and resources that provide students with the necessary information and skills for a successful learning experience

Component 2: Sharing Group Meetings (Online via Zoom)

Participants in each module are encouraged to attend these one hour sharing sessions, which are designed to complement each module and provide you the opportunity to ask questions, network, and brainstorm with other colleagues across the state.

1. Registration is required. Be sure to register for each individual meeting you plan to attend.
2. All Sharing Group Meetings are one hour, from **1:00 p.m. – 2:00 p.m.**
 - Module 1 An Introduction: 3/11/22, register [here](#)
 - Module 2 For Directors: 3/18/22, register [here](#)
 - Module 3 For Teachers: 3/22/22, register [here](#)
 - Module 4 Recruitment, Intake, and Orientation: 4/8/22, register [here](#)

Component 3: Program-based Coaching

This customized coaching builds on the knowledge you acquire by completing the online course and participating in the Sharing Group meetings. It is intended to support your program team in implementing these concepts. Due to the nature of this option, coaching is limited to eight programs.