

**Meeting Minutes**  
**October 1, 2010**

**Present: Kelly de Souza, Mary Hoag, Susan Ledy, Christy Luckey-Nelson, Pete Palasinski, Nancy Rotarius, Jane Rudisill, Bill Sherb, Linda Spoelman, MaryAnne Thorndycraft, Carole Wells**

**1. Welcome/Call to order – by Chair Christy Luckey-Nelson**

- Housekeeping items: sign in sheet
- November PTF meeting/new locations of meetings distributed
- CTF membership information reviewed and corrected
- Travel Mileage sheets were collected

**2. Review of Agenda –**

**TEMA list serve-** discussion what is needed

Review the website/process for October

Go over the moderator process that we will be practicing

Small group to pull together

**Agenda for this year-**

Review list from Practitioner Facilitator Retreat minutes

**3. Approval of Minutes - A motion was made by Carole Wells and seconded by Susan Ledy to approve the minutes of 4-23-2010 as written.**

**4. Open Issues –**

**TEMA**

- Suggested implementation plan
- **Moderator** Instructions- We discussed rejections? What to do: 1. response back not accepted 2. rejected without response 3. automatically respond to a posting? Yes or No? Questions that will be discussed in small group. Small group will create welcome message. When an individual signs up for the list serve they will get a welcome message and have to read and approve to the guidelines and netiquette. From how it is currently, we need to clean up the command response. The subject line needs to be changed to TEMA, response needed TEMA, confirm TEMA message so the moderator knows they need to respond. When someone posts to the list serve a message that says this was forwarded to the moderator is not necessary. Also not needed is approval notes from server.  
After further discussion on rejected posts we came up with: “Thank you for your submission dated \_\_\_\_\_, however it does not comply with the attached TEMA netiquette and will not be posted in its current form. Please consider revising and re-submitting.”

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Each task force will be given a month. A master schedule will be created. The topic will change weekly. Topics will have to be reviewed and approved. We are hoping to gear topics strategically with what is happening or a hot topic throughout the year. We also discussed that at some times there may be a question that is not on topic and it should be allowed. Have topics but do not exclude other discussion, only reject advertisements or inappropriate comments, probably very few posts will be rejected.

Moderators will check the list serve every day, it was suggested that the same time each day would be best to approve/disapprove postings. We thought that we needed to have a second person to be available if needed.

- Discussion list guidelines – automatically pop up and have to agree to the guidelines and netiquette
- All documents will be incorporated together. Our task force will practice for this month and on Nov. 19<sup>th</sup> Deb will train the rest of the task forces on the list serve
- It will be released several different ways: State Newsletter through Nancy and also parent organizations
- Dec. 1<sup>st</sup> is the launch date
- Who to invite? Adult ed/Literacy to begin with. Others will be added strategically with other associations, such as when the MI Developmental Education Consortium has their conference so it can be publicized in their packets. Flyer will put in the MACAE Conference packets.
- **Other Topics:**
- **MMC?**—requirements didn't change—modifications possible by personalizing curriculum. If you want more information go to personalized curriculum. What we discussed last year was approved to go into the Guidebook.
- **GED Content Standards Contextualized? Look over review and update.** Integrate Common core Standards.
- **Career Pathways?** Tabled—too large
- **Admissions tool for each partner agency:** What is required from literacy to adult education to post secondary
- **Regional pipeline requirement**
- **Contextualization Resource Guide:** Format tool to put on MAEPD. Submit idea to TEMA
- **Building employment skills into curriculum**
- **Distance Learning Policy** – Nancy. Should go through Accountability?

**5. New Business – Finalized Topics:**

- TEMA small group: Pete, MaryAnne, Bill

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- GED Content Standards, Goals review/update: Jane, Nancy
- Common Core Standards: align to post secondary career readiness and compare to our content standards: Christy and Nancy will have a discussion with Dept. of Ed.
- Template for regional pipeline transitions requirements and Admissions Tool suggestions: Susan, Kelly, Linda and Carole
- Template for Contextualized Resource Guide—move through TEMA

**6. Other – Small group discussions**

- **Create tasks, timeline and if any extra time is needed**

**7. Next Steps/ Next Meeting Agenda –**

- **TEMA** group divided up tasks to be completed by Nov. 12th. Work will be done by telephone and e-mail  
Bill: 1. E-mail confirmation button, and also to have on website itself. 2. Spell out rejection process 3. Welcome message, encourage reading entire message, include can post questions not on topic and how to send message to a specific person instead of entire list serve, include surveys  
Pete: 1. Subject line – check 2. Only rejection, not approve messages sent 3. Message that post is forwarded to moderator is not needed  
MaryAnne: 1. Moderator specifics 2. Task force master schedule 3. Topic approval guidelines  
Question for Deb about disclaimer and how to register

**Pipeline:** Nov.: create content template, organizations in pipeline, readiness in pipeline. Jan.: Finishing, start format, start admissions tool. March: format completed, admissions tool completed

**GED Content Standards:** Nov.: review GED, discussion with Dept. of Ed., Bonnie and Susan, Skills in GED Jan.: whole group will work on review and changes.

Respectfully submitted by MaryAnne Thorndycraft on 10-07-10.