

## **DIVISION OF ADULT EDUCATION AND LITERACY (DAEL)**

### **COMMUNICATIONS**

#### **GovDelivery**

DAEL uses GovDelivery to disseminate program information to State directors through emails and e-newsletters. This forum is also used by State directors to discuss pertinent issues and ask questions about noteworthy practices. New directors are automatically added to GovDelivery and receive a confirmation message from the moderator. The GovDelivery application does not require any software downloads and subscribers control their own accounts. These discussions may contain privileged information that is still under consideration by Office of Career, Technical and Adult Education (OCTAE).

#### **Shop Talk**

Shop Talk is a one-hour webinar/conference call among DAEL staff and State directors that generally occurs at both 9:00 AM and 2:00 PM Eastern on the first Thursday of every other month (even numbered months). This call serves as an information 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 GovDelivery 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 webinar/conference call. Directors may designate proxies to 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.

#### ***OCTAE Connection***

*OCTAE Connection* is a periodic electronic newsletter on issues and developments in OCTAE, including career and technical education, adult education, community college updates, and research items. It is sent to State directors and others via email and contains articles that highlight various areas of interest for State directors such as English language learning, transition to postsecondary institutions, math and science education, as well as other topics that are important in the field. It is written and produced by OCTAE staff, under the guidance of the Assistant Secretary's office and contains clickable resources in the text. State directors can send articles and items of interest to [octae.newsletter@ed.gov](mailto:octae.newsletter@ed.gov) for consideration in future editions of *OCTAE Connection*. You can subscribe for the newsletter by clicking [here to register](#).

#### ***Literacy Information and Communication System (LINCS)***

OCTAE provides an adult educator information website <http://lincs.ed.gov/>. The website provides a Resource Collection of quality evidence-based online resources and access to technical assistance delivered through the LINCS Regional Professional Development Center. Find contacts and events for your region at [http://lincs.ed.gov/lincs/regionalresources/regional\\_centers.html](http://lincs.ed.gov/lincs/regionalresources/regional_centers.html).