

**Michigan Adult Education Practitioners Task Force**  
**Curriculum Task Force**  
Lexington Hotel, Lansing, MI November 19, 2010

**Meeting Minutes**

**Present:** Kelly de Souza, Mary Hoag, Jaffiria Leach-Orr, Susan Ledy, Christy Luckey-Nelson, Pete Palasinski, Jo Pamment, Jane Rudisill, Bill Sherb, Linda Spoelman, MaryAnne Thorndycraft, Carole Wells

**Welcome/Call to Order:**

- Sign-In Sheet
- January PTF meeting memo reviewed
- Collection of travel mileage sheets with MapQuest attached

**Review of Agenda:** The agenda was reviewed and agreed upon. We will work with Deb Hargrove and TEMA in the a.m.. In the afternoon we will work in small groups on TEMA, Common Core Standards, Pipeline for Transitioning, and GED Content Standards

**Approval of Minutes:** A motion to approve the 10-1-2010 meeting minutes as written was made by Carole Wells and seconded by Mary Hoag. Motion carried

**Open Issues:**

- TEMA discussion List Serve Discussion
- PTF moderator Schedule was given to all task force members.
- CTF TEMA Topic suggestions were given to the other task forces.
- Final documents/Welcome/TEMA Guidelines/Netiquette/Frequently Asked Questions
- Rejection notice is in FAQ
- Finalize the roll-out plan
- Plan to change the weekly moderator by the scheduler. Five members of the Curriculum Task Force will act as Schedulers for a month at a time. They will be responsible for taking the moderator for that week off on Friday and putting the next week's moderator on for the following week.
- We decided that we will not close the list for holidays and summer, but just not introduce a new topic. The summer is the month of July.

**New Business:**

- Practitioner's Taskforce Moderator Training
- MAETC workshop sessions: TEMA workshops

**Next Steps./Next Meeting Agenda:**

- **Common Core Standards**

How do we do it? It is a large task It doesn't totally align with our Content Standards because ours is getting ready for post-secondary/employment. English/Language Arts applies to Social Studies/Science, Math is separate.

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Might be able to incorporate into the GED Content standards, will review when we are working on the GED standards.

▪ **TEMA:**

Discussed the training

We discussed possible topics for our month.

They are: What is happening in your area to transition students to community college?

How are you collaborating with literacy programs in your area?

How are you sustaining partnerships in your region?

Who is piloting GAIN, will you share how it is going?

Clarification of legislation regarding Section 107.

How are you using Keytrain or Career Ready 101?

What do you use for pre-GED students?

What practice test do you use for GED students?

Strengths/Weaknesses of CASAS?

How do you start a new GED program?

What is remediation to MI Works, Community College and Adult Education?

Articulation agreements?

We decided on the five schedulers for TEMA. They are Pete, Bill, Kelly Christy and MaryAnne.

Christy will be the moderator/scheduler next week for practice for the rest of the task forces.

▪ **Pipeline for Transitions within Regions**

The format is being created. It will be a tool to use in each of the 17 regions. Three of the team members come from the same region, they will pilot the template in their region before giving to all regions. They will create a visual showing the entrance and exit criteria at each point of the continuum. It was suggested that they talk to Erica, it is thought that she is working on something similar.

▪ **Updating the GED Content Standards**

We will work all together on these standards at our January meeting. We hope to meet the day before our PTF meeting at 2 p.m. to begin work and continue the process the following day. To speed up the process we chose individuals to review and bring their thoughts on specific areas.

Jane and Linda will work on Writing, Jaffria and Christy will work on Math, Pete and Bill will work on Social Studies, MaryAnne and Susan will work on Science, and Kelly and Jo will work on Reading.

Christy will send out an e-mail after she gets approval to meet the day before.

A Motion to adjourn was made by Jo Pamment and Mary Hoag. Motion carried 2:30 p.m.

Respectfully submitted by MaryAnne Thorndycraft on November 19, 2010

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