

**NEW MEXICO
HIGHER EDUCATION
DEPARTMENT**

Fostering Student Success from Cradle to Career



*Michelle Lujan Grisham, Governor
Stephanie M. Rodriguez, Cabinet Secretary
Patricia Trujillo, Deputy Secretary*

**State of New Mexico
Higher Education Department
Adult Education Division**

**Adult Literacy Local Programs
Annual Report
Preparation Guidelines and
Reporting Template**

2023-2024

Please email report to:
Adult.Education@hed.nm.gov

**Reporting Deadline
September 3, 2024**

NMHED Adult Literacy Program Annual Report 2023-2024

Annual Report *Checklist*
2023-2024

- Complete Cover Page
- Complete Narrative Questions
- Complete Data Questions
- Complete Financial Expenditures Questions
- Complete Student Needs and Satisfaction Questions

(Please remove these instructional pages when submitting your final report.

Your submitted report should begin with the signed cover page.)

**Annual Program Report
Cover Page**

Program Name:	Academic and Career Engagement (ACE) Center	
Institution or Organization:	San Juan College	
Address:	4601 College Blvd.	
City:	Farmington	
County:	San Juan	
Zip:	87402	
Main Phone:	505-566-3270	
Website:	https://sanjuancollege.edu/acecenter	
Social Media:	https://www.facebook.com/acecentersjc	
New Mexico Counties Served:	San Juan	
Program Director, Manager, or Coordinator Name and Title:	Jennifer Martinez – Maestas, Director	
Contact Information:	Phone(s):	505-566-3946
	Email:	martinezj@sanjuancollege.edu
Alternate Contact Name and Title:	Vanessa Bedonie, Data Management Analyst	
	Phone(s):	505-566-4220
Contact Information:	Email:	bedoniev@sanjuancollege.edu

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August 30, 2024

Signature of the Chief Executive Officer or Designee

DATE

Edward DesPlas, Executive Vice President

Typed Name and Title:

NMHED Adult Literacy Program Annual Report 2023-2024

Narrative Questions

Instructions: Please answer the following questions that address the scope of work for your program under its agreement with the New Mexico Higher Education Department. Please note that this report should be informative but *concise*. Remember that we have your original grant agreement and your continuation form, so you do not need to provide exhaustive, lengthy answers in most cases, nor cut and paste from previous reports. This report can provide us with a snapshot in time of your practices, a clear overview of your program year, and information on noteworthy changes that occurred. We use this information throughout the year to inform state reporting, help us prepare for technical assistance and monitoring activities, answer questions from the public and from legislators, and other purposes. *Please note* that we will post these reports on the HED website as public information.

1. Please share program highlights and accomplishments in the 2023-2024 program year. Please also share any significant changes in your program, context, and services.

The ACE Center significantly expanded its literacy program, achieving a remarkable 570% growth. This fiscal year, we began serving English Language Learners (ELL) under the AFELA funding for Adult Education, which allowed us to allocate more resources to address the substantial literacy needs in San Juan County.

2. Please describe your main challenges in 2023-2024 and what you are doing or plan to do to address them.

The primary challenge is a lack of sufficient funding, which has been exacerbated this year due to budget cuts and the reallocation of resources to other programs, making it difficult to maintain a high-performing program. To address this, we will seek to expand funding for literacy through additional grants and private donations.

3. Please describe the modalities in which you provided literacy services in the 2023-2024 program year (e.g., one-on-one tutoring, small group tutoring, face to face classes, online tutoring, etc.), and the different populations whom you served (e.g., adult English language learners, parents, adults with disabilities, etc.) in as much detail as possible. If applicable, describe how these modalities and populations served were different in 2023-2024 than they had been in previous years.

The ACE Center provides literacy services in face-to-face classes that meet two days a week for three hours at a time.

4. Describe New Mexico geographical areas (specific communities and counties) you are serving. What pathways do you see in expanding your area of service?

San Juan County, located in the northwestern corner of New Mexico, includes a diverse range of geographical areas and specific communities. The county is known for its mixture of rural, suburban, and small-town environments, as well as its significant Native American population, particularly from the Navajo Nation. Here are some key geographical areas and communities within San Juan County:

NMHED Adult Literacy Program Annual Report 2023-2024

Major Cities and Towns:

1. **Farmington:** The largest city in San Juan County and a regional hub for commerce, education, and healthcare.
2. **Aztec:** The county seat, known for its historic Aztec Ruins National Monument.
3. **Bloomfield:** A small town located southeast of Farmington, known for its proximity to the Salmon Ruins and the San Juan River.

Smaller Communities:

1. **Kirtland:** A small community west of Farmington, near the Navajo Nation, known for its agricultural roots.
2. **Shiprock:** A significant community on the Navajo Nation, named after the Shiprock rock formation.
3. **Navajo Dam:** A small community near the Navajo Dam and Lake, popular for fishing and recreation.
4. **La Plata:** A rural community located north of Farmington, near the Colorado border.
5. **Flora Vista:** A small community between Farmington and Aztec, known for its residential areas and proximity to the Animas River.
6. **Waterflow:** A small, rural community west of Farmington.
7. **Fruitland:** Located near Kirtland, known for its agriculture and rural lifestyle.
8. **Upper Fruitland:** A Navajo Nation chapter located near Fruitland.
9. **Hogback:** A small community located along U.S. Highway 64, near Shiprock.
10. **La Plata:** A rural community located in the northern part of the county near the Colorado border.

We plan to grow enrollment in our literacy program by focusing on the following pathways: increasing advertising efforts, collaborating with San Juan County Schools to promote our program, and developing a new family literacy initiatives.

5. Describe any cooperative arrangements your organization has with other agencies, institutions, or organizations for the delivery of literacy activities. Please specify degree of formality for each arrangement described (e.g., purely informal agreement vs. MOA/MOU.) How have these collaborations supported your program's goals? Do you refer students to other NMHED-funded adult education programs? If so, please describe.

The ACE Center has a partnership with the The Department of Workforce Solutions. Workforce Solutions provides work force preparation and unemployment assistance. Students are referred to our AEFLA Adult Education program or are concurrently enrolled in the AE.

NMHED Adult Literacy Program Annual Report 2023-2024

6. What key or impactful professional learning (PL) activities did you and/or your team (teachers, tutors, staff, etc.) participate in during the 2023-2024 program year? What program needs did the PL address? What were the outcomes and influences of this PL, if any, in your program?

The ACE Center's professional learning focus this year will be on differentiation, fostering success for neurodivergent students, and implementing high-impact practices.

NMHED Adult Literacy Program Annual Report 2023-2024

Data Questions

Please answer the following questions that address data and performance in your program and sub-awarded programs, if applicable. Use LACES database to collect data for students, hours, goals and tutors. You can present your data in the form of a table, graphs or a narrative.

1. How many students were served in your program during the 2023-2024 fiscal year? Please, include total number of students with non-zero hours from *Student Calendar Hours Report* from LACES **student** area Reports. Use the following parameters to generate your data: Date is Between 7/1/2023 AND 6/30/2024.

Total number of students with non-zero hours: 67

2. Compare the number of students served in PY 2023-2024 with expected enrollment from grant proposal. Discuss the differences and challenges that you encountered.

This year, the ACE Center significantly expanded its literacy program, achieving a remarkable 570% growth. This fiscal year, we began serving English Language Learners (ELL) under the AFELA funding for Adult Education, which allowed us to allocate more resources to address the substantial literacy needs in San Juan County. Although it may appear that our enrollment decreased, this year we served 0 ELL students under this grant and increased literacy enrollment by 57 literacy students.

3. How many hours did students spend learning in your program in 2023-2024? Please, include total hours by different category as well as average number of hours per student with minimum and maximum number of hours that students spend. Use *Student Calendar Hours Report* from LACES **student** area Reports. Use the following parameters to generate your data: Date is Between 7/1/2023 AND 6/30/2024.

Total Hours of All Students:

Instruction: 2,740.70

Computer: 0.00

Preparation: 0.00

Travel: 0.00

Other: 0.00

TOTAL: 2,740.70

Average Total Hours: 40.91

Maximum: 221.70

Minimum: 11.00

4. Of the students who were served, how many met their goals? Attach Goals Met in Time Period by Type *Summary* from LACES **student** area Reports. Use the following parameters to generate your data: Goal Met Date between 7/1/2023 and 6/30/2024.

NMHED Adult Literacy Program Annual Report 2023-2024

Goals Met: 813

5. How many hours did tutors spend working with students in 2023-2024? Please, include total number of tutors with non-zero hours, total hours by different category as well as average number of hours per tutor with minimum and maximum number of hours that tutors spend. Use *Tutor Calendar Hours Report* from LACES **Tutor** area Reports. Use the following parameters to generate your data: Date is Between 7/1/2023 AND 6/30/2024.

Total number of tutors with non-zero hours: 0.00

6. When you look at your program outcomes, how effective do you gauge your program to be, and why? Discuss areas of both strength and challenge, grounding your answer in the data.

The literacy program at the ACE Center has experienced a highly successful year, marked by significant growth in enrollment. The program delivers rigorous and intentional instruction grounded in the four pillars of reading: phonemic awareness, vocabulary, fluency, and comprehension. Another notable achievement is the outstanding completion of 813 goals, averaging 12 goals met per literacy student.

7. When you look at your program data, what changes you would like to implement and why?

We aim to increase enrollment to meet the significant need in San Juan County while prioritizing the success of neurodivergent students. Additionally, we will focus on professional learning to further enhance the success of neurodivergent learners.

8. What pathways could lead to increase enrollment for your program? How much additional funding would you need to accomplish this goal?

We plan to grow enrollment in our literacy program by focusing on the following pathways: increasing advertising efforts, collaborating with San Juan County Schools to promote our program, and developing a new family literacy initiative to replace the discontinued Ready for K! program.

NMHED Adult Literacy Program Annual Report 2023-2024

Financial Expenditures

Please provide the following information about your financial expenditures.

Additional grants, funding from partnerships, etc.

1. Please list other sources of support for your program and their contributions for PY 2023-2024.

Source	Amount
N/A	

NMHED Adult Literacy Program Annual Report 2023-2024

Student Needs and Satisfaction Questions

Please answer the following questions about student needs and satisfaction in the literacy services provided by your program and its sub-grantees, if any. If you have *not* collected all of this information, please indicate this and plan to do so in the upcoming program year. If you need assistance from NMHED to think through this data collection process, please do not hesitate to reach out.

1. Describe the processes used to collect information regarding student needs, goals, and satisfaction.

The ACE Center gathers comprehensive information to assess student needs and goals through a thorough onboarding process. During this process, students meet with an instructor to receive support in various areas, including food, housing, transportation, and mental health services. We connect students with local support services and conduct in-depth qualitative research, using focus groups to measure and understand student satisfaction.

2. Please characterize your student population's stated needs and goals, grounding your response in the data you have collected.

Our student population requires barrier reduction, explicit reading instruction, and differentiated approaches tailored to neurodivergent learners. Our goals are to establish a meaningful learning environment and provide access to high-quality instruction in a small group setting, led by a highly trained instructor.

3. How does your program help students meet these needs and goals?

Our literacy programs empower students to achieve their goals through inclusive, rigorous, and high-quality instruction.

4. What do you plan to do in the upcoming program year to improve the processes that you use to collect and analyze student needs, goals, and satisfaction?

Next year, we will focus on identifying students who need explicit reading instruction earlier to enhance placement accuracy, increase advising and coaching support, and participate in training to improve our skills in serving students effectively.

5. What do you plan to do in the upcoming year to improve students' ability to meet their goals and improve their satisfaction with your services? How can NMHED help?

Next year, we will focus on identifying students who need explicit reading instruction earlier to enhance placement accuracy, increase advising and coaching support, and participate in training to improve our skills in serving students effectively.