

**DATE:** March 25, 2020  
**TO:** Adult Education Providers  
**FROM:** Jennifer K. Foster, Deputy Executive Director  
Kathy Olesen-Tracy, Senior Director for Adult Education and Literacy  
**SUBJECT:** **Adult Education Instruction Update**

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Per the Stay at Home Order until April 7th directive from Governor Pritzker, the Illinois Community College Board (ICCB) is providing additional guidance to programs on providing adult education instruction amidst the COVID-19 pandemic. **The original Adult Education program closure will end on March 30, 2020. On March 31, 2020, instruction may resume in an online, distance education and/or remote learning delivery method** while continuing to observe the Illinois Stay at Home Order. We realize that many of our programs have already begun the process or are well underway in moving instruction to an online format, but we also recognize that some will need additional time and assistance. Given this information, **we ask that all programs continue to use the GE code through April 7, 2020** to allow time for all programs to make this transition. **We further authorize programs to continue to pay instructors and staff.**

The decision to extend the use of the GE code through April 7, 2020, will allow adult education programs to continue to develop plans to move instruction to an online, distance education and/or a remote learning delivery format. It is also our expectation that programs develop remote strategies to support learners as well as staff and instructors as this transition is made. Also, it is our expectation that programs utilize the staff and instructors as you plan services as well as instruction.

**Effective April 8, 2020**, it is expected that all programs will move back to the previous attendance process and that everyone is using an online delivery process for classes, as applicable, while continuing to observe the Illinois Stay at Home Order. Keep in mind that the ICCB is flexible in allowing multiple online and remote delivery methods to continue and support instruction. The goal of the ICCB is to continue to provide the same high quality instruction that is rigorous and aligned to the Illinois Content Standards. It is also our goal to continue to prepare students for a future beyond adult education and leads to postsecondary education, employment and credential attainment.

In the coming days, the ICCB staff will ask **programs to submit information about your plans** to move to an online, distance, and/or a remote learning format. One size doesn't fit all. So understandably some of your classes may vary. We understand that this may be difficult for you and your learners, but we have to do our best to protect and provide learning opportunities for all learners. The ICCB staff and the Professional Development Network are preparing training, as listed below, to assist you in your programming. Some of you may be asked to present on the strategies that you are using during this very critical time. To assist us in meeting your needs, **a survey will be sent to all programs** to assess your level of readiness as well as your training and programmatic needs.

**Until further notice, there will be no adult education face to face instruction** to comply with social distancing policies and the directives set forth by Governor Pritzker. We are currently meeting with Department of Education and are awaiting their guidance on answers to some of your specific questions including: how to conduct pre/post testing requirements, how to onboard new students, how performance will be impacted, continuing of our IET and IELCE programs; and other areas that will affect adult education programming during this time.

We thank you for your patience as we all navigate this process and continue the great instructional and supportive services provided to adult learners across the state.

Please continue to reach out to your Regional Support Specialist with any questions.

Sincerely,  
Kathy Olesen-Tracy  
Senior Director for Adult Education and Literacy