

# Performance and Program Improvement:

## PRACTITIONER'S TASK FORCE MEETING

January 14, 2011  
Radisson Hotel - Lansing  
111 North Grand Ave  
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  Steeh, Bob  Thelen, Sandy  Truhn, Bonnie  Wood, Doug

16

## AGENDA

1. Call to Order @ 8:55am
2. Roll Call – Check-In
3. Housekeeping
  - a. Sign-In sheets – Members present signed in and indicated their attendance for the March meeting.
  - b. Mileage/Expense forms – Those submitting turned in to Gregg who will then get them turned in to Kathleen.
  - c. Other
4. Review of Last Meeting's Minutes – Members reviewed past minutes for any additions or corrections. Bob Steeh has been added to the attendees list totaling our PPI group to 16 members. **Megan to send the updated membership list to Kathleen for record keeping.**
5. Initiatives:
  - a. TEMA Facilitation – February assignments. Members were suggested to sign up for the 2011 assignments. PPI members will moderate February, June and October totaling 9 weeks. With 16 members, we have plenty of potential moderators. All assignments have been set and will be returned to the Curriculum TF for record keeping.
  - b. March 2011 MAETC Conference: Breakout Sessions Description and Confirmation March 21-24, 2011 ~ Amway Grand Plaza, Grand Rapids  
Session Submissions:
    - Setting the Benchmarks: The Community College Connection – “Smile, You are a Part of the Big Picture” – Complete and turned in DELEG already.
    - **Goal Setting Policy Update – Summary from Sandy Thelen was submitted. Group reviewed the abstract and goals for clarification. This presenter/session info will be complete by the end of today and submitted to DELEG. The new Goal Setting policy will be effective July 1, 2011. This session will serve as a tutorial on expectations. Mary Murphy and Jeff McNeal have accepted the assignment to co-facilitate. Megan will submit to DELEG electronically and send a copy to Sandy, Mary and Jeff.**
  - c. Program Improvement Model – ~~Small group work~~. Gregg opened discussion with the group on the intent of the Assessment tool. Clarification of using this tool for Regions and local programs is needed. Diverse opinions still are evident on the assessment tool and its necessity. Region accountability is strongly recommended to focus on.

Another question asked is will this tool be part of future program compliance monitoring? How does “Cliff’s Notes” relate to the assessment need we have for compliance monitoring? The group discussed these questions at length and came to consensus that the Reaching Higher document should be regionally focused. The program self assessment piece of it will be withdrawn from the document. A statement will be addressed within the document that summarizes local control of program self assessment and choice of tool used to assess internal local programming such as the direction Cliff’s Notes can provide. Cliff noted the federal government also has requested a template to use for regional assessment, accountability and/or gap analysis. NHRD has been asked to draft this and provide for the RFP release. This will be released with the RFP in March 2011. For the sake of the meeting progress with this assessment tool, work will be tabled until the tool developed for the Federal RFP has been released. From there the PPI group may work to provide assistance on the defined tool from NHRD. Small group work for today has been postponed. Based on the planned activities being postponed, Gregg re-visited the AEAG retreat grid defining other projects assigned and expected for the PPI group. Such activities are highlighted beginning in item iii below.

~~i. Program Self Assessment~~

- ~~• Cover Letter to accompany Self Assessment~~
- ~~• Identify Best Practices~~

~~ii. Regional Self Assessment~~

- ~~• Cover Letter to accompany Self Assessment~~
- ~~• Partnership assessment~~
  - ~~a. Evaluative tool/template~~
  - ~~b. Regional accountability template~~

iii. Goal Setting Policy – review, discuss and provide assistance/support to DELEG staff for spring implementation and training at MAETC. The Goal Setting Policy dated/effective July 1, 2010 was projected on screen for the membership to review. Cliff suggested there may have been some massaging and tweaks from Sandy and Dean for the July 2011 version. The PPI group would like to get a greater understanding of the document so all members can speak intelligently and positively with the field about the upcoming policy. It will be requested that Sandy share the updated version with the PPI group to review and be prepared to discuss at the March 11, 2011 meeting. Megan will request this document from Sandy and disperse to the group list serv.

iv. Performance Monitoring. Using the findings from USDOE evaluating disconnects in data and field results on program performance. Cliff dispersed Benchmark Reports giving a statewide glimpse on program performance in 2006/07, 2008/09 and 2009/10. Further discussion within the PPI group is needed to address why as a state we have not met performance benchmarks set.

v. Kathleen Sullivan facilitated the group with a discussion on next steps and planning. Where do we go from here to complete our deliverables for the 2010/11 year that is expected from DELEG? Our new title may suggest tasks to be entertained. Performance and Program Improvement... Kathleen led a brainstorming session on what ideas may be generated by the group. Ideas were charted on easel paper and recorded in the minutes as such:

- Reinstatement of the old Accountability Communication loop. This will ensure the Department knows our tasks and validates or negates the work proposed.
- Look @ work of other PTF groups and provide a summary/abstract to review. This will also lend support on any tasks the PPI group can

integrate and collaborate. Megan and Gregg to draft and send electronically.

- Workgroups to look at various issues related to performance and across PTF's.
- Design a process to make this happen and supervise such
- Design a PD for all staff to define their role in program improvement. Potentially use the model of "21 Things" one should know for 21<sup>st</sup> Century Learning
- Interject School Improvement in Adult Education
- Transition processes for the adult learner and related data/research and measuring success. Transition that yield success for the low level learner to post secondary and/or employment
- Troubleshooting tool/checklist highlighting problems/issues and suggested solutions
- Review employability skills, career readiness and literacy to work needs. What is being sought after in the employment field? How can the PPI provide the support in the accountability of such?
- Review the issues and findings of non compliance from the USDOE and develop solutions
- Develop pilot programs that can test our theories/policies/solutions from above non compliance findings
- Focusing on A.L.: Provide PD for staff that address issues such as poverty and relationship building. Defining A.L. as the low level learner
- Issues around MME requirements as it relates to the policy issue for adult students

\*\*\* survey the entire membership of 16 to prioritize the above tasks. What are the items that need to be addressed first. Megan and Gregg to send the summary of the above brainstorm and will ask for an electronic vote by the PPI membership. This will be sent by month's end and have a 2 week process time. All priorities will be reported back to the PPI group mid February and provide direction for the March 11 meeting.

## 6. Next Meeting

- a. 3/11/2011 ~ Radisson Hotel in Lansing  
Morning report out for all 4 PTF's. This is recommended to replace the lunch report.
- b. Agenda Items
  - TEMA – reflection on February assignments
  - MAETC Conference Session Schedule/Agenda – Assign members to sessions in order to support ones that are PPI facilitated.
  - PPI Initiatives: Goal Setting Policy 2011 review
  - Using the brainstorm list above, potential work initiatives will be addressed after consideration and approval from DELEG.

Adjourn @ 2:18pm

