

DAEL COMMUNICATIONS

Listserv

DAEL uses a moderated Listserv to disseminate program information to State directors. This forum is also used by State directors to discuss pertinent issues and ask questions about noteworthy practices. New directors are automatically added to the Listserv and receive an automatic “welcome” message from the moderator, Joe Perez. The message subject is titled *You have been added to the AESTATEDIRECTORS list* and provides instructions on how to send a message to all users currently subscribed to the list, confirm the receipt of messages that is sent to the list, or unsubscribe from the list. This list is confidential. State directors should not publicly mention its existence, or forward copies of information that have been obtained from it to third parties.

Shop Talks

Shop Talk is a one-hour conference call between DAEL staff and State directors that generally occurs on the first Thursday of every other month. The next scheduled call is October 2, 2008. This call serves as an informational pipeline to State directors by providing updates on DAEL projects and awards, national activities, annual reporting, and meetings. State directors are encouraged to submit topics for the agenda prior to the call. Once all topics are submitted for consideration, the director prepares a memo for the call that is sent out to the directors via the Listserv approximately one to two weeks before the call takes place. The memo provides information on the final agenda topics, date and time of the call, and instructions on how to access the conference call. Each area is assigned a call time and access code and directors can designate proxies to attend and participate in the call if they cannot participate themselves. State directors are encouraged to actively participate in the conversations and to bring concerns, issues, or innovative programs to the group for discussion in this forum.

Thursday Notes

Thursday Notes is an electronic one-page weekly update on issues and developments in adult education. It is sent to State directors via Listserv on Thursdays and frequently contains articles that highlight various areas of interest for State directors such as English language learning, mentoring, transition to postsecondary institutions, math and science education, as well as other topics that are important in the field. It is written by Sarah Newcomb, produced by Joe Perez, and contains clickable resources in the text. Sarah encourages State directors to send articles and items of interest to her for inclusion in future editions of *Thursday Notes*.