

Michigan Adult Education Practitioners Task Force

**Curriculum Task Force**  
**Lexington Hotel, Lansing, MI      April 23, 2010**

**Meeting Minutes**

**Present:** Kelly de Souza, Mary Hoag, Christy Luckey-Nelson, Pete Palasinski, Nancy Rotarius, Jane Rudisill, Bill Sherb, MaryAnne Thorndycraft

**Housekeeping Items:**

Sign in sheet was distributed.

Travel/mileage sheets were collected

Approval/Corrections of the February Minutes (2-26-2010) were made by Pete/Bill. All present approved.

Two typos were corrected: The ESL advisory group has a meeting the following Friday; it is a work date. Jo will see if they can have it done by our next Curriculum meeting in April.

**Old Business:**

**Finalize MMC – Adult Education Policy Statement:**

Pete/Jane approved as presented. All approved.

A copy was given to the Accountability Task Force for review. Nancy will give a copy to Dianne to approve and add to the State Adult Education Guide Book.

**ALP Revision:**

The ALP revisions were reviewed by the Curriculum Task Force and suggestions were offered. The Accountability Task Force also reviewed. Sandy Thelen is revising the ALP to accommodate the new Assessment Policy; however the Goal setting changes will not be incorporated at this time due to MAERS not being able to collect the data.

**August Workshop:**

We are responsible for a half day session, either August 10<sup>th</sup> or 11<sup>th</sup>. The workshop will re-release the ESL content standards with contextualized examples. Since the ESL Advisory Group had their Spring conference today, Jo or Carole were unable to attend. Christy will talk with them to get the status of the revisions and to see if this workshop topic is still feasible.

**TEMA Discussion List Serve:**

**Transforming Education for Adults in Michigan.**

We discussed changing the name to TEAM instead of TEMA. It was decided to keep the name TEMA; it is original. We discussed the logistics; what is needed for the project. We created a guideline and netiquette. After further discussion, we decided we had a lot of questions. Christy is going to set up a conference call, working with Nancy on the State conference call system. She will invite Deb Hargrove and Tim that manages a NIFL list serve to the conference call to help answer our questions and concerns. We created a list of questions. Nancy will create a meeting wizard to determine the best time for the conference call for our committee.

**Curriculum Task Force**

**Lexington Hotel, Lansing, MI      April 23, 2010**

MaryAnne will create a flyer to put into the conference packets. She will send to Christy to review and to make copies. The flyer will include what the list serve is, tentative date of launch, and where to sign up.

**Questions**

1. Is it possible to sign up for the list serve now, or this summer before it is launched?
2. Is there a standard response if the response is not appropriate to make it easier for the moderator?
3. Length of time suggested to keep a topic open?
4. How long will it be archived ?
5. How will it be archived? By topic? By person?
6. How many moderators are needed for the year?
7. Is there an on-line training available for moderators?
8. How would guest moderators sign on?
9. Do you have to pay guest moderators?
10. What is the moderating process?
11. Is there a second opinion person available? Who would that be?

We brainstormed topics and guest moderators:

**Topics**

1. Contextualization
2. Assessment
3. Creating Partnerships
4. MI Works
5. Transitioning students to community colleges
6. Articulation agreements
7. Distance learning
8. Career pathways
9. Workplace literacy
10. Implementing MMC with adults
11. Keytrain/MI NCRC
12. MAERS
13. Sharing data
14. Using data to improve programs
15. Best practices in ESL instruction
16. Best practices in GED instruction
17. Remediation
18. Establishing common language between MWA/CC/Adult Ed.
19. Dealing with L.D. students
20. Clarifications of legislation
21. Recruiting/Retention best practices
22. MPRI
23. Other grant money available for transforming adult ed.

**Curriculum Task Force**

**Lexington Hotel, Lansing, MI      April 23, 2010**

24. EFF
25. Numeracy
26. Alternative/at risk students

**Guests**

1. MWA
2. Michigan Community College Association (Adrienne Nichols)
3. DELEG Representative for NCRC
4. Rochelle Riley
5. Tennessee EFF presenter from COABE Conference
6. Donna O'Brien from COABE Conference
7. Workforce Alliance
8. C.T. Turner from GED
9. CASAS rep. – Kathleen Sullivan

**List of Completed Items for 2009-2010:**

1. MMC and Adult Education policy statement for the State Adult Education Guide Book
2. ESL Content Standards contextualized to employment and life situations
3. Suggestions for ALP revisions
4. Development of TEMA list serve

**New Business:**

**Topic Ideas for Next Year:**

1. MMC as it applies to adults
2. Re-evaluate the list serve TEMA
3. GED Content Standards contextualization
4. Partnerships impact on the instruction for adults
5. Career Pathways
6. Open Entry/Open Exit
7. Determining competencies to award credit for MMC course
8. Distance Learning Content Standards/Policy
9. Contextualization Resource Guide