



Checklist for Innovative Practices

Overview

The U.S. Department of Education's Office of Career, Technical, and Adult Education is supporting the Advancing Innovation in Adult Education project to identify and highlight innovative practices in adult education that lead to improved learner outcomes. Adult educators' development of innovative—new or improved—products or processes is a key strategy for providing better services to learners. This project will increase the information available about innovative practices, which should result in enhanced adult education services and better outcomes for learners.

The Advancing Innovation project defines innovative practices as:

- new or significantly improved products (e.g., a curriculum) or services (e.g., inclusion of career and college advising);
- new or significantly improved processes for delivering adult education services (e.g., use of on-line learning), or
- new or significantly improved ways of organizing adult education services (e.g. integrated education and training) that result in improved outcomes for adult learners.

How to Use the Checklist

The questions in the checklist will help you think about your program's new or improved practice in terms of what was developed or improved, why it was developed or improved, the types of learners the practice is intended to benefit, and the types of outcomes and data that exist about the use of the practices. Your responses to these questions will help you consider whether your practice may meet the Advancing Innovation project's definition of "innovation." Not all questions may apply to your practice. Respond to the checklist found on pages 2 and 3.

How to Submit the Checklist

Consider your responses to the checklist's questions. If you think your program's practice is innovative and would like to discuss the practice with the project, email the completed checklist to innovation@lincs.ed.gov. Visit the project website for more information about applying to the project: <https://lincs.ed.gov/state-resources/federal-initiatives/advancing-innovation>.

This resource was produced and funded in whole with Federal funds from the U.S. Department of Education under contract number 91990018F0047 with Manhattan Strategy Group. Joseph Perez served as the Contracting Officer's Representative. The content of this document does not necessarily reflect the views or policies of the U.S. Department of Education nor does the mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

Practice Description

Name of Person Completing Checklist:

Title:

Email:

Name of Program:

Program City & State:

1. Is the practice a:
 - Product (e.g., written curriculum, instructional materials) or Service (e.g., college and career advising)
 - Process (e.g., online learning) or way of organizing services (e.g., concurrent enrollment)

2. Check the area(s) below that best represents your innovative practice.

Content of Practice

- Career pathways-related content, included STEM careers and in-demand industry sectors or occupations
- Civics education
- Digital literacy
- Family literacy
- Financial literacy
- Foundational skills (reading, writing, math and numeracy, English language acquisition)
- Workforce preparation activities
- Other:

3. If your practice relates to instruction, check the approach that represents your practice.

- Alternative pathways to a high school diploma and/or a recognized secondary credential
- Competency-based learning
- Concurrent enrollment in adult education and postsecondary education
- Integrated Education and Training (IET)
- Integrated English Language & Civics Education in combination with IET (IELCE)
- Learning in context
- Pre-Apprenticeship
- Strategies for assisting adults with disabilities
- Use of technology to increase access to, quality of, and/or amount of instruction
- Work-based learning
- Other:

4. Provide a brief description of your program's innovative practice. Provide up to 8 sentences.

Checklist

Please complete the checklist below about the practice that you would like the project to consider.

Questions	Yes	No	
Did your program develop a new product, service, or process?			If yes, when and why was it developed?
If no, did your program significantly change, adapt, or enhance an existing product, service, or process?			If yes, when and why was the change or adaptation made?
Was the practice developed or enhanced to meet an unmet need or a special issue in your program?			If yes, what was the unmet need or special issue? How did the practice address this need or issue?
Was this practice developed or enhanced to be used with a new student population?			If yes, why and with which student population?
Have you collected or reviewed any data about the outcomes from the practice?			If yes, list the outcomes and the types of data that you reviewed for each outcome.
If yes, have the outcomes been positive?			If yes, briefly state the outcome or results.
Why do you consider the practice to be innovative?			