

**Memorandum of Agreement between
Southern West Virginia Community and Technical College and the
Boone County Adult Basic Education Program**

This Memorandum of Agreement (MOA) is between Southern West Virginia Community and Technical College (Southern) and the Boone County Adult Basic Education program (ABE). Southern and the Boone County ABE program are proposing to collaborate on the implementation of the *Four to Get Ready Model*. The *Four to Get Ready Model* is one in which Southern will provide classroom space on campus for an Adult Basic Education class. This class will serve multiple purposes including:

- GED preparation and basic skills review as a recruitment tool for adults interested in enrolling in college but in need of a high school credential;
- Individualized instruction for adults scoring extremely low on college placement tests – too low for developmental courses;
- Individualized instruction for adults having difficulty in developmental courses; and
- Specialized courses in workplace skills such as job search, resume writing, interviewing, etc.

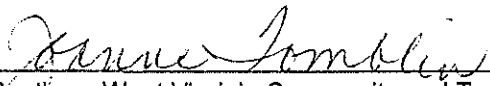
Southern and the Boone County ABE program agree to work together in a collaborative effort to increase the number of adult learners receiving services in the 2001-2002 school year. In the interest of this collaboration

Southern agrees to:

1. Provide instructional classroom and computer labs on the Boone campus for at least forty hours a week for ABE instruction.
2. Provide the use of a copier, facsimile, e-mail, and telephone during business hours.
3. Provide the use of the James "Buck" Harless Library, private tutoring/meeting space, and janitorial services;
4. Refer adults who are eligible for ABE services to the Boone County ABE program instruction;
5. Work with the ABE instructor to identify a curriculum(s) that best serve the needs of the individual adult learner;
6. Provide instructional supplies, including software, videotaped instruction, assessment instruments, and career planning materials;
7. Promote the Boone County ABE program through Southern's Information Office, the APPALREAD: Family Literacy program, the Workforce Development Office, the Division of Developmental Studies, and Student Services;
8. Designate a representative to serve on the Southern/ABE Advisory Council.

The Boone County ABE program agrees to:

1. Provide an instructor who will be housed at Southern and will meet regularly with other Boone County ABE staff. The ABE instructor's primary focus will be on enhancing the basic skills of adult learners, with a primary focus on pre-developmental classes. The ABE instructor will be employed for 200 days; 5 hours a day @ \$16 per hours, pending approval from the WV Department of Education;
2. Provide the use of Boone County ABE resources as needed;
3. Provide teacher training and professional development to teachers where appropriate;
4. Develop customized basic training materials when or where needed and deliver services on site at Southern;
5. Designate a representative to serve on the Southern/ABE Advisory Council;
6. Work with Southern to provide a bridge from the basic skill training to the certificate or associate degree program;
7. Connect local ABE efforts to Southern's Workforce Development initiatives where and when the capacity is present;
8. Correlate objectives in the college developmental courses/assessments with existing IGO's; and
9. Explore the potential for ABE sites to provide the assessment for development courses.

Signed  Date 4-9-01
President, Southern West Virginia Community and Technical College

Signed  Date 4/9/01
Director, Boone County Adult Basic Education Program

FILE COPY

Memorandum of Agreement between Southern West Virginia Community and Technical College and the Logan County Adult Basic Education Program

This Memorandum of Agreement (MOA) is between Southern West Virginia Community and Technical College (Southern) and the Logan County Adult Basic Education program (ABE). Southern and the Logan County ABE program are proposing to collaborate on the implementation of the *Four to Get Ready Model*. The *Four to Get Ready Model* is one in which Southern will provide classroom space on campus for an Adult Basic Education class. This class will serve multiple purposes including:

- GED preparation and basic skills review as a recruitment tool for adults interested in enrolling in college but in need of a high school credential;
- Individualized instruction for adults scoring extremely low on college placement tests – too low for developmental courses;
- Individualized instruction for adults having difficulty in developmental courses; and
- Specialized courses in workplace skills such as job search, resume writing, interviewing, etc.

Southern and the Logan County ABE program agree to work together in a collaborative effort to increase the number of adult learners receiving services in the 2001-2002 school year. In the interest of this collaboration

Southern agrees to:

1. Provide instructional classroom and computer labs on the Logan campus for at least forty hours a week for ABE instruction.
2. Provide the use of a copier, facsimile, e-mail, and telephone during business hours.
3. Provide the use of the James "Buck" Harless Library, private tutoring/meeting space, and janitorial services;
4. Refer adults who are eligible for ABE services to the Logan County ABE program instruction;
5. Work with the ABE instructor to identify a curriculum(s) that best serve the needs of the individual adult learner;
6. Provide instructional supplies, including software, videotaped instruction, assessment instruments, and career planning materials;
7. Promote the Logan County ABE program through Southern's Information Office, the APPALREAD: Family Literacy program, the Workforce Development Office, the Division of Developmental Studies, and Student Services;
8. Designate a representative to serve on the Southern/ABE Advisory Council.

The Logan County ABE program agrees to:

1. Provide an instructor who will be housed at Southern and will meet regularly with other Logan County ABE staff. The ABE instructor's primary focus will be on enhancing the basic skills of adult learners, with a primary focus on pre-developmental classes. The ABE instructor will be employed for 200 days; 8 hours a day @ \$16 per hours, pending approval from the WV Department of Education;
2. Provide the use of Ralph R. Willis Career/Technical Center resources as needed;
3. Provide teacher training and professional development to teachers where appropriate;
4. Develop customized basic training materials when or where needed and deliver services on site at Southern;
5. Designate a representative to serve on the Southern/ABE Advisory Council;
6. Work with Southern to provide a bridge from the basic skill training to the certificate or associate degree program;
7. Connect local ABE efforts to Southern's Workforce Development initiatives where and when the capacity is present;
8. Correlate objectives in the college developmental courses/assessments with existing IGO's; and
9. Explore the potential for ABE sites to provide the assessment for development courses.

Signed *Juanne Tomblin* Date 4-9-01
President, Southern West Virginia Community and Technical College

Signed *Brenda Skelton* Date 4-9-01
Director, Logan County Adult Basic Education Program

Memorandum of Agreement between Southern West Virginia Community and Technical College and the Mingo County Adult Basic Education Program

This Memorandum of Agreement (MOA) is between Southern West Virginia Community and Technical College (Southern) and the Mingo County Adult Basic Education program (ABE). Southern and the Mingo County ABE program are proposing to collaborate on the implementation of the *Four to Get Ready Model*. The *Four to Get Ready Model* is one in which Southern will provide classroom space on campus for an Adult Basic Education class. This class will serve multiple purposes including:

- GED preparation and basic skills review as a recruitment tool for adults interested in enrolling in college but in need of a high school credential;
- Individualized instruction for adults scoring extremely low on college placement tests – too low for developmental courses;
- Individualized instruction for adults having difficulty in developmental courses; and
- Specialized courses in workplace skills such as job search, resume writing, interviewing, etc.

Southern and the Mingo County ABE program agree to work together in a collaborative effort to increase the number of adult learners receiving services in the 2001-2002 school year. In the interest of this collaboration

Southern agrees to:

1. Provide instructional classroom and computer labs on the Mingo campus for at least forty hours a week for ABE instruction.
2. Provide the use of a copier, facsimile, e-mail, and telephone during business hours.
3. Provide the use of the James "Buck" Harless Library, private tutoring/meeting space, and janitorial services;
4. Refer adults who are eligible for ABE services to the Mingo County ABE program instruction;
5. Work with the ABE instructor to identify a curriculum(s) that best serve the needs of the individual adult learner;
6. Provide instructional supplies, including software, videotaped instruction, assessment instruments, and career planning materials;
7. Promote the Mingo County ABE program through Southern's Information Office, the APPALREAD: Family Literacy program, the Workforce Development Office, the Division of Developmental Studies, and Student Services;
8. Designate a representative to serve on the Southern/ABE Advisory Council.

The Mingo County ABE program agrees to:

1. Provide an instructor who will be housed at Southern and will meet regularly with other Mingo County ABE staff. The ABE instructor's primary focus will be on enhancing the basic skills of adult learners, with a primary focus on pre-developmental classes. The ABE instructor will be employed for 200 days; 5 hours a day @ \$16 per hours, pending approval from the WV Department of Education;
2. Provide the use of Mingo County ABE resources as needed;
3. Provide teacher training and professional development to teachers where appropriate;
4. Develop customized basic training materials when or where needed and deliver services on site at Southern;
5. Designate a representative to serve on the Southern/ABE Advisory Council;
6. Work with Southern to provide a bridge from the basic skill training to the certificate or associate degree program;
7. Connect local ABE efforts to Southern's Workforce Development initiatives where and when the capacity is present;
8. Correlate objectives in the college developmental courses/assessments with existing IGO's; and
9. Explore the potential for ABE sites to provide the assessment for development courses.

Signed James R. Chapin Date 4-3-01
Mingo County Adult Basic Education Program

Signed Jeanne Tomblin Date 4-9-01
Southern West Virginia Community and Technical College