SOSOSY Technical Support Team (TST) Meeting
May 8-9, 2014
Chicago, IL

Welcome and Introductions

SOSOSY Consortium Update
- Update from APR meeting with OME
- ACReS update

ACReS Online Questions   -Kelsey Williams
Website Update Discussion   - Sonja Williams
Standardized Assessment Options for OSY   - Brenda Pessin

Dissemination Event Planning   -Dissemination Event Planning Committee
Dissemination Event Theme
Select meeting dates and location for Year 3
Work Group Assignments
Work Group discussion of timeline for completion
Work Group focus time and action planning
Work Group time
Q and A session and Wrap-up

IN ATTENDANCE: Jennifer Almeda- SC; Kathleen Bibus-MN; Stephanie Clark-PA; Christine Deines-CO; John Farrell-KS; Joan Geraci-NJ; Peggy Haveard- AL; Joyce Bishop- AL; Emily Hoffman-MA; Lindsay Ickes-NE; Tracie Kalic-SOSOSY; Lysandra López-Medina-PA; Michael Maye-NY; Brenda Meyer-CO; Barbie Patch-NH; Brenda Pessin-IL ; Scott Wilhlem- IL; Eva Jimenez- IL; Heather Rhorer-KY; Erin Shea-VT; Kelsey Williams-ID; Sonja Williams-NC , Alfonso Zepeda-Capistran- WI; Susan Duron- META

WELCOME AND INTRODUCTIONS – TRACIE KALIC
Tracie welcomed the group and introduced Joyce Bishop, new TST member from Alabama. Other introductions were made. Tracie thanked Brenda Pessin and her staff for the warm welcome to Chicago.

UPDATES FROM SOSOSY – TRACIE KALIC
- OME Monitoring
  - Tracie briefed the group on the first monitoring call with Lourdes Rivery. The call went very well, and Lourdes was quite complimentary about the work being done by SOSOSY.
- NASDME presentations
  - Tracie thanked the states who helped present at NASDME. The sessions were very well attended and the feedback received was overwhelmingly positive.

- Survey Monkey for Piloted materials
  - Survey Monkey surveys will be sent out later this summer to gather information from states about the piloted materials. Please remember that states will respond in this manner:
    - If your state has over 100 OSY, 3 people will need to complete the survey.
    - If your state has few than 100 OSY, 2 people will need to complete the survey.
- Youth Assessment Score Sheet-Math MATTERS
  - The Math MATTERS CIG asked SOSOSY to review their Youth Assessment Score Sheet to determine if we wanted to use a similar sheet. The group recommended we continue using our own version, the Student Assessment Score Sheet (SASS).
- ACReS online course
  - 6 units
  - Professional Development videos: the videos are posted online in the password protected area of the SOSOSY website.
  - States were asked to submit their preferences for piloting the ACReS materials. Tracie will resend to state directors.
  - If you find something that needs to be revised, please let Tracie know.
- Year 3 Planning
  - Tracie discussed the process for planning Year 3. Susan Durón will join the TST tomorrow to lead a discussion and review of the Year 3 draft. Update: The feedback from the TST and SST were incorporated into the draft and it was submitted to OME ahead of the June 1, 2014 due date. We are waiting to hear back from OME about Year 3 approval.

EXPECTATIONS OF THE TST MEETING

Tracie shared expectations for the meeting with the TST:
- Update TST about recent OME Monitoring, ACReS Online, Survey Monkey
- Share new Standardized Assessment Options for OSY
- Plan Dissemination Event
- Plan for completion of current projects
- Discuss OSY definition and data accuracy
- Decide on Year 3 activities
- Provide networking opportunities and opportunities for technical assistance

ACReS QUESTIONS—KELSEY WILLIAMS

- Every state has been given access to the ACReS online materials available through Schoology.com. Kelsey Williams copied the master course for each state, and Tracie has sent that information with passwords to each state director.

- Professional development videos have been developed to help states learn to use ACReS Online.

- Kelsey took questions from the group and showed one of the professional development videos.

SOSOSY WEBSITE DISCUSSION – SONJA WILLIAMS
- Sonja Williams discussed her findings from a survey she sent to districts in North Carolina about the SOSOSY website. She also shared data from Tracie's review of the website usage and how often people are visiting the site:
  - January 2014: 920 unique visits
  - February 2014: 820 unique visits
  - March 2014: 880 unique visits

North Carolina survey revealed the following:
1. 35 surveys; 20 answered – The results are still coming in:
2. frequency of use – often (7-12x year
3. who is answering – 3 directors; 70% recruiters; 14% tutor/teacher/advocate; also other roles answering
4. what kind of info look for – 75% general info for OSY; and 90% ideas for teaching/instructional materials
5. how easy is it to find what looking for – 50% easy; 50% take a while
6. which search feature most useful? – most on left hand menu
7. rating website features - highest quality and accuracy of information highest; search lowest
8. one thing to improve website –make it more general rather than identification with a particular state; changes to audio

The TST members were asked for feedback on how to improve the website's usability.
The suggestions included:
- Address visual appeal
- Add tabs for specific roles (State Directors, Instructor, Recruiter)
- Include a pop-up survey to gauge website effectiveness
- Include tabs for specific items like instruction, mini lesson, etc.
- Include best practices material and specifically create a OSY 101 power point
- Break down presentations by topic and audience
- Rethink photos to better reflect our population
- Simplify how information is presented, less narrative
- Tracie shared a video that Jessica Castañeda did using photos submitted by states. This will be used at the Dissemination Event and eventually posted on the website.

This information will be used to make changes to the website in Year 3.

OSY STANDARDIZED ASSESSMENT OPTIONS—BRENDA PESSIN

Brenda Pessin (IL) presented the draft OSY Standardized Assessment Options. The tool was developed by ALRC and feedback was requested. A special thank you to Brenda and Lindsay Ickes (NE) for their thoughtful review of the document.

- List of standardized assessment options for OSY
- Used to determine where a student should begin (programmatically or instructionally)
- Contains the following information for each assessment:
    1. Type of student
    2. Content of Test and Skills Assessed
    3. Test procedures
    4. Test components
    5. Training for testers
    6. Advantages/disadvantages for MEP

Brenda asked the group to review the document and provide her with feedback. She and Tracie will follow up with ALRC.

The group asked for clarification on the training costs associated with BEST Plus. Brenda will follow up with ALRC. The group also discussed some issues with the OSY Language Screener and the professional development video. Tracie reminded everyone that the video is for training purposes: test administrators would not allow a student to see the scores being marked.

DISSEMINATION EVENT PLANNING AND RECOMMENDATIONS – TRACIE KALIC

Tracie led the group through a planning activity. She asked for ideas for sessions. Groups were assigned and people noted whether each session would be at a beginning, intermediate, or advanced level for instruction/curriculum, assessment, partners, technology and identification and recruitment.

| November 19 | ACReS Preconference |
| November 20-21 | SOSOSY Dissemination Event |

The group suggested including a media permission form with the registration information. Also, reserve 2 breakout rooms to be designated as video rooms.

WORK GROUP ASSIGNMENTS

Work groups were given assignments.

- Provide a written summary of your group's main goals for your time together
- Need to include specific deadlines

Mentoring

- Detailed plan for SOSOSY 101
- Review of mentoring evaluations
- Plan for next year and continuation of support
- Timeline with deadlines included

Training

- Regional support- provide a list of states and their assigned training mentor
- Detailed list of professional development for trainers
- Include topics, dates, and lead person

Curriculum/Materials
- Review Equity Panel comments and make determinations
- Provide detailed story boards for professional development videos and deadlines
- Determine focus of ALRC developed video
- Next steps

ID&R
- Finalize all ID&R Competency assessments
- Draft Advanced ID&R Competency assessment
- Decide on how maps will be used

OSY Case Studies/Continuum of Services
- Determine focus of group's work
- Review OSY Plan Template and determine what questions should be addressed
- Review proposed activity list for Year 3

Work groups were convened.

Adjourn at 5 pm.

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May 8-9, 2014
Chicago, IL

Day 2 Agenda

- OSY Data Update
- Year 3 Planning Discussion   - Susan Durón
- Report out on work group progress
- Group feedback and discussion
- Wrap-up and meeting adjourns at 12:00 pm

WORK GROUPS REPORT

ID&R

The ID&R work group is finalizing the mapping using Google maps. There will be an instructional video developed for new recruiters with a one page tip sheet.

The Recruiter Competency Assessment is finished. It will be shared with the State Steering Team. All feedback from states has been incorporated.

Curriculum:

The Curriculum work group reviewed the comments of the Equity Review Panel and incorporated the corrections into each mini lesson. These edits will then be sent to the Geneseo Migrant Center for final editing.

The group also discussed the creation of 3 videos with Kelsey Williams. One video is almost complete and ready for review. Kelsey is continuing to work on the other instructional videos. The group also suggested working with ALRC to do a professional video of actual instruction. Brenda and Tracie will work with ALRC on this.

Mentoring Group:

The group recommended creating online space for SOSOSY 101. Onsite visits will still continue and the group will use the rubric as well as conversational interviews with state personnel. Evaluations of services this year have been positive. Staff turnover in states is an issue that must be addressed. The group also recommended that we change the name from Mentoring to something else, e.g. Advising.

Training

The Training Group spent time discussing what was included in the Year 3 draft. They focused their work on supporting current trainers. The group will work with current trainers and provide

ongoing professional development. They discussed meeting with trainers at the Dissemination Event to plan what the support will look like. The group also plans to identify three current modules for online self- study. Need for sustainability and need for both online training and a refresher course.

Technology
Kelsey Williams met with each of the work groups, and assisted them with their technology needs. The ID&R group would like to put the ID&R Assessment online. There was some discussion of what type of platform to use: the consensus was to use Schoology. Tracie suggested we have two formats: online and paper/pencil for states to download from the SOSOSY website.
Kelsey also updated the group on the creation of the instructional videos.

<h2 style="background-color:#92d050">PLANNING FOR YEAR 3</h2>

Susan Durón presented information about the Year 3 Planning process and expectations.
- <u>Purpose</u>: Respond to the change in the maximum project period for the MEP CIG program from 2 to 3 years
- <u>Procedure</u>: Submit a plan by 6/1/14 listing the "activities each CIG State will accomplish during a third year of funding, including the evaluation activities"
- <u>Requirement</u>: Submit a final APR by 12/30/15 that covers all 3 years of SOSOSY

Goals of Year 3 Plan
- Put an **infrastructure** in place to continue the work of the CIG
- 2) Develop, monitor, and assess the **quality** of implementation of CIG activities
- 3) Provide **staff development** to build State capacity
- 4) **Disseminate** successful and promising practices; share lessons learned

Susan asked members to divide into groups and review/discuss the key features, goals and activities of the plan. Feedback was provided and Susan will incorporate this information into the Year 3 plan.

<h2 style="background-color:#92d050">MEETING DATES/LOCATIONS</h2>

Winter Meeting   January 21-22, 2015 in Charleston, SC
Spring Meeting   April 14-15, 2015 in Santa Fe, NM

The meeting was adjourned at 12:00 pm.