

**Curriculum Task Force**

September 30, 2011

Lexington Hotel, Lansing, MI

**Meeting Minutes**

Present: Deborah Stewart Anderson, Karre Ballard, Theresa Barr, Amy Boyles-Sfetkides, Kelly De Souza, Pamela Gosla, Jennifer Grimm, Sandra Grosso, Mary Hoag, Susan Ledy, Christy Luckey-Nelson, Jo Pamment, Keita Reickhoff, Liz Stark, MaryAnne Thorndycraft, Carole Wells, Brian Frazer

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

- Sign In sheets
- November meeting memo
- Mileage sheets
- Master membership list-update information
- Welcome and Introductions
- Ground Rules for Meetings

II. Review Agenda

- Housekeeping
- Old Business:
  - Large Work Group Session
  - TEMA
- New Business:
  - Large Work Group Session
  - Finalize agenda items for 2011-2012
  - Small Work Group Session
  - Create plan/tentative schedule for agenda items
  - Determine responsibilities for group

III. Approval of Minutes—the minutes of the April 28, 2011 meeting were approved as written. The motion was made by Carole Wells/Susan Ledy.

IV. Discussion

- TEMA—clarifying marketing, why be a part of the list-serve?
- Marketing plan
- Teacher/Administrator topics
- Create a group to work on the issues

AEAG Topics plus Curriculum Task Force topics from last year:

Topics discussed were:

- TEMA
- ABE Content Standards—update
- Common Core Standards—incorporated/implementation

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Job Readiness/Employability Skills  
Contextualized learning  
Financial Literacy  
Distance Education, on-line learning, better definition  
Tutor Training—include best practices  
Pipe-line  
Integration of services to the least literate

V. New Business:

Decide on topics

1. TEMA—The other PTFs will give suggestions to Christy. Telephone conference before next meeting.  
Members: Christy, Jennifer, Liz and MaryAnne
2. ABE Content Standards/Common Core Standards  
We will work on this topic as a large group each meeting to update.
3. Job Readiness/Employability Skills—MaryAnne, reporter  
Tasks:  
What do employers want  
Review Michigan endorsement  
Provide resources: curriculum that addresses measurement  
Develop a Checklist that is objective to determine how soft skills are assessed.  
Develop a Master list of job skills/lower level.  
Develop Cross walk to NCRC  
Develop Workshop—Spring conference  
Develop Timeline—by March  
Members of committee: Pam, Susan, Brian, MaryAnne, Carole, Jennifer
4. Financial Literacy—Liz reporter  
Tasks:  
Review materials on MAEPD website  
Workshop in April  
Topic on TEMA—checking for best practices in MI  
Compile information for State  
Timeline—by January meeting  
Members: Mary, Jo and Liz

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5. On-line/Distance Education/Computer Literacy—Sandra reporter  
Tasks:  
Define what is on-line/distance learning  
TEMA topic  
Best practices  
Create policy for adult students on distance learning  
Timeline: 3 meetings  
Members: Deborah, Karre, Theresa, Amy and Sandra
  
  6. Tutor Training/Volunteers—Keita reporter  
Tasks:  
Marketing need for tutors  
Review MAEPD tutor modules  
Compile knowledge, best practices  
Workshop?  
Timeline: 2 meetings  
Members: Kelly, Keita
- I. Adjourn at 3:00 p.m.

Respectfully submitted by MaryAnne Thorndycraft 10-6-2011.