

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.101

Title: INTRODUCTION

Authority: Board Action	Original Adoption: 02/09/2011
	Effective Date: 02/09/2011
	Last Revision: 11/14/2012

Institutions of higher education, specifically adult education, are required by law, the Workforce Investment Act (WIA), and by regulation, the NRS, to make sure that the initial and on-going assessment of adult learners is valid, reliable, and comparable on national and state levels.

The Adult Education Data Quality and Procedures Manual assists local adult education programs in meeting the reporting requirements of the National Reporting System (NRS) for Adult Education. The policies are designed to:

1. assist local adult education programs with the processes of gathering student data;
2. inputting data into the state approved adult education database system;
3. reporting data on program performance; and
4. reviewing data to plan for and facilitate program improvement.

The policy is applicable to all local adult and family literacy programs which are funded through the Louisiana Community and Technical College System and is in compliance with NRS requirements, which is the official accountability system for federally funded adult education programs. NRS reporting components include:

1. student assessment measures;
2. data collection methodologies;
3. reporting forms; and
4. program procedures.

It is critical that all programs adhere to the policies and procedures outlined in this manual to ensure uniform implementation and comparability across programs. Therefore, LCTCS will provide targeted technical assistance and training activities to promote compliance with applicable testing policies and procedures, as well as federal and state accountability reporting.

The Louisiana Community and Technical College System and the National Reporting System for Adult Education are committed to assisting local adult education programs in improving the quality and utility of program data. Questions regarding the policy should be directed to the Louisiana Community and Technical College System.