ideas

INTERNET DELIVERED EDUCATION FOR ARKANSAS SCHOOLS

ArkansasIDEAS
FY 2018 – 2019
Year-End Report

ArkansasIDEAS stands for Internet Delivered Education for Arkansas Schools. ArkansasIDEAS is a partnership of the Arkansas Educational Television Network and the Arkansas Department of Education to provide online, statewide professional development resources and courses for K-12 Arkansas educators. The ArkansasIDEAS Report details the evaluation of annual goals and expectations pertaining to ArkansasIDEAS.

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Mission Statement:

The mission of the ArkansasIDEAS initiative is to improve teacher quality as a means to increase student achievement by providing high quality professional development, online and face-to-face trainings, and instructional resources to teachers licensed in the state of Arkansas 24 hours a day, seven days a week.

Vision Statements:

ArkansasIDEAS provides all Arkansas licensed teachers access to high quality, innovative professional development opportunities 24/7/365 via internet-enabled devices and face-to-face workshops.

Professional development hours offered by ArkansasIDEAS meets the standards for high quality. Administrators and educators in all content and licensure areas will find course offerings in ArkansasIDEAS appropriate for their professional development needs.

Goals and Expectations:

The following goals and expectations are based upon a staffing level of at least 90%, in the event of staff level below 90%, the goals and expectations will need to be adjusted in collaboration with the Arkansas Department of Education.

Goals:

1) To maintain active users at the level of at least 50% of the enrolled users
2) To increase the number and variety of professional development courses (prioritized by ADE initiatives and needs assessment results) by 10% each calendar year
3) To increase professional development credit hours earned (completion of course assessment at 80% or greater) by 10% each calendar year
4) To provide high quality (average of 3.5 or above) workshops to all districts and organizations who request ArkansasIDEAS training on how to use the LMS and how to host professional development on specific content using the LMS, measured by workshop evaluations (5-point Likert scale)
5) To provide high quality (yearly average of 3.5 or above) professional development to all licensed educators who take ArkansasIDEAS online courses, measured by course survey (5-point Likert scale)

Expectations:

1) To compile and monitor unsolicited qualitative data from users
2) To offer and monitor Help Desk support via phone and email to ArkansasIDEAS users
3) To monitor measurable data quarterly and revise actions accordingly toward meeting program goals
4) To annually evaluate the effectiveness of the Arkansas Online Professional Development Initiative and its online professional development courses and programs
5) To annually report evaluation findings to stakeholders

Evaluation of Goals

An evaluation of the previously stated goals and expectations is provided annually to stakeholders via the ArkansasIDEAS Year End Report. A summary page of key data points is provided quarterly and included in the appendix of the year-end report. All evaluations are based on data currently available within the learning management system (LMS) and records maintained by the staff. Baseline data is provided to the reader as a point of reference.

New web-based software, which launched June 1, 2015, has had an impact on ArkansasIDEAS users and services and those numbers are becoming evident now that there are four years of data to report. The new LMS implementation has been noted, where applicable, to distinguish the baseline data for the new system.

It should be assumed that all data reported herein is retrieved from within the ArkansasIDEAS LMS and is limited to users who complete courses within the LMS. When applicable, data obtained from other sources will be noted.

Every project pursued by the AETN-ArkansasIDEAS team is in service of one goal—to impact student learning through educator training. Arkansas educators rely on ArkansasIDEAS regularly for their professional development needs, logging into the ArkansasIDEAS LMS by the thousands throughout the year. The number of educators logging into ArkansasIDEAS varies according to the school year, with the highest numbers occurring during annual teacher in-service training days, but even the lowest peaks rarely dip below ten thousand users.
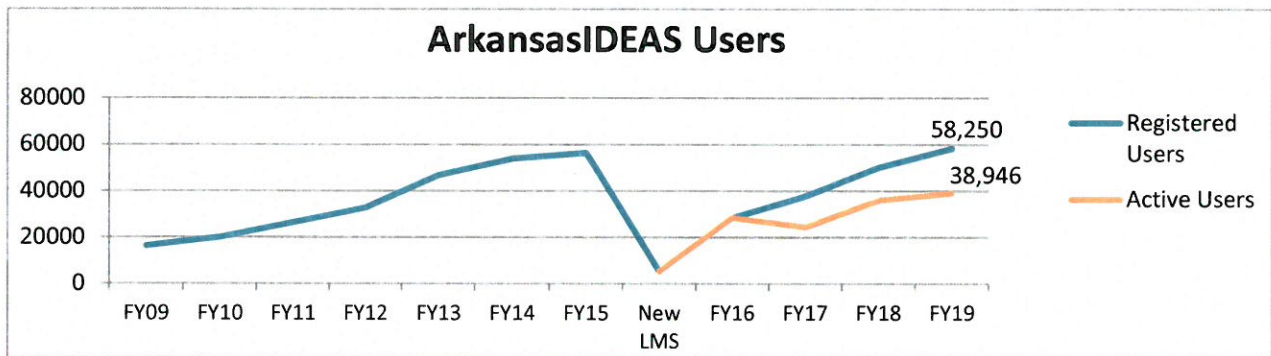
This graph represents the heartbeat of the LMS, the actual teachers who log in and generate the data for this report. Arkansas educators have a direct impact on students and are the focus of our work.

IDEAS LMS Sessions July 1, 2015 to June 30, 2019
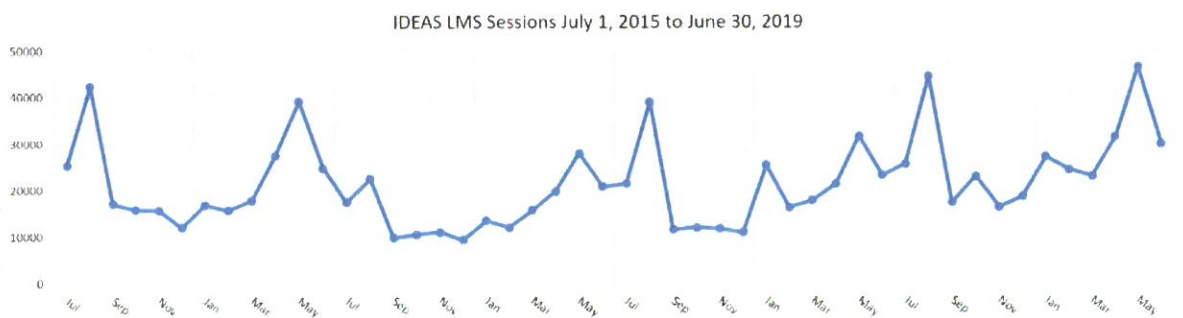
GOAL 1

Maintain active users at the level of at least 50% of enrolled users

ArkansasIDEAS serves thousands of educators throughout the year. Active users are defined as any user that has logged into the learning management system (LMS) within the last twelve months. With the rollout of a new LMS on June 1, 2015, all educators were required to create new accounts. The numbers have quickly rebounded as users have found the new system more user-friendly and easier to navigate. The number of new accounts added each year holds steady and the number of active users remains above the 50% threshold.

ArkansasIDEAS Users

Users by Organization

- Arch Ford Education Service Coop (3)
- Arkansas River Education Service Coop
- Crowley's Ridge Education Service Coop
- Dawson Education Service Coop
- DeQueen-Mena Education Service Coop
- Great Rivers Service Coop
- Northcentral Arkansas Education Coop
- Northeast Arkansas Education Coop
- **Northwest Arkansas Education Service Coop (1)**
- Ozarks Unlimited Resource Education Service Coop
- **Pulaski County Districts Not Associated With A Coop (2)**
- South Central Arkansas Education Service Coop
- Southeast Arkansas Education Service Coop
- Southwest Arkansas Education Service Coop
- Guy Fenter Education Service Coop
- Wilbur Mills Education Service Coop
- Charter Districts Not Associated With A Coop
- Private Schools
- University Teacher Preparatory Programs

In an effort to monitor and distinguish data, all user accounts are created in a hierarchy starting at the Education Service Cooperative level. From there, users filter down to the school district and even campus level. In the future this will allow administrators to assign PD and facilitate the overall advancement of features in the LMS.

GOAL 2

To increase the number and variety of professional development courses (prioritized by ADE initiatives and needs assessment results) by 10% each calendar year

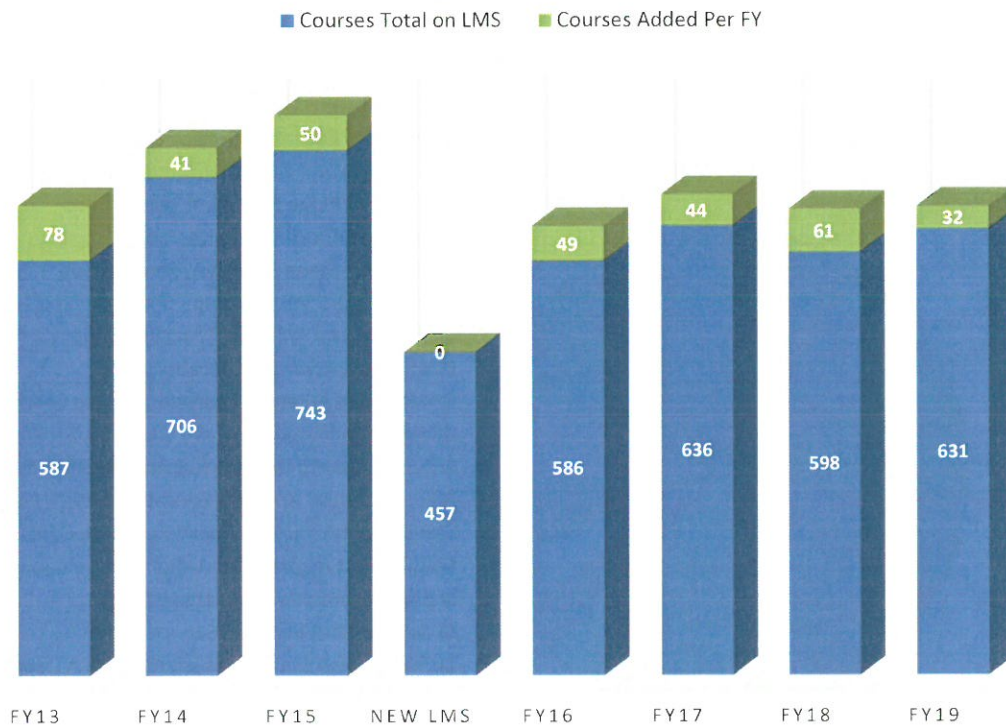Each year the ArkansasiDEAS team of Producers and Education Specialists work with the Arkansas Department of Education (ADE) as well as other stakeholders to design and create online professional development. The topics and areas of content are driven by state trends and needs as assessed by ADE, requested topics from survey tools used with educators, and laws or regulations that affect licensure. Subject matter experts are sought out to guide the objectives and goals of the course and to ensure that learning is on topic and relevant to current research. Production staff provides the skills and abilities to turn presentations into video productions. The education team serves as instructional designers, developing the course outline and creating assessment tools aligned with online professional development standards in Arkansas.

PD COURSES AVAILABLE ON ARKANSASIDEAS

■ Courses Total on LMS   ■ Courses Added Per FY

	FY13	FY14	FY15	NEW LMS	FY16	FY17	FY18	FY19
Courses Added Per FY	78	41	50	0	49	44	61	32
Courses Total on LMS	587	706	743	457	586	636	598	631

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PD CREDIT HOURS ON ARKANSASIDEAS

■ Credit Hours on LMS   ■ Credit Added Per FY

FY	Credit Hours on LMS	Credit Added Per FY
FY13	1587.5	253.5
FY14	1712.5	128.5
FY15	1807	112
NEW LMS	710.5	0
FY16	1306	96.5
FY17	1387	93.5
FY18	889	53
FY19	919	25
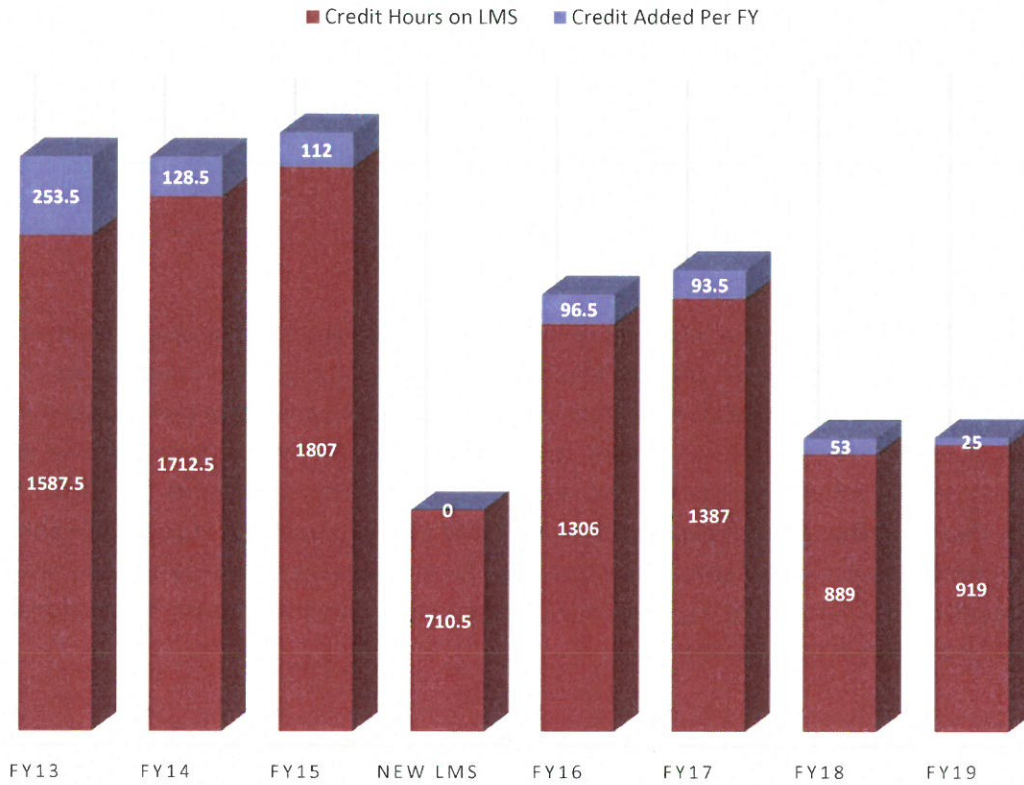
Note: Baseline data for June 30, 2015 represents new courses added to the new LMS software, opened June 1, 2015, in addition to the manual transfer of courses to the new software.

The decrease in the number of courses and credit hours added this fiscal year is in part due to increasing the level of video quality and instructional design of our courses which requires more planning time during the pre-production phase of our work flow. This decrease in number of courses was also due to additional projects contributed to by the ArkansasIDEAS team by request of the Arkansas Department of Education. Descriptions of the additional non-course projects are available in Appendix A.

Content Available on the LMS

After the implementation of the new system in the fall of 2015, a new online catalog available outside of the LMS was created to reduce the need for printed catalogs. This catalog is a live feed of the PD courses available to certified teachers through their ArkansasIDEAS account. It is filterable by subject area and TESS Domain. A selection of these courses is also available to non-licensed educators and support personnel, and a list of those can be found on the course catalog page on the website. To access the ArkansasIDEAS Online Course Catalog, please visit: http://ideas.aetn.org/course_catalog.
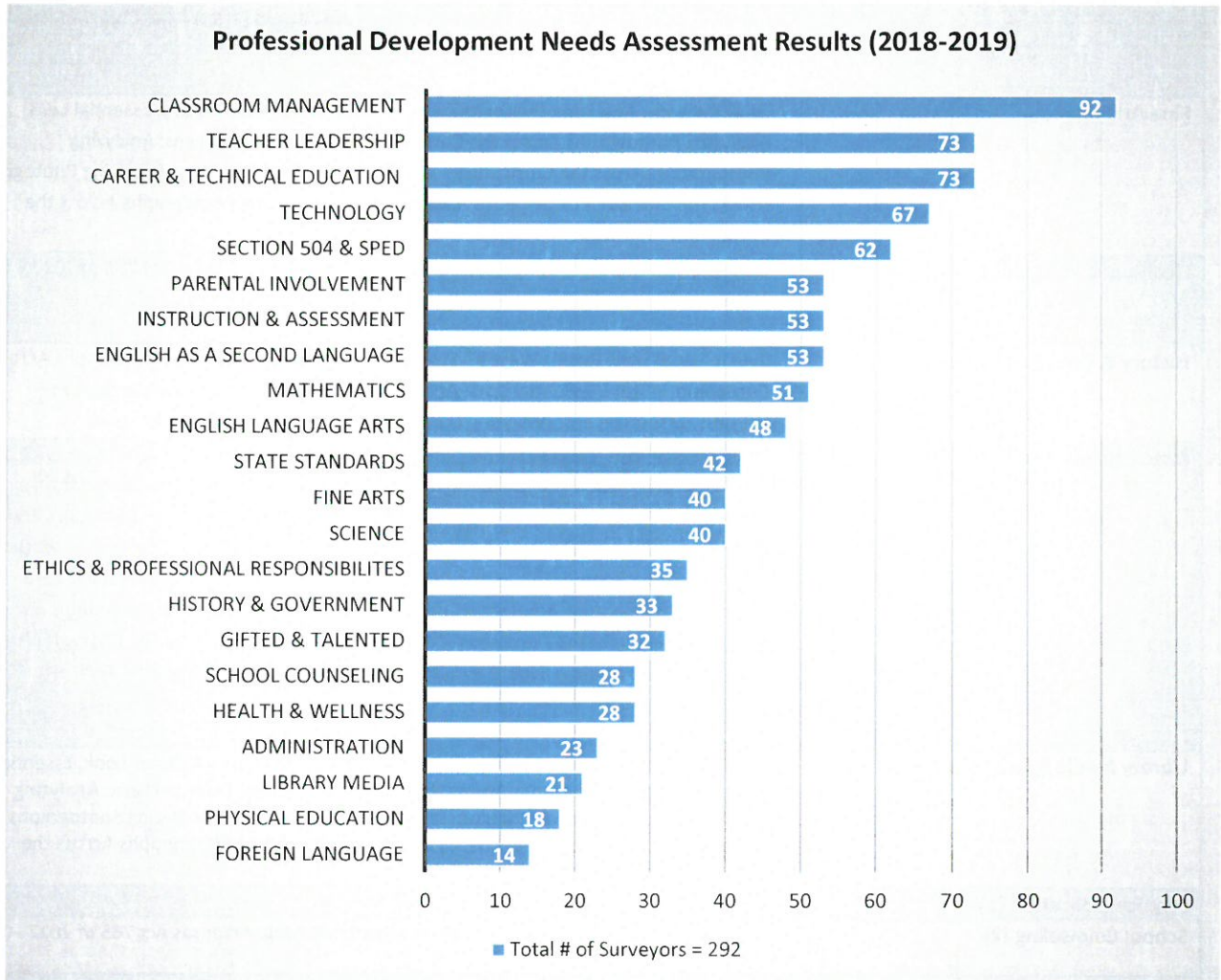
Training Resources for PD Facilitators

ArkansasIDEAS continues to create resources for certified administrators and teacher leaders who facilitate professional development sessions at schools and at education service cooperatives. Professional development facilitators have often used ArkansasIDEAS courses in their face-to-face training sessions but navigation of our courses, which are designed for asynchronous learning, proved difficult. Additionally, attendance was not reported, limiting the ability to fully track the impact of the resources. These training resource pages provide increased ability to track this impact while also making the resource more accessible to facilitators. Altogether, facilitators have reported that they have used the ArkansasIDEAS Facilitated Training Version (FTV) resources to provide professional development to over 21,000 educators in this past year.

Reach of FTV Resources for PD Facilitators (FY19)		
Facilitated Training Resource	**Number of Facilitator Entries**	**Number of Participants**
SPC17008: Major Components of IDEA	3	30
SPC17009: Legal and Ethical Issues	2	24
SPC17010: Roles and Responsibilities	2	42
ELB18056: The Right to Read Act	152	5,134
ELB18057: An Overview	95	3,282
ELB18058: The Reading Brain	104	3,480
ELB18059: Essential Elements	88	2,528
ELB18060: Phonology	98	2,632
ELB19042: Decoding	64	1,435
ELB19043: Encoding	27	683
ELB19044: Permanent Word Storage	6	169
PIB18054: Family and Community Engagement	9	119
HWB17118: Child Maltreatment	6	106
ERB18062: Homeland Security Blue Campaign	11	421
ERB18063: Arkansas Cases	20	879
ERB19049: Inside Arkansas Schools	1	20
SPC17011: Supporting Effective Behavior	10	200
SPC17012: General Classroom Management Systems	5	45
SPC17013: Behavior Intervention Plans	3	34
HWB19050: Sudden Cardiac Arrest	1	20
TOTALS	**707**	**21,283**

User Requests for Content

When afforded the opportunity to meet users, ArkansasIDEAS takes the opportunity to collect their input on the content offered on the LMS. ArkansasIDEAS also made available a Professional Development Needs Assessment Survey in the LMS, giving users the ability to provide us with feedback. The graph below depicts the data collected.

Professional Development Needs Assessment Results (2018-2019)

Category	Value
CLASSROOM MANAGEMENT	92
TEACHER LEADERSHIP	73
CAREER & TECHNICAL EDUCATION	73
TECHNOLOGY	67
SECTION 504 & SPED	62
PARENTAL INVOLVEMENT	53
INSTRUCTION & ASSESSMENT	53
ENGLISH AS A SECOND LANGUAGE	53
MATHEMATICS	51
ENGLISH LANGUAGE ARTS	48
STATE STANDARDS	42
FINE ARTS	40
SCIENCE	40
ETHICS & PROFESSIONAL RESPONSIBILITES	35
HISTORY & GOVERNMENT	33
GIFTED & TALENTED	32
SCHOOL COUNSELING	28
HEALTH & WELLNESS	28
ADMINISTRATION	23
LIBRARY MEDIA	21
PHYSICAL EDUCATION	18
FOREIGN LANGUAGE	14

■ Total # of Surveyors = 292

As projects are developed each year the needs and requests of users are balanced by the requirements and regulations of holding an educator license. The listing on the following page correlates all projects completed during FY19 to their corresponding subject area.
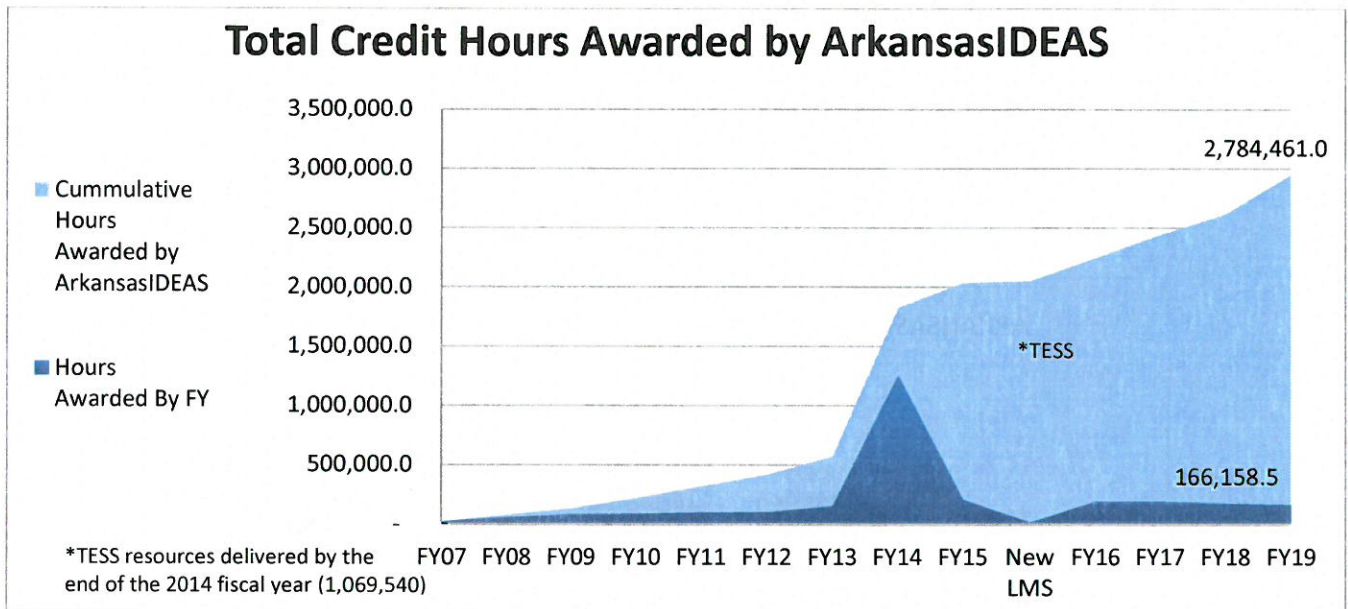
ArkansasIDEAS Projects By Subject Area (FY19)	
Subject Area	**Project**
Administration (1)	Professional Licensure Standards Board (PLSB) - The Code of Ethics Training Video (2018)
English Language Arts (7)	The Science of Reading Part Two: An Overview, The Science of Reading Part Three: The Reading Brain, The Science of Reading Part Four: Essential Elements, The Science of Reading Part Five: Phonology, The Science of Reading Part Six: Critical Foundational Skills – Decoding, The Science of Reading Part Seven: Critical Foundational Skills – Encoding, The Science of Reading Part Eight: Permanent Word Storage
Ethics & Professional Responsibilities (3)	Suicide Prevention – Looking Deeper, Human Trafficking: Arkansas Act 765 of 2017 – Inside Arkansas Schools, Professional Licensure Standards Board (PLSB) - The Code of Ethics Training Video (2018)
Fine Arts (5)	Essential Lens: Analyzing Photographs Across the Curriculum – Story, Essential Lens: Analyzing Photographs Across the Curriculum – Lives, Essential Lens: Analyzing Photographs Across the Curriculum – A Closer Look, Essential Lens: Analyzing Photographs Across the Curriculum – Evidence, Essential Lens: Analyzing Photographs Across the Curriculum - Witness
Health and Wellness (3)	Suicide Prevention – Looking Deeper, Human Trafficking: Arkansas Act 765 of 2017 – Inside Arkansas Schools, Sudden Cardiac Arrest: When Seconds Count
History & Government (4)	Dream Land: Little Rock's West 9th Street, Essential Lens: Analyzing Photographs Across the Curriculum – Story, Essential Lens: Analyzing Photographs Across the Curriculum – Witness, Essential Lens: Analyzing Photographs Across the Curriculum - Lives
Instruction & Assessment (10)	Neuroscience and the Classroom: Different Learners, Different Minds, Neuroscience and the Classroom: Building New Neural Networks, Neuroscience and the Classroom: Implications for Schools, Neuroscience and the Classroom: The Unity of Emotion, Thinking, and Learning, Neuroscience and the Classroom: Seeing Others from the Self, Essential Lens: Analyzing Photographs Across the Curriculum – A Closer Look, Essential Lens: Analyzing Photographs Across the Curriculum – Lives, Essential Lens: Analyzing Photographs Across the Curriculum – Witness, Essential Lens: Analyzing Photographs Across the Curriculum – Evidence, Essential Lens: Analyzing Photographs Across the Curriculum – Story
Library Media Specialist (5)	Essential Lens: Analyzing Photographs Across the Curriculum – A Closer Look, Essential Lens: Analyzing Photographs Across the Curriculum – Lives, Essential Lens: Analyzing Photographs Across the Curriculum – Witness, Essential Lens: Analyzing Photographs Across the Curriculum – Evidence, Essential Lens: Analyzing Photographs Across the Curriculum - Story
Physical Education (1)	Sudden Cardiac Arrest: When Seconds Count
School Counseling (2)	Suicide Prevention – Looking Deeper, Human Trafficking: Arkansas Act 765 of 2017 – Inside Arkansas Schools
Science (10)	Essential Lens: Analyzing Photographs Across the Curriculum – Evidence, Chemistry: Challenges and Solutions – Matter and the Rise of Atomic Theory, Chemistry: Challenges and Solutions – The Behavior of Atoms, Chemistry: Challenges and Solutions – Atoms and Light, Physics for the 21st Century: Biophysics, Physics for the 21st Century: Dark Matter, Physics for the 21st Century: Dark Energy
Section 504 & Special Education (1)	Neuroscience and the Classroom: Different Learners, Different Minds
Technology (4)	Data Security Awareness: Security Mentor Modules 1-6, Coding Block: Exploring the Basics, Coding Block: Making Decisions, Coding Block: Fundamental Skills

GOAL 3

To increase professional development credit hours earned (completion of course assessment at 80% or greater) by 10% each calendar year

ArkansasIDEAS provides educators with the trainings they need when they need them. Every year, educators continue to earn tens of thousands of credit hours available through ArkansasIDEAS. These hours are documented through the certificates awarded within the LMS either as individual teacher work or Program of Study completion.

In 2011, legislation introducing the Teacher Excellence and Support System (TESS) was passed and this initiative began to receive the focus of professional development hours in Arkansas. Teachers and administrators were searching for information to assist with the implementation of TESS, so ArkansasIDEAS created a dedicated website to provide reliable access to the necessary training. While tracked separately because much of the training was provided by districts, ArkansasIDEAS was able to verify that by the end of the 2014 Fiscal Year, over one million hours of TESS training had been provided through ArkansasIDEAS web resources.

Total Credit Hours Awarded by ArkansasIDEAS

*TESS resources delivered by the end of the 2014 fiscal year (1,069,540)

Legend:
- Cummulative Hours Awarded by ArkansasIDEAS
- Hours Awarded By FY

Data labels: 2,784,461.0 ; *TESS ; 166,158.5

X-axis: FY07 FY08 FY09 FY10 FY11 FY12 FY13 FY14 FY15 New LMS FY16 FY17 FY18 FY19

Note: These numbers do not include hours awarded by the school districts for whole-group sessions using ArkansasIDEAS content or resources.

The most popular courses taken, according to the data in Appendix E, are the courses associated with trainings mandated by ADE. These courses include trainings on the science of reading, family and community engagement, human trafficking, child maltreatment, and dyslexia. Beyond the courses on these required topics, many educators tend to seek out courses on instructional strategies and educational technology, as well as classroom management and behavior strategies. Courses about student health issues and special education also remain popular. This aligns well with the most frequently requested trainings listed on the Needs Assessment Survey.

Arkansas History Program of Study

ArkansasIDEAS provides the Arkansas History Program of Study that is vital to educator licensure. Every year hundreds of educators, including educators from other states who wish to become licensed in Arkansas, rely on the program as an affordable way to meet licensure and endorsement requirements that would otherwise require the completion of college-level courses. More and more, universities in Arkansas are choosing to guide their students towards completing the program rather than offering the required college courses. The Arkansas History Program of Study is a composition of 45 hours of ArkansasIDEAS professional development courses selected by the Arkansas Department of Education as an alternative to the college courses required to obtain initial licensure in the state.

ARKANSAS HISTORY PROGRAM OF STUDY - TOTAL COMPLETIONS

FY15	FY16	FY17	FY18	FY19
354	415	536	534	497

ARKANSAS HISTORY PROGRAM OF STUDY - HOURS AWARDED

FY15	FY16	FY17	FY18	FY19
15,930	18,675	24,120	24,030	22,365

12
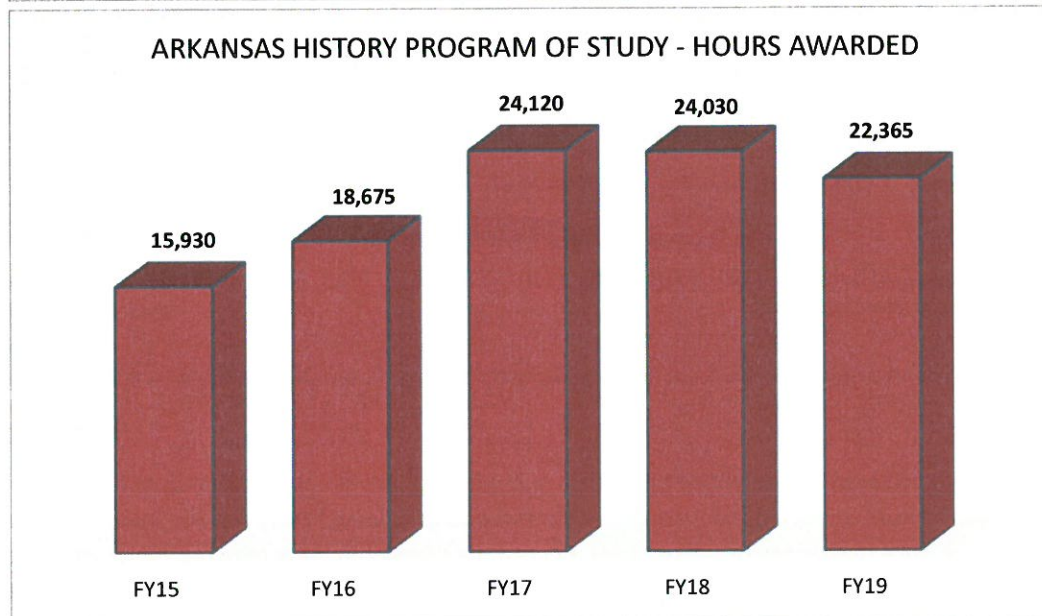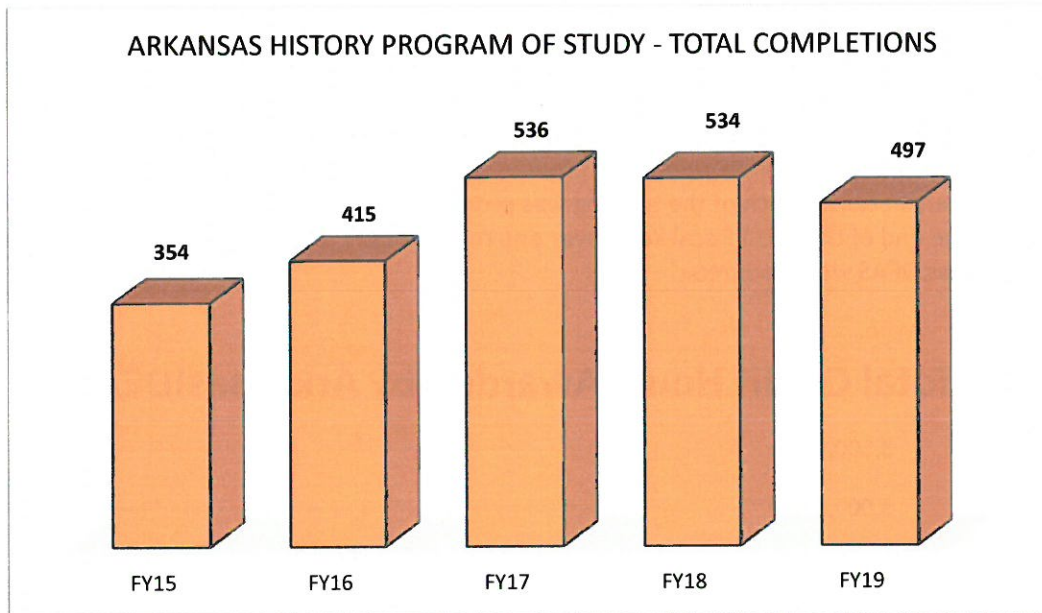
GOALS 4 and 5

To provide "high quality" (average of 3.5 or above) workshops to all districts and organizations who request ArkansasIDEAS <u>trainings and presentations</u> on how to use the LMS and how to host professional development on specific content using the LMS, measured by workshop evaluations (5-point Likert scale)

To provide "high quality" (yearly average of 3.5 or above) professional development to all licensed educators who take ArkansasIDEAS <u>online courses</u>, measured by course survey (5-point Likert scale)
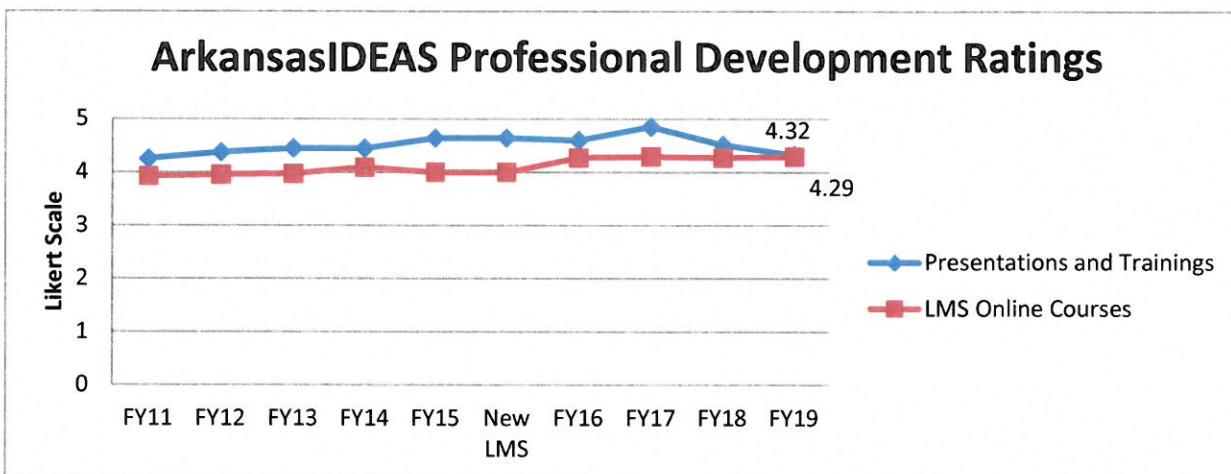
The online courses, face-to-face trainings, and presentations provided by ArkansasIDEAS are consistently rated as "high quality" on a five-point Likert scale. The average rating of the online professional development courses has noticeably increased since the rollout of the new LMS. This proves that it was time for a new system and that our users expect updated services from ArkansasIDEAS.

Online Course Data

The design of our online survey allows us to ask users who rate us as below average or poor for additional input so that we can target the areas of concern of our users. Because the following comments come from that solicited section of the survey, they tend to address the issues and problems of the LMS while more of the praise and accolades come from the unsolicited feedback. This information is used by the ArkansasIDEAS team to make decisions concerning course design, layout, and viability. Below is the summary of actions taken based on that feedback.

ArkansasIDEAS Solicited* Feedback (FY19)	
Observations / Reports	**Follow-up**
IMPLEMENTED LESSON ACTIVITY FOR TIME RESTRICTION User seat time was unable to be validated.	Implementing the "lesson activity" for time restriction resulted in messages explaining to the user if they have not completed the task in enough time and must attempt again. Once all tasks and survey are complete, access to a certificate is viewable.
ARKANSAS HISTORY PROGRAM OF STUDY AUTOMATION Enrollment and coursework verification process took multiple days to complete depending on number of requests	Automating the program now allows for self-enrollment and a cleaner verification process. Lesson activities in the newly automated program are also time restricted, making seat time easily validated.
SURVEY UPDATE Many survey comments mention that the survey is too long or cumbersome to complete, which could inadvertently result in inaccurate survey data.	The ArkansasIDEAS team is in the process of researching best practices regarding course surveys and will be updating our survey methods in the coming fiscal year.
OUT OF DATE CONTENT Courses reported as having outdated content (references to Common Core, aligned to old standards, not updated with new advancements)	Content of the LMS is monitored to remove outdated content. In FY20 and beyond, the education team will be utilizing a maintenance plan to update or archive older courses as necessary.

*Responses from users ranking courses below average or poor

Presentations and Booths

ArkansasIDEAS is increasing in the number of requests we get for school presentations and conference booths. Over the past decade we have cultivated a partnership with several groups and organizations that represent educators in Arkansas. We try to accommodate most partners who contact us for either a presentation or a booth. Marketing continues to be a need to ensure that new educators have access to ArkansasIDEAS and that existing users are up-to-date with course content, new features, and new resources.

ArkansasIDEAS Trainings and Presentations (FY19)			
Date	Event	Topic	Attendees
8/2/2018	Little Rock School District Employee Training	ArkansasIDEAS LMS Training	200
8/13/2018	Rogers School District Training	Science of Reading Facilitation	250
3/12/2019	ADE Employee Training	ArkansasIDEAS LMS Training	-
3/12/2019	ADE Homeschool Advisor Training	PBS LearningMedia Training	7
6/18/2019	ADE Summit	What's New with AETN and ArkansasIDEAS?	23
6/21/2019	ADE Summit	What's New with AETN and ArkansasIDEAS?	11

ArkansasIDEAS Conference and Booth Events (FY19)			
Date	Conference	Location	Attendees
4/17/19	AETN ArkansasIDEAS and PBS Kids Day with the Arkansas Travelers	Dickey-Stephens Park	-
6/11/2019 - 6/13/2019	Hot Springs Technology Institute	Hot Springs High School	200
6/18/2019 - 6/21/2019	ADE Summit	Hot Springs Convention Center	1200

Comments and suggestions given by conference and training attendees are also evaluated by ArkansasIDEAS staff to identify trends and commonalities in requests and to guide future marketing decisions. A selection of comments from the above listed events can be found in Appendix D - User Comments.

Expectations

ArkansasIDEAS is committed to excellence. The learning management software purchased for the ArkansasIDEAS portal of online professional development in 2015 continues to offer new features that can be used to make courses more engaging and enhance the learning experience of Arkansas educators. Researching and utilizing available features of the software and continuing to improve services and course offerings remains an important focus for ArkansasIDEAS.

In addition to researching new features, ArkansasIDEAS responds to user observations and suggestions by following up with solutions. Whether the area for improvement suggested is the age of the content, the length of the courses, the engagement of the speaker, or the quality of the video segments, the ArkansasIDEAS team is continually working on solutions to improve the user learning experience. User feedback has led ArkansasIDEAS on a clear path committed to continuing improvement of the instructional design process.

The following points of data are evaluated annually, and quarterly if needed, to address not only the current operations and procedures but to look for new ways to improve and provide high quality online professional development, face-to-face trainings, and instructional resources to teachers licensed in the state of Arkansas.

1) To compile and monitor unsolicited qualitative data.

   Data is obtained from the LMS via the comment section of the online course survey; from conferences and events; from the Help Desk via phone calls and emails; and from social media. Much of the unsolicited data from the course survey tends to return praise and accolades from users. We appreciate the kind words and encouragement that we receive. Critical comments obtained through unsolicited data tend to follow the same pattern of input as that from the solicited.

ArkansasIDEAS Unsolicited User Feedback (FY19)	
Observations	**Response**
UNENROLLMENT DISABLED In an effort to retake courses that users had already completed, many users were choosing to "unenroll" and "reenroll" in a course believing that this would reset their records.	Even with a warning message on the button, users were still choosing to unenroll from courses. Now, the "unenroll" button has been disabled and removed. Users can no longer accidentally reset their coursework.

2) To offer Help Desk support, via phone and email, to all ArkansasIDEAS users. The ArkansasIDEAS Help Desk is open 7:00AM - 5:30PM Monday - Friday, not including state holidays.

(ideas@aetn.org or 1-800-488-6689)

The ArkansasIDEAS Help Desk team is readily available to assist users with any issues they encounter. The volume of help desk requests has decreased with the rollout of the newer, more streamlined learning management software in 2015 and with the implementation of online user guides, but the help desk still receives thousands of emails and phone calls each year on topics such as ID and password requests, incorrect AELS data, registration assistance, and help with obtaining certificates. No matter the problem, the ArkansasIDEAS Help Desk is here to help.

ArkansasIDEAS Help Desk Tickets

Emails

Phone Calls (3,238)

523

1249

81

3751

375

1010

- Registration Assistance
- ID and Password Requests
- Certificates
- AELS Data Errors
- Other
- Emails
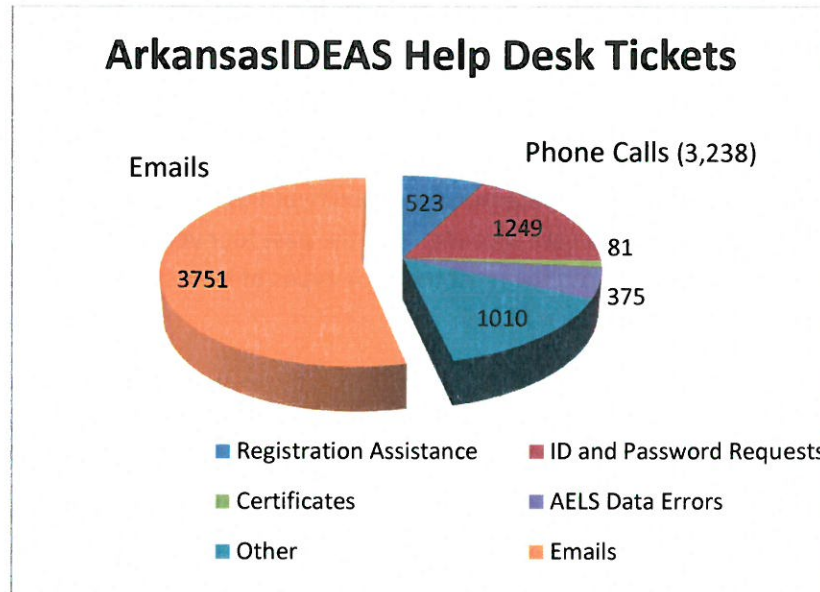
3) To monitor measurable data quarterly and revise actions toward meeting program goals.

Each quarter ArkansasIDEAS monitors the number of users, courses, and credit hours obtained. Over the last several years districts have also expressed wanting to look at similar statistics for their organizations users.

ArkansasIDEAS Summary of Measurable Data (FY19)	
Observations	Follow-Up
REPORTING FEATURES Reporting features in the LMS have been limited.	Zoola Analytics, a reporting tool created by Lambda Solutions, has been purchased and installed. The tool plans to be launched in the fall of 2019.

ArkansasIDEAS provides the online professional development services needed to maintain equity in teacher training across the state. From new laws and educational initiatives to specialized content knowledge and theories on best practices, ArkansasIDEAS is devoted to providing high-quality professional development and committed to remaining the largest, most accessible training resource tailored specifically for Arkansas educators.

Google Analytic Data is monitored annually to identify the activity and trends of users. One piece of data used behind the scenes to evaluate the compatibility of the LMS is the common browser and operating systems used to access user accounts. For the past four years Safari, Internet Explorer, Firefox, and Edge have rounded out the most common types of browsers, with Chrome remaining in the top position each time the data is pulled.

Top 5 Cities
1. Little Rock
2. Jonesboro
3. Conway
4. Fayetteville
5. Springdale
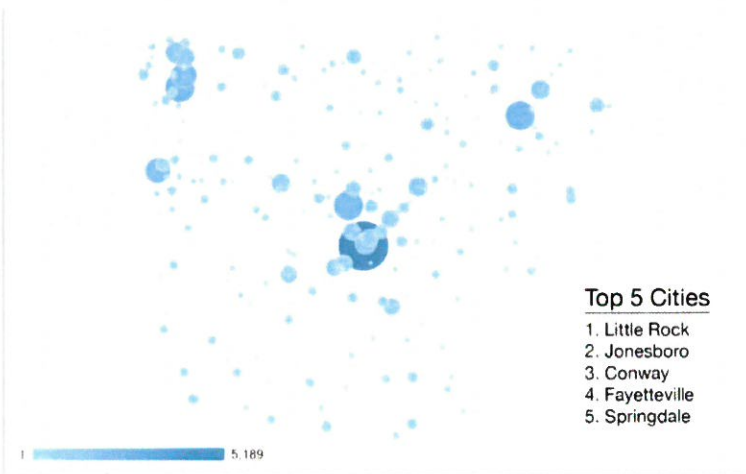
It has also been interesting to track the five cities in the state with the highest number of logins recorded on the ArkansasIDEAS LMS (ideaslms.aetn.org). Consistently the pattern has held for Little Rock, Fayetteville, Springdale, and Jonesboro to be somewhere in the top five with varying order. These are central hubs for their regions, and naturally would garner a higher number of account logins.

4) To annually evaluate the effectiveness of the Arkansas Online Professional Development Initiative and its online professional development courses and programs

ArkansasIDEAS offers a wide variety of resources to support educators in the classroom. Through video productions, AETN educational materials, and access to LinkedIn Learning, there is something to benefit every classroom teacher. To make sure that teachers are aware of these resources, webinars are offered by request by the ArkansasIDEAS staff. Regardless of the size of the audience, ArkansasIDEAS is glad to provide assistance to educators looking for resources.

Access to LinkedIn Learning

ArkansasIDEAS offers all users access to a premium account through LinkedIn Learning, formally Lynda.com. This allows users to have unlimited access to a library of high-quality instructional videos on the latest software tools and skills, and with more than 5,000 technology trainings led by industry experts, LinkedIn Learning is designed for all levels of learners and is available whenever you are ready to learn. In FY19, ArkansasIDEAS users logged more than 2,000 hours through LinkedIn Learning with more than 3,500 logins.

PBS LearningMedia

AETN is now a PBS LearningMedia contributing station. For ArkansasIDEAS courses with connected PBS LearningMedia resources, teachers can assign video segments or other connected resources to their students' Google Classroom accounts or to their email addresses with just a few clicks. PBS LearningMedia accounts are free for teachers and include the functionality for creating quizzes, lessons, and other activities that can be assigned to students online. (https://aetn.pbslearningmedia.org/)

Video Resources

In an effort to support all educators, ArkansasIDEAS offers many videos for streaming outside of the password-protected LMS (http://ideas.aetn.org/teaching-resources/video). These videos come from a variety of projects, including course creation, live streaming, and AETN productions. The listing below shows the top five video resources as determined by distinct views during the fiscal year. A complete list of video resources found outside the LMS is available in Appendix F – Public Video Resources.

ArkansasIDEAS Top 5 Video Resources (FY19)	
Video	Views
Child Maltreatment	323
108 Degrees Critical Response	133
Six Components of Parental Involvement	122
Communicable Diseases	120
Youth Suicide Prevention Awareness	65

5) To annually report evaluation findings to stakeholders.

Date	Stakeholder	Outcome
9/6/2018	AETN Education Department Staff	Updated with current report data/statistics and current projects
9/18/2018	AETN Commission	Updated with quarterly report data/statistics and current projects
11/7/2018	AETN Education Department Staff	Updated with current report data/statistics and current projects
11/14/2018	AETN All Staff	Updated with current report data/statistics and current projects
11/15/2018	AETN Commission	Updated with quarterly report data/statistics and current projects
12/4/2018	AETN Commission	Updated with quarterly report data/statistics and current projects
3/5/2019	AETN Commission	Updated with quarterly report data/statistics and current projects
3/20/2019	AETN All Staff	Updated with current report data/statistics and current projects
5/10/2019	AETN Commission	Updated with quarterly report data/statistics and current projects
5/16/2019	AETN All Staff	Updated with current report data/statistics and current projects
6/13/2019	AETN All Staff	Updated with current report data/statistics and current projects

Appendix

A. Additional Projects (FY19)

B. Summary One Page Reports from Current FY

C. AETN Education Division Positions (FY19)

D. Summary of User Comments

E. Top 50 Online Courses on ArkansasIDEAS (FY19)

F. ArkansasIDEAS Public Video Resources

G. Google Analytics Data

H. ArkansasIDEAS Course Creation Work Flow

I. Online Professional Development Agreement

Appendix A - Additional Projects (FY19)

Chasing the Dragon

The Governor declared October 24th as Opioid Awareness Day in Arkansas. ArkansasIDEAS had the opportunity to contribute to the statewide initiative through the design, burn, and distribution of 400 DVDs of the documentary "Chasing the Dragon." The film features the true-life stories and experiences of people who have dealt with the opioid epidemic. The goal of the documentary is not only to raise awareness of the epidemic, but also to deter young adults from venturing into drug culture through a better understanding of addiction. ArkansasIDEAS will distribute additional DVDs in FY20 as needed for Opioid Awareness Day.

Books and Breakfast

March is School Breakfast Month in Arkansas. The ArkansasIDEAS production team produced three videos promoting programs across the state who celebrated the importance of school breakfast in keeping children healthy, focused and ready to learn. These videos were released in March 2019 and can be found on AETN's Facebook page.

Sound It Out/Morphology Minute

As supplements to the R.I.S.E. Arkansas initiative, the ArkansasIDEAS production team began producing the "Sound It Out" and "Morphology Minute" digital series for the Arkansas Department of Education's YouTube channel. The goal of the series is to help people learn how to correctly pronounce words and study their form. The first episode in each series launched in June 2019. New episodes will launch throughout the next fiscal year.

Maintenance and Transportation Training

Upon the request of the Arkansas Department of Education, the ArkansasIDEAS team added the Division of Public School Academic Facilities and Transportation (DPSAFT) as a new audience in the LMS this fiscal year. Already being one of the biggest online training solutions for school districts, ArkansasIDEAS was the perfect place where maintenance, custodial, food service, transportation and teaching professionals can gain further safety knowledge integral to their profession. The presentations provided cover a variety of topics, including; safety, security, transportation, nutrition services, employment practices, emergency management, health and human resources. A portion of the presentations satisfy annual OSHA training requirements for school district personnel such as Asbestos Awareness, Slips, Trips & Falls, Material Safety Data Sheets, Lockout/Tagout and Bloodborne Pathogen Exposure.

AETN ideas

INTERNET DELIVERED EDUCATION FOR ARKANSAS SCHOOLS

	Total Users	PD Courses	Credit Hours Earned	AR History Program of Study	Help Desk
This Quarter	3,092	23 19 hours	62,905.5	119 5,355 hours	**1,224** calls, over 50% from August alone!
Overall	53,310	621 908 hours	2.6 million	1,606 72,270 hours	

FY19 Quarter 1 Report

July 1st - September 30th, 2018

FEATURED COURSE

PIB18054

Family and Community Engagement: Inviting Caregivers & Community Partners Into School

5,435 completions

"Well done! I enjoyed seeing familiar colleagues and places within my school district."

"Thank you for caring about students and caregivers and making these suggestions real!"

"This was an excellent course. It was beneficial to hear from so many different stakeholders - even students! Good one!"

Facilitated Courses

Sessions	54
Total Participants	2,396

LMS Pageviews for Q1

5,741,054

ideas

	Total Users	**PD Courses**	**Credit Hours Earned**	**AR History Program of Study**	**Help Desk**
This Quarter	1,671	4 3 hours	38,338	72 3,240 hours	**1,327** total tickets closed
Overall	55,082	623 911 hours	2.7 million	1,678 75,510 hours	797 emails 530 calls

FY19 Quarter 2 Report

October 1st - December 31st, 2018

FEATURED COURSE

ELB18059

The Science of Reading
Part Four: Essential Elements

2,974 completions

"This new conversational format is easy to listen and learn from."

"Very well-done; makes a complicated topic accessible to educators who are not versed in the teaching of reading."

"This was really helpful! I realized some next steps I need to take to better literacy instruction in my classroom."

Quarter Highlight

TCB19055

Data Security Awareness: Security Mentor Modules 1-3

This course contains the first batch of the *Security Mentor* modules, which focus on developing an awareness of information security best practices regarding preventing and reporting incidents related to passwords, email, phishing attacks, and public WiFi. Three more modules are scheduled for release this spring, and six more modules will roll out throughout the 2019-2020 school year.

Enrollments	146

ideas

INTERNET DELIVERED EDUCATION FOR ARKANSAS SCHOOLS

	Total Users	PD Courses	Credit Hours Earned	AR History Program of Study	Help Desk
This Quarter	1,578	3 3 hours	48,785.5	119 5,355 hours	**1,330** total tickets closed
Overall	54,812	627 914 hours	2.7 million	1,797 80,865 hours	796 emails 534 calls

FY19 Quarter 3 Report

January 1st - March 31st, 2018

F E A T U R E D   C O U R S E

HWB19050

Sudden Cardiac Arrest: When Seconds Count

321 completions

"I am an athletic trainer, and this information is so vital for coaches to know. I am thankful for the requirement and am thankful for the reminder of why it is important to refresh those skills."

"We, as teachers, need a lot more courses like this one! It was very informational and applied real life scenarios from real people in our own state which made this PD hit home! GREAT JOB!!"

Quarter Highlight

TCB19055

Data Security Awareness: Security Mentor Modules 1-6

This course contains the first half of the Security Mentor modules, which focus on developing an awareness of information security best practices regarding preventing and reporting incidents related to passwords, email, phishing attacks, and public WiFi. An additional course containing modules seven through twelve will be released in 2019, with the modules rolling out throughout the 2019–2020 school year.

Enrollments	161

AETN ideas

INTERNET DELIVERED EDUCATION FOR ARKANSAS SCHOOLS

	Total Users	PD Courses	Credit Hours Earned	AR History Program of Study	Help Desk
This Quarter	2,055	4 5 hours	79,844.5	189 8505 hours	2,038 total tickets closed
Overall	58,825	631 919 hours	2.8 million	1,986 89,370 hours	1,088 emails 950 calls

FY19 Quarter 4 Report

April 1st - June 30th, 2018

FEATURED COURSE

ELB19044
The Science of Reading Pt. 8: Permanent Word Storage

1105 completions

"This is great information. It's how I taught reading for over 40 years and now I have research that shows the methodology works. Thank you."

"Thank you for addressing the 'why' of our new approach to reading! I've been waiting all year for this one. I will recommend it to other educators who are reluctant to work on phonemic awareness and phonics with struggling readers."

Quarter Highlight

PBS LearningMedia

AETN recently became a contributing station to PBS LearningMedia. PBS LearningMedia offers free and easy access to thousands of lesson plans, videos, interactives, productivity tools, and curated collections to give every teacher the chance to create one-of-a-kind learning experiences that ignite students' curiosity. Recent contributions include Human Trafficking: U.S. Department of Homeland Security Blue Campaign and Bayou Bartholomew – World's Longest Bayou.

Users	710
Pageviews	1,084

AETN EDUCATION POSITIONS

Bryan Fields
Education Director *

Karen Walker
Education & Instruction Manager *

- Vacant
  Early Childhood Coordinator *
- Shalia Delph
  Administrative Specialist

Vacant
Production Manager

- Stephanie Lewis
  TV Producer
- Amy Waller
  TV Producer
- Corey Womack
  TV Producer
- Vacant
  TV Producer
- Vacant
  TV Producer
- Josh Johnson
  TV Production Coordinator
- Matthew Beecham
  Broadcast Production Specialist

EXTRA HELP STAFF

Zach Allen
Anita Grote
Taylor Kendrick
Claret Vasquez

Vacant
Associate Director

- Vacant
  Education & Instruction Coordinator

Vacant
Education & Instruction Manager

- Elizabeth Rollans
  Education & Instruction Coordinator
  - Amber Branscum
    Education & Instruction Specialist
  - Kayla Fletcher
    Education & Instruction Specialist
  - Sharon Klippert
    Education & Instruction Specialist
  - Stephanie Hays
    Education & Instruction Specialist
  - Vacant
    Education & Instruction Specialist

EXTRA HELP STAFF

Carole DeLaney
Stacy Pendergrast

Vacant
Education & Instruction Manager

- Jessica Keener
  Education Program Coordinator
  - David Bennett
    Administrative Analyst
  - Rowena Quint
    Administrative Analyst

EXTRA HELP STAFF

Rick Kuykendall

* Denotes AETN Funded

Appendix D - Summary of User Comments

SUMMARY* OF ArkansasIDEAS USER COMMENTS (FY19)		
Comment	**Source**	**Course Title**
This is one of the best IDEAS courses I have taken. I am a secondary science teacher who took a nontraditional path via Teach for America, so I haven't had any classes in this, and I wish I had been exposed to this material sooner. Thank you for this excellent course!	LMS (Unsolicited)	The Science of Reading Part Six: Critical Foundational Skills – Decoding
This was very helpful. I learned a lot and also learned what I need to do to improve my own online security.	LMS (Unsolicited)	Data Security Awareness: Security Mentor Modules 1-6
Excellent! A very difficult topic to deal with. This was presented very well and was very informative! Thank you.	LMS (Unsolicited)	Human Trafficking: Arkansas Act 765 of 2017 – Inside Arkansas Schools
Awesome presentation! Organized, extremely informative. Full of real examples of what to say and do and also what not to say and do to help kiddos cope. No joke, this is probably the best PD session I've ever attended, and no, I don't know her. I'm not a relative. She just presented a ton of helpful info in a relatable, understandable way.	LMS (Unsolicited)	Suicide Prevention – Looking Deeper
Thank you for involving teachers, students, admin, & coaches. It was real & informative.	LMS (Unsolicited)	Professional Licensure Standards Board (PLSB) - The Code of Ethics Training Video (2018)
This was so informative and well put together. I was highly entertained and learned more than I expected. I loved hearing the stories directly from those who experienced the 9th Street District. Great PD!	LMS (Unsolicited)	Dream Land: Little Rock's West 9th Street
More training will be necessary for me to better understand the material.	LMS (Solicited)	The Science of Reading Part Six: Critical Foundational Skills – Decoding
Spends too much time on info that is common knowledge.	LMS (Solicited)	Data Security Awareness: Security Mentor Modules 1-6
I did not feel there was much concrete information in this course. The information provided seemed to just be speculation and experiential info from peer sources. Could this not be complimented by professional perspectives and information?	LMS (Solicited)	Human Trafficking: Arkansas Act 765 of 2017 – Inside Arkansas Schools
This seemed to be more about dealing with emotional needs of students and not directly with suicide prevention.	LMS (Solicited)	Suicide Prevention – Looking Deeper

Comment	Source	Topic
It felt like a very inefficient way to cover the standards, given reading them would have covered the same information. However, I'm aware that there's no accountability attached without a course like this.	LMS (Solicited)	Professional Licensure Standards Board (PLSB) – The Code of Ethics Training Video (2018)
I had to watch this video multiple times and that was very frustrating. Too much detail was given for this kind of test.	LMS (Solicited)	Dream Land: Little Rock's West 9th Street

Comment	Event	Topic/Presenter
Great in-service!	Little Rock School District Training	ArkansasIDEAS LMS Training Jessica Keener Kayla Fletcher
Thank you so much for coming. The team was very helpful!	Rogers School District Training	Science of Reading Facilitation Jessica Keener Kayla Fletcher
Excellent growth within the system since site development. Great presentation!	ADE Summit	What's New with AETN and ArkansasIDEAS? Jessica Keener Kayla Fletcher
We are taught to teach to the "whole child." Thank you for taking the time to teach to the "whole teacher."	ADE Summit	What's New with AETN and ArkansasIDEAS? Jessica Keener Kayla Fletcher

Comment	Source	Prompt
It was an honor to work with you on this project! Thank you so much for all your hard work and for being such amazing partners. I know that together, we ARE going to help save many lives.	Social Media	Response to post announcing the launch of the Suicide Prevention – Looking Deeper course
Proud of our students and our school!!	Social Media	Response to post of Cool Schools video promoting Horatio Lions' afterschool self-defense program
This was a great experience! I can't wait to see the finished product.	Social Media	Response to post of working with the Arkansas Department of Education on the upcoming "Morphology Minute" series
Thank you to AETN & ArkansasIDEAS for featuring our CHS student Gunter Garvin, Rhett Thurman, and Head Athletic Trainer Jason Cates in the New Sudden Cardiac Arrest video. Our district is honored to be involved in this production that will no doubt save lives!	Social Media	Response to post announcing the launch of the Sudden Cardiac Arrest course

* This is a small sample of the comments received. Solicited comments from the LMS come from users selecting a 1 or 2 rating on the 5-point Likert scale, which requires an explanation for the rating. Unsolicited comments from the LMS surveys come from the "Other Feedback and Suggestion" section of the survey, which is not required. All comments are reviewed and addressed by the management team.

TOP 50 COURSES ON ArkansasIDEAS (FY19)

#	Course ID	Course Title	Completions
1	ELB18056	The Science of Reading Part One: The Right to Read Act	12112
2	ELB18057	The Science of Reading Part Two: An Overview	11961
3	PIB18054	Family & Community Engagement: Inviting Caregivers & Community Partners Into School	10937
4	ELB18058	The Science of Reading Part Three: The Reading Brain	10600
5	ELB18059	The Science of Reading Part Four: Essential Elements	9480
6	ELB18060	The Science of Reading Part Five: Phonology	8619
7	ERB18063	Human Trafficking: Arkansas Act 765 of 2017 – Arkansas Cases	7777
8	ELB19042	The Science of Reading Part Six: Critical Foundational Skills – Decoding	7047
9	HWB17118	Act 1236 of 2011: Child Maltreatment (2017)	3724
10	HWG14003	Dyslexia: A Three-Part Professional Awareness	3144
11	ELB19043	The Science of Reading Part Seven: Critical Foundational Skills – Encoding	3061
12	PIC14447	The Six Components of Parental Involvement for Teachers	2577
13	HWB18055	Bullying Full Circle – Beyond the Victim	2064
14	HWB15058	Gatekeepers: Youth Suicide Prevention Awareness (Update 2015)	2015
15	HWB15054	Something to Talk About: Suicide Awareness	1876
16	PIB14001	Parental Involvement: Introduction	1808
17	ERC19048	Professional Licensure Standards Board (PLSB) – The Code of Ethics Training Video (2018)	1697
18	SPC17011	Introduction to Behavior: Supporting Effective Behavior	1645
19	SPC17012	Introduction to Behavior: General Classroom Management Systems	1452
20	SPC17013	Introduction to Behavior: Behavior Intervention Plans	1340
21	PIB14003	Parental Involvement: Elementary Roundtable	1239
22	ELB19044	The Science of Reading Part Eight: Permanent Word Storage	1105
23	ERB18062	Human Trafficking: Arkansas Act 765 of 2017 – U.S. Department of Homeland Security Blue Campaign	1060
24	SPC17008	Foundations in Special Education: Major Components of IDEA	1048
25	ELC18922	R.I.S.E. Academy Data Collection Forms	1027
26	SPC17009	Foundations in Special Education: Legal and Ethical Issues	1026
27	SPC17010	Foundations in Special Education: Roles and Responsibilities	1022
28	PIB14005	Parental Involvement: High School Roundtable	1000
29	PIB14010	Parental Involvement: Applications – Middle School/High School	977
30	PIB14009	Parental Involvement: Applications – Elementary	967
31	PIB14004	Parental Involvement: Middle School Roundtable	908
32	ERA16066	Bullying: Separating Fact from Fiction	895
33	HWB14017	Informed Choices = Injury Prevention – Improving Playground Safety	774
34	HWB19050	Sudden Cardiac Arrest: When Seconds Count	659
35	PEB14006	Communicable Diseases: A Course for Arkansas Coaches	646
36	PIG16079	The Arkansas Guide for Promoting Family Engagement Through Age Eight	582
37	PIC14446	My Child, My Student: Parents and Teachers Communicating – Reducing Chronic Absenteeism	527
38	PIA14006	Guiding Children Successfully, Episode 1: Effective Motivation for Children	515
39	TCC14435	Professional Licensure Standards Board (PLSB): Social Media Guidelines	503
40	AHA18005	Dream Land: Little Rock's West 9th Street	493
41	CMG17031	Increasing Student Effort and Engaging Students	483
42	SPG14007	Autism: An Overview	475
43	AHP19010	AHPS: Arkansas History Program of Study Instructions (2018)	474
44	HWB19041	Suicide Prevention – Looking Deeper	470
45	HWB14018	Heat Illness: Hydration Awareness – Athletics/Best Practices: Parental Involvement	448
46	HWH15062	Communicable Diseases	432
47	ERB19049	Human Trafficking: Arkansas Act 765 of 2017 – Inside Arkansas Schools	430
48	IAH17037	Dyslexia Intervention: The Science of Implementation	422
49	LAB15051	Closing the Attitude Gap	396
50	SPB14005	Working with Children with Low Incidence Disabilities (2009)	388

Appendix F – ArkansasIDEAS Public Video Resources

ArkansasIDEAS Individual Production Data	Annual Data 2014	Annual Data 2015	Annual Data 2016	Annual Data 2017	Annual Data 2018	Annual Data 2019
108 Degrees Critical Response		3,717	164	187	215	133
ALE – Alternative Education in Arkansas		191	29	74	42	47
Arkansas: A Six Region Journey	11,338	9,121	99	172	77	21
Arkansans Ask: Common Core				7	11	31
Autism Awareness		87	28	47	41	45
Bell Ringer: The Invisible Brain Injury				1	141	36
Child Maltreatment	3,843	473	480	513	1988	323
Clinton Library Virtual Tour				14	18	8
Communicable Diseases	1,157	475	296	*	76	120
Dyslexia Awareness		714	240	108	80	59
Hidden Wounds	61	198	44	37	46	17
Human Trafficking: Arkansas Act 765 of 2017 – Arkansas Cases						59
Leave Me Alone! Bullying!		2490	153	82	129	42
Little Rock Central High School: 1957 Crisis	762	366	34	70	40	20
The New Arkansas K-12 Science Standards		8	25	13	8	4
The Perfect Storm: Personal Stories				27	22	10
Re-enactment of After the Death of Anna Gonzales				32	36	17
Something to Talk About				26	20	15
Sudden Cardiac Arrest: When Seconds Count						9
Suicide Prevention – Looking Deeper						4
Youth Suicide Prevention Awareness	112	176	1,001	159	177	65

*incomplete data for this reporting period.

Appendix G - Google Analytics Data

ArkansasIDEAS Website (ideas.aetn.org)

ArkansasIDEAS Website Ideas.aetn.org	Annual Data 2013	Annual Data 2014	Annual Data 2015*	Annual Data 2016	Annual Data 2017	Annual Data 2018	Annual Data 2019
Total Sessions	226,142	295,210	174,261	171,298	166,221	181,985	213,366
Users	119,813	135,406	87,393	85,447	78,079	105,454	112,044
Pageviews	207,400	349,126	286,761	290,151	247,901	305,224	301,928
Returning Visitors	54.95%	58.89%	54.1%	53.6%	54.8%	35.9%	50.0%
New Visitors	45.05%	41.11%	45.6%	46.4%	45.2%	64.1%	50.0%

*New website design implemented.

Visitor Demographics Ideas.aetn.org	Annual Data 2013	Annual Data 2014	Annual Data 2015	Annual Data 2016	Annual Data 2017	Annual Data 2018	Annual Data 2019
Top 5 States	Arkansas Texas Louisiana Oklahoma Missouri	Arkansas Texas Oklahoma Tennessee Missouri	Arkansas Texas Oklahoma Tennessee Missouri	Arkansas Texas Tennessee Missouri Illinois	Arkansas Texas Tennessee Missouri Oklahoma	Arkansas Texas Tennessee Oklahoma Missouri	Arkansas Texas Tennessee Oklahoma Missouri
Top 5 Cities	Little Rock Jonesboro Conway Fayetteville Bentonville	Little Rock Jonesboro Springdale Rogers Bentonville	Little Rock Jonesboro Fayetteville Conway Fort Smith	Little Rock (not set) Springdale Jonesboro Conway Fayetteville	Little Rock North Little Rock Fayetteville Jonesboro Springdale	Little Rock Jonesboro Fort Smith Fayetteville Springdale	Little Rock Fort Smith Springdale Fayetteville Jonesboro
Operating System	Windows Macintosh iOS Android (Not Set) Chrome OS	Windows iOS Macintosh Android Chrome OS	Windows Macintosh iOS Android Chrome OS	Windows iOS Macintosh Android Chrome OS	Windows iOS Macintosh Chrome OS Android	Windows Macintosh iOS Chrome OS Android	Windows Macintosh IOS Chrome OS Android

LMS Login Page (ideaslms.aetn.org)

Site Demographics (Google Analytics)	Annual Data 2016	Annual Data 2017	Annual Data 2018	Annual Data 2019
Sessions	270,920	190,891	241,157	327,642
Users	86,165	69,099	111,985	122,816
Pageviews	12,345,936	11,047,336	15,142,431	21,576,353
Returning Visitors	69.2%	65.4%	30.7%	32.9%
New Visitors	30.8%	34.6%	69.3%	67.1%

Appendix H - ArkansasIDEAS Course Creation Work Flow

Project Initiation
- Submission of project intent, subject area, person responsible, etc. to the ArkansasIDEAS Management Team.
- Proposal reviewed to ensure adequate time, resources, and funding, alignment with the ADE Rules governing PD, and other related legislature.
- Upon project approval, a project charter is established, outlining specifics of the project and the assignment of Project ID code.

Project Planning and Pre-Production
- Pre-Production Meeting with AETN Producer, Education Specialist, and the presenter(s). Specific planning to include scripting, storyboarding, additional materials, recording format and location.
- All necessary release forms are obtained at this time.
- Any necessary modifications to the project charter are made.

Production
- Video recording of presentation, including any additional footage.
- Collection of all materials and resources.

Post-Production and Video Editing
- Educators and Editors work together to determine best video edits.

Web Conversion
- Video file conversion into web version.
- Video(s) stored on video server.

Course Creation
- Education Specialists and Curriculum & Assessment Coordinator (CAC) follow multiple steps of course creation: draft one, peer review, CAC review, draft two, quality control check and CAC final review.

ADE Approval
- Arkansas Department of Education (ADE) is notified that course is ready for approval.
- ADE reviews course including all ancillary documents.
- ADE sends approval notice and notes regarding changes and corrections required for approval.

Scheduled Release / Marketing
- Once approved, course is made available to the users, or goes "Live."
- Email notifications are sent to ADE and associated parties.
- The course summary is posted to the online catalog.
- Course announcement made via Social Media outlets, and the "Newest Courses" section of the ArkansasIDEAS home page.

Quality Control / Help Desk Support
- Every course is under continual quality control and review, as well as support from the ArkansasIDEAS Help Desk.
- Issues are reported to the Help Desk, the course is immediately reviewed and the issue is addressed.
- All courses are reviewed internally for content and relevance.

Appendix I - Online Professional Development Agreement

ARKANSAS DEPARTMENT OF EDUCATION

FY19 Education Grant Award Agreement
Between the
Arkansas Department of Education and the
<mark>Arkansas Educational Television Network</mark>

Grant Recipient Contact Name (please print)	Bryan Fields
Grant Recipient Address	350 S Donaghey Ave., Conway AR 72034
Grant Award Period of Performance	July 1, 2018 to June 30, 2019
Award Date	June 1, 2018
Grant Award Amount	$2,830,550.23
FY18 Grant Carryover amount	$669,440.77
Grant Award Purpose	To provide television services and program for educational communities throughout Arkansas
ADE Program Manager	Stacy Smith
ADE Contact Information	Four Capitol Mall, Room 204B Little Rock, AR 72201 Stacy.smith@arkansas.gov 501.683.4800
Reporting Requirements	Quarterly financial reports will be submitted to the ADE by October 15, 2018, January 15, 2019, and April 15, 2019. The annual financial report is due July 30, 2019. The annual financial report is due July 30, 2019. All other sections of the IDEAS FY19 Year End Report, required by Act 243 of 2018, Section 30, are due by July 15, 2019.
DUNS number	171557197
ADE Fund Center	2HS
ADE Cost Center	351172

I hereby agree I will comply with all reporting requirements and will provide all performance data in a timely manner.

_____
Stacy Smith, ADE Assistant Commissioner, Division of Learning Services

_____
Date

_____
Recipient Authorized Representative Name and Title

9-4-18
_____
Date

ARKANSAS DEPARTMENT OF EDUCATION (ADE)
AETN Budget and Budget Narrative

Grant Recipient Name: AETN

Name of Grant Program: Division of Learning Services FY18 AETN

Grant Award Period of Performance: July 1, 2018 - June 30, 2019

Date Completed:

This form is to be used when planning for FY18 funds and when completing interim and/or final financial performance reports.

(When planning for FY18, only complete Budgeted Amount column)

Grant Budget/Expenditure Report   FY19 FUNDS - AETN

Maximum $ 3,200,000.00

	Budgeted Amount	Actual Expenditures Paid by Recipient	Remaining Budget Balance	Budget % Over/Under	Budget Result	Grant Funding Received by Recipient to Date	Remaining Grant Balance
Salaries	1,502,199.00		1,502,199.00	100%	OK		1,502,199.00
Fringe Benefits	421,591.00		421,591.00	100%	OK		421,591.00
Operating Expenses	1,117,610.00		1,117,610.00	100%	OK		1,117,610.00
Travel Expenses	40,500.00		40,500.00	100%	OK		40,500.00
Equipment	290,000.00		290,000.00	100%	OK		290,000.00
Contracts	153,100.00		153,100.00	100%	OK		153,100.00
Subgrants	0.00		0.00	100%	OK		0.00
Estimated Interest Earnings	(25,000.00)		(25,000.00)				(25,000.00)
Carryover from FY2017	(669,449.77)		(669,449.77)				(669,449.77)
TOTAL	2,830,550.23	-	2,830,550.23	100%		-	2,830,550.23

Budget Analysis   *Grant Award Balance*

Note: Changes that result in a 10% or greater deviation from any budgeted line item must be pre-approved in writing by the ADE Internal Auditor.

Budget Narrative   (Complete below or attach separate sheet)

1. Salaries: List position titles and salaries, percentage of time charged to the this project, and briefly describe the role each position plays in carrying out the goals/objectives of the project.
Please see attachment #1A & #1B

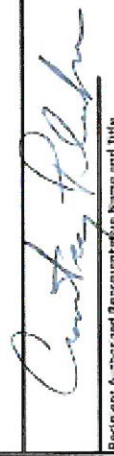AETN Budget and Narrative FY2019.xlsx

2. Fringe Benefits: Provide the percentages or amounts charged for payroll taxes, health insurance, retirement, and any other fringe benefits for each position listed in the Salaries section.

Payroll Taxes   7.65%
Health Insurance $420 per employee per month   ($5,040 per year)
Retirement   14%

3. Operating Expenses: Please list and describe all operating expenses that will be charged to the project, including but not limited to: office supplies, rent, printing, postage, etc. Each item should be separately listed and identified.
Operating expenses include the following: Postage, telecommunications, freight, printing, copies, advertising clips, office supplies, rent, transportation, lodging, association member dues, audiovisual, educational supplies, data processing supplies and software licenses.

4. Travel Expenses: Provide amounts budgeted for travel for each position listed in the Salaries section, and briefly describe how travel expense relates to goals/objectives of the project.
Travel is budgeted for the department not by individual.

5. Equipment: List any equipment that will be purchased with grant funds, and briefly describe how equipment relates to goals/objectives of the project. Also describe process for maintaining inventory records on the equipment.
All equipment is scanned when received and included in the AASIS inventory module for tracking.

6. Contracts: Provide description of any services to be contracted, and describe how such services relate to the goals/objectives of the project.
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7. Subgrants: Provide description of any subgrants to be issued, and describe how such subgrants relate to the goals/objectives of the project.
None

For Expenditure Reports Only

Please provide amount obligated for project activities but not yet expended. $ _____

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

Signature   7-31-18
Recipient Authorized Representative Name and Title   Date