

Curriculum Task Force

Lexington Hotel, Lansing, MI

January 13, 2012

Present: Deborah Stewart Anderson, Amy Boyles-Sfetkides, Kelly de Souza, Brian Frazier, Sandra Grosso, Mary Hoag, Christy Luckey-Nelson, Jo Pamment, Keita Rieckhoff, Jane Rudisill, Bill Sherb, Linda Spoelman, MaryAnne Thorndycraft, Carole Wells, Jim Gornick

I. Welcome/Call to order—by Christy Luckey-Nelson

Sign in sheets

March 9, 2012 PTF meeting

Collection of travel mileage sheets/Mapquest

Approval of Meeting Minutes of 11-18-2011. The minutes were approved as written by a motion made by Sandra/Mary. Motion carried.

II. Old Business:

Large Group Session

State Conference Presentations:

Preliminary ideas:

Pipeline with the other group, PPI ?

Developmental Education, Linda will be doing a separate presentation

Tutor training committee will do a presentation

Financial Literacy committee will do a presentation

Employability Skills committee, possible clusters presentation?

Distance Learning committee not sure. Distance learning committee needs to review the distance learning policy and tweak.

Christy volunteered to help present if needed

Brian will find out about where the State is at in accepting the policy we created last year on MMC and adult education.

When each sub-committee meets in small group need to do 4 things: 1. Determine deliverables; 2. Needs of the group (conference call/room needs), distribution, copies of materials; 3. State conference contact person, who will write the application that must be done on line; 4. Leader for the group.

TEMA discussion list serve discussion:

Suggestions for Ask the Expert?

Possibilities: CASAS, Tutor training, MAERS with Tania/Dean, Data: performance requirements, how do you know what you need, State expert: Katie will ask if this is a possibility.

Idea at the Conference is to put posters around that say “Do You Know What TEMA is? To get people who don’t know to ask.

III. Small Work Group Sessions

Report out:

Job Readiness/Employability Skills: Deliverable will be a crosswalk from Employability skills NCRC and Contextualized learning from Hospitality/Retail and Clerical tool kits created by NHRD. Needs: copies of the 2 books to give. Need a list from MAEPD of participants who got materials to see how it is working in their programs. Conference application will be done by Katie and the Leader of the group will be MaryAnne. Besides the conference presentation we will request the crosswalk be included in the list of resources that MAEPD has on-line and also TEMA.

Financial Literacy: Bonnie will be presenting the Financial Literacy tool kit at the conference.

Our group will present practical applications using the tool kit. There will be a 20 min. presentation and then panel discussion on how it has worked so far. Mary and Jo are co-leaders, They will need to have a pre-meeting March 8th, 4-5 p.m., materials: extra tool kits. Along the way they will be doing bits of the ABE content standards in relation to financial literacy.

Pipeline: They will have a tool kit next year, which will include internal barriers. For the conference this year they will be using the Health tool kit. They will present a visual pipeline, what is it, transition points. They will use the health curriculum as a tool for plugging leaks in the pipeline, increasing persistence. External/internal barriers. Work with the health curriculum tool kit. Linda will be the leader, Carol and Linda will present. Needs: They need copies of the tool kit.

Tutor Training: They will present basics—working with the adult learner. They will give techniques, contextualized learning. They will also include ESL students. It will be participatory/small group. They will talk about assessment—formal/informal, goal setting, lesson planning. It will be a resource booklet; there will be handouts with each section. Keita will do the application, Debra will be the leader. Needs: possibly help in making copies for the presentation.

Distance Learning: Deliverables 1. Content standards for distance learning, 2. Policy—draft

The conference presentation will be the draft of the distance learning policy. They will illicit input on the policy and the content standards. Needs: They will need to do a conference call. Leader is Sandra. The application will be completed by Bill and Sandra.

IV. Additional discussion:

Content standards/common core? We will be putting on hold updating **ABE content standards** until we know the direction of the State. Christy will be following up with the State.

Attendance policy—Data PTF will be handling

Idea for the conference was brought up: To give jump drives with all of the presentation handouts included. It would save copying charges. Could have the jump drive attached to the lanyard given at the conference. It could possibly be given instead of the bag? Conference committee members will bring it to the next meeting as a suggestion.

Michigan Adult Education Practitioners Task Force

- V. **Adjourn:** The meeting was adjourned at 2:40 p.m. A motion was made by Mary/Carole. Motion carried.

Respectfully submitted by MaryAnne Thorndycraft