

Curriculum Task Force

Lexington Hotel, Lansing, MI

11-18-2011

Present: Deborah Stewart Anderson, Karre Ballard, Theresa Barr, Kelly de Souza, Brian Frazier, Jennifer Grimm, Sandra Grosso, Mary Hoag, Christy Luckey-Nelson, Keita Rieckhoff, Jane Rudisill, Bill Sherb, Linda Spoelman, Liz Stark, MaryAnne Thorndycraft, Carole Wells, Kate Wolinski

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

Sign in sheets

January 13th PTF meeting

CTF membership information

Collection of travel mileage sheets/MapQuest

Approval/Corrections of Meeting Minutes of 9-30-11:

The Minutes were approved with two changes, the date should read 9-30-11 and Deborah Stewart Anderson should be a member of the Tutor Training Committee not the On-Line Distance Learning committee. Motion made by Carole and seconded by Sandra. Motion carried.

II. **Old Business:**

Large Group Session

Pipeline Sub-Committee with P.P.I.

The members of this committee are: Carole, Linda, Susan, Jennifer and Theresa

PPI is looking at retaining students and overcoming barriers, keeping students in school, leaks in pipeline with the program. Our sub-committee is looking at leaks between programs.

Both committees will continue to work and then collaborate and create a tool kit as the final project.

State conference presentations

We will discuss when meeting within our small groups which sub-committee has a presentation for the State conference. We need at least two presentations from Curriculum Task Force. The Call for Presenters application form must be completed.

TEMA Discussion

“Ask the Expert” sessions, a possibility

Should topics be longer than a week? Some topics could extend.

Need to add additional directions to the moderator to stimulate conversation. It is ok to ask a question not on the topic.

Summer topic might just be sharing information

“Did You Know” statistics included at different intervals

Preparing for the Fall

Not a lot of traffic on the list serve, we need to market more. Get teachers involved, best practices.

Marketing plan: Internal/External audiences

Could we use the teacher’s e-mail addresses that have registered for workshops through MAEPD?

At conference: put name in basket when individual registers, each person gets something.

After the discussion the main ideas were:

1. Pose topics longer
2. Summer strategies
3. Market more, facilitating at the conference. Put topics on a power point at the conference, have individuals reply to it right there.
Using Constant Contact to promote to TEMA
4. Include directions about junk mail. Sometimes the messages go to junk mail instead of e-mail.

Attendance Policy

Brian distributed a draft attendance policy. He requests any comments to be sent to him. Both the State and Federal government are requiring that adult education have an attendance policy.

Some suggestions were: to add distance learning and learning labs.

We will put on our agenda next month for further discussion.

Reading Works

Deborah reported on a new initiative in her area. There are 9 Literacy organizations involved in southeast Michigan.

- III. Small Work Group Sessions: 5 sub committees: Distance learning, Employability Skills, Pipeline, Tutor Training, and Financial Literacy

Tutor Training:

Conference presentation – ESL learner/Least Literate, short basic tutor instruction, how to train tutors.

The group might be done by January

Financial Literacy

The group will post on TEMA for February, “What do you feel needs to be included teaching financial literacy?”.

They are reviewing Career Pathways through MAEPD

There are free materials at www.FDIC.gov Smart money

Teacher training materials on banking, credit, checking, savings accounts, credit cards, home ownership. It is self-paced for the student. Good for alternative ed. also.

The group goal is to create a resource list/tool box that teachers can take and use in their classrooms. They would like to create Financial Literacy Content Standards

Conference presentation: possible to add to MAEPD workshop on Personal Finances

Pipeline

No conference presentation—maybe with the other group (PPI)

They are looking at tools, student friendly.

Jennifer will create a visual

Starting points will be generic, ABE/ESL/GED/HSC then to post-secondary/employment.

They will create a template for resources, space added to customize.

The group will need time beyond our regular meetings to complete their tasks.

Distance Learning

Create a distance learning policy not on-line policy. Tweak the policy there currently is and have it approved.

Create a policy for on-line learning. Need to do more research on the topic. They are reviewing IDEAL handbook.

Distance and on-line learning are not the same.

The group would like to present the question on TEMA: “Who in adult education uses distance learning?”

Their deliverable will be resources and best practices

Computer literacy competencies, best practices. These competencies need to be completed before success in distance learning.

No conference presentation

Maybe best practices, shared through adult ed MAEPD

Employability Skills

NCRC and MI NCRC, Brian will check with Keenan Wade if that is still on the State agenda. Katie will be giving us more information on clusters next meeting.

Possible conference presentation by Katie and Erica on the 5 clusters.

We also discussed MMC and adult education. Brian is going to help get the proposed policy we worked on last year into the Adult Education Guide Book.

- IV. A motion was made by Carole and seconded by Mary to adjourn the meeting.
Meeting adjourned at 2:45 p.m.

Respectfully submitted by MaryAnne Thorndycraft

