

## PPI Task Force Minutes

<b>Meeting Title:</b>	Performance and Program Improvement (PPI) Task Force
<b>Date and Time:</b>	11/18/2011
<b>Location:</b>	Lexington Hotel – Lansing MI
<b>Chairperson:</b>	Bob Steeh and Mary Murphy
<b>Meeting Purpose:</b>	PPI Task Force Business
<b>Participants:</b>	Rich Klemm, Bonnie Truhn, Tammy Muczynski, Elaine Crawford, Kandekye Kagyenzi, Sister Janice Brown, Isabel Blake-Evans, Sandy Thelen, Cliff Akujobi, Bob Steeh, Mary Murphy

	<i>Item</i>	
1	<p><b>Call to Order – 9:00am</b></p> <p><b>Welcome/Introductions</b></p>	
2	<p><b>Housekeeping:</b> Review membership list and make corrections Turn in mileage/expense forms</p>	
3	<p><b>Review 9/30 meeting minutes:</b> No changes</p>	
4	<p><b>2011-12 State Plan</b></p> <p>PPI invited Cliff to talk to us about the State Plan for Adult Education so we could see and possibly have input on the new plan before it is submitted.</p> <p><b>Overview of State Plan - Cliff</b></p> <p>When Feds came up with Workforce Investment Act, they had to come up with a way to distribute the money to the states. Thus, State Plan – 1998. Federal money is supplemental – you have to spend some money on AE already then they will give you some help, ie., maintenance of effort. The State Plan is really our state's application to the Feds for the federal AE dollars. State decided on a 5 year plan in 1999-2000 so everyone who got money received it from 1999-2004. In 2009/10 state opened grant so more programs could apply. We are currently under 2 year plan which expires in 2012 – so we will need a new plan.</p> <p>Groups reviewed sections of the plan, shared ideas and asked Cliff for clarification on several items – gave suggestions on changes in wording. One major change to this years plan is that the 90/10 performance is gone for 2011/2012 and now we have incentive based funding. This means the state withholds a certain % (currently 5) for an incentive – then that amount is split between programs that achieve all performance goals. Cliff would like PPI to give input on the percentage for the incentive – ie, is 5% too high – too low – how to distribute to programs. Example: state holds back 5% of federal dollars or \$500,000 – only 10 programs meet all performance measures – split that amount between those 10 programs?</p> <p>Other suggestions – give programs original allocation then extra % of their allocation for meeting performance and leave excess undistributed there for next year.</p> <p>Bob and Mary to share this information at AEAG to get input from other TF facilitators to provide recommendation to Cliff at next TF meeting. We can recommend Cliff amend this year's plan (2011/2012) which started July 1 or make recommendations for changes in 2012/2013 which is due April 1, 2012.</p>	

5	<p><b><u>Initiatives:</u></b></p> <ol style="list-style-type: none"> <li>1) TEMA Facilitation –PPI will be responsible for facilitation of TEMA during March, July and November. Discussed having each month focus on a specific topic pertaining to one of the three deliverables we are working on.</li> <li>2) Spring Conference – we will need two Presentations Possibilities:             <ol style="list-style-type: none"> <li>a. Washtenaw CC presentation by Bonnie.</li> <li>b. Provide a workshop which coincides with one or more of the three deliverables we are working on.</li> </ol> </li> <li>3) Adult Ed Pipeline Mary met with some members of the Curriculum TF last evening to discuss what they have done and plan on doing, with the Adult Ed Pipeline Model. Goal was to make sure both TF are not working on same project. Decided areas we are working on are different enough that both are important and we will continue to work independently.</li> <li>4) Deliverables for this year for PPI Group discussion on what to do next with pipeline – deliverables for this year. Came up with three deliverables – will break up into groups and each group work on one deliverable with update on progress at January meeting:             <ol style="list-style-type: none"> <li>a. <b><u>Checklist</u></b> Using the Pipeline Model from last year, development of a checklist for programs to show how they are addressing the soft skills needed for employment and post-secondary with students. Ex – time mgt skills – where would student learn about that in your program; attendance practices that are appropriate for work/post-secondary – how does your attendance policy prepare them for these? Along with the checklist tool will provide ideas, resources, best practices on how/where you can address these in your program. (Be sure to look at Preparing Workers Curriculum) <b>PPI members working on this deliverable (Bonnie, Rich, Elaine)</b></li> <li>b. <b><u>Data Analysis for Program Improvement</u></b> Development of a template for programs to use to show how their program data looks on the AE pipeline. Identify where leaks are by number of hours of attendance. Provide information on how to analyze your MAERS data, what to look for, red flags, how to use your data for program improvement – we will check with Data TF to see if we should work with/get input from them on this. <b>PPI members working on this deliverable (Bob, Tammy, Janice)</b></li> <li>c. <b><u>Retention Best Practices - Literature Review – Toolkits for Programs</u></b> How to fix the leaks that are identified in your program. Based on where the leaks are – what you should look at – suggestions for improving retention. Ex –if data shows you are losing students within 12 hours of entering program – things to look at: enrollment process, orientation, testing, goal setting, barrier removal, do you engage/empower them? Along with this provide programs template for constructing a list of local resources/partners to help address barriers. <b>PPI members working on this deliverable (Mary, Isabel, Kaye)</b></li> <li>d. Review all Career Pathways tool kits for materials to use for all above deliverables.</li> <li>e. Review State Attendance Policy handed out by Cliff for discussion at January meeting.</li> </ol> </li> </ol>	
6	<p><b>Ad-Hoc Committee with Data next steps:</b> Hold until January</p>	
7	<p><b>Adjournment at 2:35 pm - Next Meeting: Friday January 13, 2012 at the Lexington Hotel, Lansing</b></p>	

