

# FLORIDA DEPARTMENT OF EDUCATION



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July 24, 2009

## MEMORANDUM

**TO:** Adult Education Deans and Directors

**FROM:** Loretta Costin, Vice Chancellor

A handwritten signature in cursive script that reads "Loretta Costin".

**SUBJECT:** Adult Education Advisory Committees

The Division of Career and Adult Education (DCAE) is restructuring our advisory groups for adult education. We will create the Adult Education Cabinet that will include chairpersons from six standing committees. The Cabinet will provide a forum for engaging adult education practitioners in discussions about new initiatives, critical trends, and issues relating to Adult Education. The standing committees will review and advise on programmatic issues identified by DCAE as well as the Cabinet. The chair from each standing committee will report the committee's recommendations to the full Cabinet to determine a plan of action.

We are requesting that Adult Education Deans and Directors nominate persons that they feel have the expertise and experience necessary to serve on the standing committees. The DCAE will review the nominations and appoint a chair for each standing committee that will serve on the Adult Education Cabinet.

We are now accepting nominations for standing committee members that will focus on:

- Adult Basic Education (ABE).
- Adult High School (AHS), General Educational Development (GED), and Vocational Preparatory Instruction (VPI).
- Adult English for Speakers of Other Languages (ESOL).
- Professional Development.
- Transition.
- Accountability.

LORETTA COSTIN, VICE CHANCELLOR FOR CAREER AND ADULT EDUCATION

Nominees should have the following qualifications:

- Sufficient program expertise to make substantive contributions to the focus area of the standing committee
- Degrees, certificates, endorsements and specialized training related to the focus area of the standing committee
- Work experience in an adult education program

DCAE will select members from the pool of persons nominated by the Adult Education Deans and Directors. Representation will include a cross section of members based on geography and agency size. The standing committees will be comprised of six to eight members. Those members will:

- Serve on only one committee at a time.
- Be unpaid volunteers while serving on a committee.
- Serve up to two years from the date of appointment.
- Be reimbursed for travel costs according to rates and rules established for employee travel by the state of Florida.

Committee members will carry out the following tasks:

- Review materials before meetings/conference calls and be prepared to actively engage in discussion about the topic.
- Provide input, feedback, and advice on various issues.
- Contribute to revision/review of curricula (as related to the standing committee).
- Chairpersons will bring recommendations from the committees to the Cabinet and from the Cabinet to the committees.

We will schedule up to two face-to-face meetings (as budget allows). In addition, each committee will schedule conference calls either bi-monthly or as needed. A chairperson will be appointed by DCAE and will need to plan for up to two additional face-to-face meetings. The first meeting will be held at the ACE Conference, tentatively scheduled for September 20, 2009.

Attached is a nomination form. You may extend nominations for all standing committees, but you are limited to one qualified applicant per committee. Note that members may serve on only one committee. The nominations are due by August 17. We plan to notify the Adult Education Deans and Directors of the committee and chairperson assignments no later than August 25.

Please complete and return a nomination form for each person you choose to nominate. Make copies of the attached nomination form as needed.

Each nomination form may be returned by e-mail, mail, or faxed to:  
Zelda Rogers, Program Director, Adult Education Section, Florida Department of Education  
325 W. Gaines St., Suite 754, Tallahassee, FL 32399-0400  
Fax: (850) 245-9010 - E-mail: [Zelda.Rogers@fldoe.org](mailto:Zelda.Rogers@fldoe.org)

LC/ZR/1

Attachment