

# Performance and Program Improvement:

## PRACTITIONER'S TASK FORCE MEETING

November 19, 2010  
Lexington Hotel  
925 South Creyts Rd.  
Lansing, Michigan 48917

### Attendees:

Akujobi, Cliff  Byard, Megan  DeRose, Julie L.  Dionne, Gregg  Hert, Fiona  Henry, Gloria J.  Irwin, Michelle  
 Kagyenzi, Kandekye  Klemm, Rich  McNeal, Jeff  Murphy, Mary  Reichardt, Marilyn  Thelen, Sandy  
 Truhn, Bonnie  Wood, Doug

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## AGENDA

### 1. Call to Order

8:55am

### 2. Roll Call – Check-In

Members present listed with a  above. 10 members present.

### 3. Housekeeping

Gregg dispersed all documents below. Under “other”, we are to review the membership list to make any such changes were necessary.

- a. Sign-In sheets – Members are to sign up for the January meeting as well as it pertains to overnight rooms needed.
- b. Mileage/Expense forms – Complete and turn into Gregg so they can get to Kathleen to submit payment.
- c. Other – Member listing. Review and Edit.

### 4. Review of Last Meeting’s Minutes

Megan dispersed October 1 minutes. Members to review for any changes. October 1 minutes, please reflect changes to (4, 3) Initiatives and Open Issues, Program Improvement Model. Develop “Special Initiative Grants” rather than “Demonstration grants.”

### 5. Initiatives: \*Implications for PD

- a. WIA II funding formula review – Tabled to hear from Cliff
- b. TEMA Training – 10:45am, large group work session. PTF members learned about the TEMA list serv, its purpose and moderator roles and responsibilities. TEMA can be viewed using the MAEPD website at [www.maepd.org/tema.html](http://www.maepd.org/tema.html). A manual was dispersed to those present, however all contents can be viewed at the website listed. A master schedule for Task Force moderation has been developed. TEMA discussions will begin in December of 2010 moderated by the Curriculum Task Force members. PPI’s first assignment in moderation begins in Feb of 2011. Each TF will be responsible for a monthly assignment divided into weekly moderation scheduling. February’s weekly assignments need to be confirmed by the January 14 meeting and submitted to Curriculum Task Force chairs. This will be listed on the January PPI agenda and covered first thing in the morning. PPI moderation will be scheduled again for June 2011 and October 2011.
- c. Program improvement model

*This activity is sponsored by the MAEPD Grant*

i. **Program Self-Assessment Tool**

Jeff McNeal dispersed the drafted 8/2/09 DELEG Reaching Higher Program Self assessment tool designed to help begin assessing program readiness for evolving the Adult Learning System. The group is charged with reviewing and editing the document to allow the tool to be used as best practice in implementing the CLEG transformation. A rationale may even be viewed as a gap and/or strength analysis tool. A cover letter would accompany the tool that would define it as a recommended practice for compliance monitoring. **Clarity is needed to know if this tool is to be used in local programs or as a regional approach?** As the group began to look at the 8 adult education functions defined in the Self Assessment tool; verbiage, semantics and format were also addressed. Consistency was addressed to be used throughout the document. Note: Links within the tool need to be live and refreshed. Jeff worked electronically to edit the document as the group reviewed each page. Notes were taken within the document and comments were added as the group addressed.

**Current recommendation:** The document should reflect areas of concept into both regions and local programs. The PPI group would like to continue to work on this to get a good framework and structure formatted. **A small subcommittee will be formed to identify these changes in format and bring back to the next PPI meeting in January for review.** Small group members include: Doug, Gregg, and Jeff. The large group color coded the sections of the document to reflect whether it applies to a regional view or local program view. Lime green reflects region, Teal blue reflects local program, non-highlighted will reflect it's a function of both. Some functions were left non-highlighted due to further discussion needing to happen. One red section was highlighted to recognize a potential deleted function.

Gregg will send Megan the November drafted/edited Self Assessment document to include as an attachment for minutes.

1. Best Practices

8 adult education functions defined in the Self Assessment tool include:

- Collaborative Planning
- Transitioning and Support Services
- Assessment
- Curriculum and Instruction
- Professional Development
- Data Collection and Program Accountability
- Program Management and Leadership
- Student Achievement and Goal Attainment

2. Regional implementation

Region 12 using the tool (NWLB Demonstration Grant) Oakland County. Gregg Dionne is available for additional information on implementation.

ii. **Cover Letter to accompany** – Not addressed in November 2010, tabled until January.

d. **Partnership assessment** (Tentative/Time Permitting) – Not addressed in November 2010, tabled until January.

i. Evaluative tool/template

*This activity is sponsored by the MAEPD Grant*

1. Relation to Transformation report
- ii. Regional accountability template

6. Next Meeting

- a. Friday 1/14/2011

Radisson Hotel Lansing

111 North Grand Ave.

Lansing, MI 48933

\* If rooms are needed for the night prior, please see Kathleen Sullivan. Reservations are due by 12/14/10.

- b. Agenda Items

- See **yellow highlights** above for items to be discussed in January 2011.
- 2 Breakout sessions for March MAETC conference defined. Ideas to include:

- a) Goal Setting Policy update
- b) Program Self Assessment Gauging Current Strengths and Areas of Needed Improvement.
- c) Transitions into Post Secondary: Understanding Pathways and Partnerships

7. Adjourn @ 3:25pm