# ABE Professional Development Survey

## 1. Welcome!

Welcome to the 2009 Minnesota ABE Professional Development Survey for ABE instructors and administrators! The survey results will be used by the Minnesota Department of Education ABE Professional Development Specialist, the Regional Professional Development Coordinators, ATLAS, and other supplemental service providers in creating appropriate professional development activities and resources for MN ABE staff. A summary of the survey results will also be posted on the ATLAS website. All responses are anonymous. Thank you for your participation!

## 2. General Information

Questions marked with an asterisk (*) require a response.

* 1. What role(s) do you play in your ABE program? (check all that apply)

  ☐ instructor

  ☐ manager/coordinator

  ☐ program support (intake, data, assessment, etc.)

* 2. What professional development region does your consortium belong to?

  ☐ Northeast (AEOA, Cass Lake, Duluth, Hibbing)

  ☐ Northwest (Bemidji, Detroit Lakes, Fergus Falls, Moorhead, Northwest Service Cooperative, Tri-County Community Corrections, Wadena, Walker-North Country ABE, White Earth)

  ☐ Mid-Central (Alexandria, Brainerd, Sandstone-East Central, Staples-Freshwater, St. Cloud-Central MN ABE)

  ☐ Southeast (Caledonia, Faribault District, Owatonna-Austin-Albert Lea, Red Wing, Rochester, Waseca, Winona)

  ☐ Southwest (Faribault County-Blue Earth, LeSueur, Mankato, Marshall, Glacial Lakes)

  ☐ East Metro (Burnsville, Farmington, Hastings, Lakeville, North St. Paul-Maplewood, Rosemount-Apple Valley-Eagan, South St. Paul, South Washington County)

  ☐ West Metro (Anoka-Hennepin, Bloomington, Carver-Scott, Hopkins, Monticello-WEST, Osseo, Robbinsdale)

  ☐ St. Paul (St. Paul Community Literacy Consortium)

  ☐ Minneapolis (Minneapolis ABE, Lincoln Adult Education Center, Sabathani, American Indian OIC)

* 3. Program location

  ☐ Urban

  ☐ Rural

  ☐ Suburban

  ☐ Mixed

  ☐ Corrections

* 4. Are you

    jn full time (as defined by your program)?

    jn part time (as defined by your program)?

* 5. Are you

    jn hourly?

    jn salaried/contract?

* 6. In your ABE position, do you receive benefits?

    jn yes

    jn no

* 7. Do you anticipate retiring/leaving ABE within the next 5 years?

    jn yes

    jn no

## 3. Educational Background

* 8. Do you have a Bachelor's degree?

    jn yes

    jn no

    jn in progress

* 9. Do you have a current teaching license?

    jn yes

    jn no

    jn in progress

10. If you have or are working towards a teaching license, which of the following areas is it in? (check all that apply)

| | Completed | In progress |
|---|---|---|
| ABE initial license (license for those who do not already have a teaching license in another area) | j | j |
| ABE additional license (additional license for those who already have a teaching license in another area) | j | j |
| Elementary | j | j |
| Secondary (social studies) | j | j |
| Secondary (English) | j | j |
| Secondary (math) | j | j |
| Secondary (science) | j | j |
| Foreign language | j | j |
| Special education | j | j |
| ESL | j | j |
| Other | j | j |

Please specify

[                    ]

11. Do you have or are you working towards a teaching certificate (non-licensure) in any of the following areas?

| | Completed | In progress |
|---|---|---|
| TESL | j | j |
| TEFL | j | j |
| Adult ESL | j | j |
| Other | j | j |

Please specify

[                    ]

* 12. Do you have a Master's degree?

j yes

j no

j in progress

13. If you have or are working toward a Master's degree, which of the following areas is it in? (check all that apply)

| | Completed | In progress |
|---|---|---|
| ESL/TESL | ⃝ | ⃝ |
| Linguistics | ⃝ | ⃝ |
| Education | ⃝ | ⃝ |
| Adult Education | ⃝ | ⃝ |
| Other | ⃝ | ⃝ |

Please specify

[                    ]

\* 14. Do you have an administrator's license?

⃝ yes

⃝ no

⃝ in progress

If you are not an administrator, please skip to section #5, "Instructor Questions."

## 4. Administrator Questions

Please answer these questions if you are a manager/coordinator. Instructors should skip to section #5, "Instructor Questions."

15. Which program models does your program offer?

⊂ Individualized one-on-one instruction/tutoring

⊂ Class/leveled group

⊂ One-room schoolhouse (scheduled class that serves all learners at all levels)

⊂ Drop-in

⊂ On-site workplace

⊂ Online

⊂ Computer lab

Other (please specify)

[                    ]

16. Is student enrollment

⃝ managed? (defined enrollment period; courses have a beginning and end date)

⃝ open entry/open exit? (students may enter or exit courses at any time)

⃝ both options available?

## 17. Do you supervise paid staff at

- jn  a single site?

- jn  multiple sites?

## 18. How many paid staff do you supervise?

- jn  0-5

- jn  6-10

- jn  11-25

- jn  26-50

- jn  50+

## 19. My teaching experience includes (check all that apply)

- ℮  No teaching experience

- ℮  K-12 mainstream classroom

- ℮  K-12 ESL

- ℮  ABE/GED with native English speakers

- ℮  Adult ESL instruction

- ℮  Post-secondary instruction

Other (please specify)

[                                        ]

If you are also an instructor, please continue with the next section. If you do not teach, please skip to section 6, "Professional Development Participation."

## 5. Instructor Questions

Please answer these questions if you teach. If you do not teach, please skip to section 6, "Professional Development Participation."

## 20. Teaching context (check all that apply)

- ⊝ Individualized one-on-one instruction/tutoring
- ⊝ Class/leveled group
- ⊝ One-room schoolhouse (scheduled class that serves all learners at all levels) that includes ESL learners
- ⊝ One-room schoolhouse (scheduled class that serves all learners at all levels) that does not include ESL learners
- ⊝ Drop-in
- ⊝ On-site workplace
- ⊝ Online
- ⊝ Computer lab

Other (please specify)

[                    ]

## 21. In which areas have you taught in the past 5 years? (check all that apply)

- ⊝ Literacy level ESL
- ⊝ Beginning ESL
- ⊝ Intermediate ESL
- ⊝ Advanced/Transitions ESL
- ⊝ EL Civics
- ⊝ Citizenship
- ⊝ Basic literacy/beginning ABE
- ⊝ Pre-GED
- ⊝ GED/diploma
- ⊝ Math
- ⊝ Transition to post-secondary
- ⊝ Computer skills
- ⊝ Workforce education
- ⊝ Family literacy

Other (please specify)

[                    ]

## 22. When do you teach? (check all that apply)

- ⊝ mornings?
- ⊝ afternoons?
- ⊝ evenings?

23. Is your ABE job your

  jn  primary job?

  jn  secondary job?

24. Do you have the opportunity to interact with other instructors in your consortium?

  jn  yes

  jn  no

25. Do you use volunteers in your classroom?

  jn  yes

  jn  no

26. Years of ABE/GED teaching experience (not including ESL classes)

  jn  None

  jn  Less than 1 year

  jn  1-5

  jn  6-10

  jn  11-15

  jn  16 +

27. Years of teaching adult ESL in an ABE context

  jn  None

  jn  Less than 1 year

  jn  1-5

  jn  6-10

  jn  11-15

  jn  16 +

28. Years of teaching ESL in an Intensive English Program (IEP) or academic setting:

  jn  None

  jn  Less than 1 year

  jn  1-5

  jn  6-10

  jn  11-15

  jn  16 +

## 29. Years of teaching adult ESL/EFL in other contexts

- None
- Less than 1 year
- 1-5
- 6-10
- 11-15
- 16 +

## 30. Years of K-12 teaching experience

- None
- Less than 1 year
- 1-5
- 6-10
- 11-15
- 16 +

## 31. Years of experience teaching for a post-secondary institution

- None
- Less than 1 year
- 1-5
- 6-10
- 11-15
- 16 +

32. If you work with English Language Learners (ELLs) in any context, have you completed coursework that addressed any of the following areas? (check all that apply)

- Second language acquisition
- Working with ELLs with limited literacy
- Phonetics & phonology (pronunciation)
- Grammar instruction
- Communicative language teaching
- Teaching reading to ELLs
- Teaching writing to ELLs
- Cultural background of learners and its impact on learning
- Teaching speaking skills to ELLs
- Teaching listening skills to ELLs
- Preparing ELLs for academic contexts

## 6. Professional Development Participation

In this section, you'll be answering questions related to professional development activities. Professional development may take a variety of forms, including workshops, conferences, courses, study circles, mentoring, online learning, and other options.

Please take the time to answer the professional development questions as specifically as possible. This is vital information to ensure that we provide relevant and meaningful professional development to ABE practioners in Minnesota!

* 33. How many professional development activities have you participated in during the last 12 months?

- none
- 1-5
- 5-10
- 10+

**\* 34. Who offered the professional development activities you participated in? (check all that apply)**

- ⊝ Did not participate in any professional development

- ⊝ Program-based/in-house professional development

- ⊝ Activities offered by school district

- ⊝ Activities offered by ABE consortium

- ⊝ Activities sponsored by community education

- ⊝ Activities sponsored by MDE-ABE

- ⊝ Activities sponsored by Literacy Minnesota (i.e. ABE Summer Institute)

- ⊝ Regional/ATLAS sponsored events

- ⊝ Training activities offered by ABE Supplemental Service Providers (ATLAS, MLC, PANDA, LDA, Marty Olsen/SW Assessment Training)

- ⊝ Corrections sponsored events

- ⊝ MinneTESOL events

- ⊝ Activities sponsored by national organizations (i.e. TESOL, COABE)

Other (please specify)

| |
|---|

**\*** 35. What kind of activities did you participate in? (check all that apply)

- Did not participate in any professional development

- Local/regional conference/workshop

- State conference/workshop

- National conference/workshop

- Study circle – group that meet multiple times to explore and discuss a particular topic

- Practitioner research group – facilitated group of teachers conducting research in their own classrooms in order to improve their practice

- Practitioner networking/support group

- Collective intelligence group – facilitated group of practitioners coming together to network and find solutions to common issues

- Site visit to other ABE programs

- Mentorship

- Peer observation

- Materials/curriculum sharing

- Credit-bearing course through higher education institution

- Self-paced online training – independent study with open enrollment

- Facilitated online training – includes interaction and feedback from an instructor and is offered at set times

- Email listserv – group of subscribers exchanging ideas via email on a topic of interest

- Online discussion board – web-based forum for posting and responding to ideas on a topic

- Wiki – website that allows multiple users to create content collaboratively

Other (please specify)

[                              ]

\* 36. Please rate the following activities in terms of how likely you are to participate in the future (see explanations of activities in the question above):

| | not likely | somewhat likely | very likely |
|---|---|---|---|
| Local/regional conference/workshop | jn | jn | jn |
| State conference/workshop | jn | jn | jn |
| National conference/workshop | jn | jn | jn |
| Study circle | jn | jn | jn |
| Practitioner research group | jn | jn | jn |
| Practitioner networking/support group | jn | jn | jn |
| Collective intelligence group | jn | jn | jn |
| Site visits to other ABE program | jn | jn | jn |
| Mentorship | jn | jn | jn |
| Peer observation | jn | jn | jn |
| Materials/curriculum sharing | jn | jn | jn |
| Credit-bearing course through higher education institution | jn | jn | jn |
| Self-paced online training | jn | jn | jn |
| Facilitated online training | jn | jn | jn |
| Email listserv | jn | jn | jn |
| Online discussion board | jn | jn | jn |
| Wiki | jn | jn | jn |

**\*** 37. What are the primary obstacles that prevent you from participating in professional development activities? (check all that apply)

- I don't have time
- They aren't offered at a time that I can attend
- They aren't offered frequently enough
- I don't learn about events in a timely fashion
- There is no one to cover my class
- It's hard to miss work or find a quality substitute
- I don't get paid to participate
- My pay rate for participation in PD activities is less than my pay rate for teaching
- My program has limited funding available for participation in PD
- My manager does not encourage participation
- The location of events is inconvenient
- I work in an isolated environment
- There are large distances between sites in our region
- The subject matter does not apply to my work

Other (please specify)

[                              ]

38. What obstacles prevent you from participating in online professional development? (check all that apply)

- I have limited access to a computer and/or the Internet
- I don't have access to high-speed Internet
- I'm uncomfortable with or don't enjoy online learning
- I don't know how to use online learning tools

Other (please specify)

[                              ]

39. What technology is available for use with students at your program site? (check all that apply)

- ∈ Dial up Internet
- ∈ High speed Internet
- ∈ Email
- ∈ Computer lab
- ∈ Computer(s) in the classroom and/or a mobile computer lab
- ∈ LCD Projector
- ∈ Smart Board
- ∈ Overhead projector
- ∈ TV VCR/DVD player
- ∈ Audio equipment (tape/CD player)
- ∈ Webcam
- ∈ Speakers/microphone
- ∈ Onsite technology assistance

Other (please specify)

[                                        ]

40. What technology do you have access to for your own use at your program site? (check all that apply)

- ∈ Computer
- ∈ Printer
- ∈ Copier
- ∈ Dial-up Internet
- ∈ High speed Internet
- ∈ Email
- ∈ Webcam
- ∈ Speakers/microphone
- ∈ Onsite technology assistance

Other (please specify)

[                                        ]

# ABE Professional Development Survey

**\*** 41. What time of day do you prefer for professional development? (check all that apply)

- ℮ morning
- ℮ afternoon
- ℮ evening

**\*** 42. What day(s) of the week do you prefer for professional development? (check all that apply)

- ℮ Monday
- ℮ Tuesday
- ℮ Wednesday
- ℮ Thursday
- ℮ Friday
- ℮ Saturday
- ℮ No preference

**\*** 43. What time(s) of the year do you prefer for professional development? (check all that apply)

- ℮ Fall
- ℮ Winter
- ℮ Spring
- ℮ Summer
- ℮ No preference

## 7. Professional Challenges

44. For managers/coordinators:

What are the 3 primary challenges you are facing in your role as an administrator and/or in your program? Please be as SPECIFIC as possible. (Note: There is no word limit for your responses.)

1. [                    ]
2. [                    ]
3. [                    ]

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45. For instructors:

What are the 3 primary challenges you are facing in your classroom? Please be as SPECIFIC as possible. (Note: There is no word limit for your responses.)

1. [                    ]
2. [                    ]
3. [                    ]

## 8. Instructors: Professional Development Needs

Please answer the following questions if you teach or if you supervise instructors.

46. Please read through the following list. What 3 instructional areas would you most like to see addressed in professional development activities? For each of your 3 choices, please suggest SPECIFIC topics.

Adult learning principles [                    ]

Classroom management [                    ]

Cultural issues [                    ]

Curriculum [                    ]

Effective use of volunteers [                    ]

Goal setting [                    ]

Instruction in a correctional setting [                    ]

Instructional methods [                    ]

Learning disabilities [                    ]

Lesson planning [                    ]

Multi-level instruction [                    ]

National Reporting System (NRS) understanding [                    ]

New Teacher Orientation [                    ]

Physical/neurological disabilities [                    ]

Retention/persistence [                    ]

Second language teaching strategies and methods [                    ]

Student assessment [                    ]

Teacher re-licensure content [                    ]

Use of educational technology [                    ]

Using student data to inform instruction [                    ]

Other [                    ]

47. What SPECIFIC topics would you like to see addressed in professional development activities for the following program areas? (If you are an instructor, respond only to those areas in which you teach. If you are an administrator, respond to the areas that you supervise.) Professional development needs related to the teaching of skills (i.e. reading, writing, math) should be identified within the program areas listed.

| Literacy level ESL | |
| --- | --- |
| Low/intermediate ESL | |
| Advanced ESL | |
| Beginning ABE | |
| Intermediate ABE/pre-GED | |
| GED | |
| Workforce Education | |
| Pre-occupational Instruction | |
| Family Literacy | |
| EL/Civics | |
| Citizenship | |
| Adult Diploma | |
| Transition to Post-Secondary | |
| Other | |

## 9. Administrators: Professional Development Needs

Please answer the question in this section if you are an administrator.

If you are not an administrator, please go to the next page.

48. Please read through the following list. What 3 program management and support areas would you most like to see addressed in professional development activities? For each of your 3 choices, please suggest SPECIFIC topics.

| | |
|---|---|
| Accountability policies and procedures | |
| Assessment | |
| Attendance policies/managed enrollment | |
| Budgeting | |
| Collecting, analyzing and using data for program management | |
| Conducting effective meetings | |
| Conducting training/workshops | |
| Conflict resolution | |
| Curriculum development | |
| Database management | |
| Fundraising/grant writing | |
| Intake and orientation | |
| Marketing | |
| New manager orientation | |
| Recruiting/hiring/retaining staff | |
| Retention/persistence | |
| Staff development planning | |
| Staff supervision/performance management | |
| Strategic planning | |
| Student recruitment | |
| Teacher observation and feedback | |
| Teambuilding | |
| Volunteer management | |
| Other | |

## 10. Thank you!

Thank you very much for taking the time to complete this survey! Your input is invaluable to creating professional development activities and resources that meet the needs of ABE staff in Minnesota.