

Michigan Adult Education Practitioners Task Force
Data and Reporting System Task Force
Lexington Hotel, Lansing, MI

Meeting Minutes
April 23, 2010

Present: Tania Butowski, Robin Dennis, Mary Marcil, Sue Muzzillo, Erica Nakfoor LaVena Paquette, Bert Quinn, Dean Smith, Kim Thinnis, and Gary Tweddle.

1. Welcome/Call to order - Kim

- 8:30 a.m.
- Housekeeping: sign-in sheet passed around, PTF List for corrections – Gary has changes and they were submitted to Kathleen.
- MAETC & SB-CEU Assistance
- Dianne stopped by to thank everyone and let them know that the PTF participants are going to be recognized that the conference.

2. Approval of Minutes - Kim

- Dean motioned to approve, LaVena seconded, Motion carried.
- Kim will e-mail minutes to entire group after each meeting so group can review prior to meetings.

3. Update from the Department – Kim

- No updates from the department at this time.

4. Open Issue - All

- Definitions: Tania reported that there were no new definitions at this time.
- Snap shop – Mary. A final version of the 80-09 was distributed by Mary. Mary reported that Kathleen requested a few changes. It will have the new logo currently located on the last page. (This document will have the MDELEG not MDLEG logo even though it had not changed for the 08-09 year.) It was suggested that page 2 bar graph be changed to same colors from other charts. Another request was to make the PTFs alphabetical. Also the logo is out of focus and needs to be corrected. It was request that page 4 have a line taken out or shade so it appear to be together. Any other suggestions need to be to Mary by the end of the day to be submitted to Patty this afternoon. Group accepted.

5. August Institute - All

- The August Institute dates will be August 10 & 11th. Data and Accountability will present two 3 hour session on August 10th.
- Dean will generate handouts on data for regions with strictly AE information. This handout will provide AE data to be shared with other LEAs, Literacy Council, CC, & MWAs. This will give Director's an idea what they are comparing old with the new regions from the transformation. Areas without data will receive a neighboring region.

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- Maps of regions for will also be distributed.
- Separate handout – Where to find information, like a website, for locations of Literacy Councils, CC, MWA, and others deemed appropriate. Those may be transportation, MRS, employers, etc. One site to be used may be the site with the CC map – www.mcca.org/content.cfm?m=22&idid=22 as an example.
- Tania/Mary regional data printouts
- MWA Bert
- Karyn will present this data as a baseline.
- Look at new ways to deliver – site, areas served, areas in need, how to better serve population of region through different ways – MWA & CC. To help decision making for the directors.
- Give directors ideas on how to collect data from the RFP etc. How will it look in 2 years for data collection? Help directors see that the how to take this information to the ALCB for data collection for the 2011-12 year. Don't have to give answers, but provide scenarios. Look at needs not mechanism for data collection.
- Strategies: – Team and Collaboration - How directors can share demographic w/ALCB for team efforts and decisions?
- Assign seating by region w/17 tables
- **Next meeting for preparation of the August 10th workshop will be on Thursday, June 17th 10 – 3 p.m. Kim will ask Middle Cities. A practice session is schedule for Thursday, August 5th from 10 -3 p.m. (Update to Minutes - Kim called Amy at Middle Cities on 4/27/10 and scheduled both dates for room usage.)**
- **Kim contacts everyone regarding assignments and meeting dates.**
- **Kim presented information/agenda to the AFT**

August Institute Data Agenda:

- Welcome and Introductions (15 minutes)
- Maps/Resources – Angela/Sue/Bert (15 minutes)
Partners
- Regional Demographics – Mary/Tania/Dean (45 minutes)
How to interpret and explain data to Stakeholders.
- How to collect Data – Tania/LaVerna (15 minutes)
(Others that received the RFP and presented at the MAETC could participate. Tania will gather information and LaVerna will present.)
ALCB – what do you need? 5 minutes from each person
Look @ needs not Mechanism – Robin

15 Minute Break

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- Strategies for Team/Collaboration – Kim/Karyn/Erica (15 minutes)
- New Ways to Deliver Services – Gary/John/Judy (15 minutes)
- Mentoring – Brief Summary. MACAE will host MDELEG’s mentoring. – Karyn (15 minutes)
- Questions/Answers (30 minutes) Note cards for questions/answers – LaDean/Group

6. Transformation Taskforce - Kim

- Implications for MAERS and PTF were discussed in February. Decisions on data handling needs to be determined by ALCB. MAERS will need to be changed, but we can provide data to regions as we will do in the August workshop for regions when needed. We will hold off on TTF discussion until have more from the legislative end. Note that the federal grant will be administered by region in 2011-12. This is tabled until at least next TTF meeting.

7. List Serve – Questions/Answers – All

- Several members expressed concerns about the responsibility and potential for misinformation. We have strong reservations that prevent us from participating at this time. It is suggested that questions be given to MDELEG if needed and they answer. This is a quality and integrity issue as those that may provide assistance from outside the MDELEG office may inadvertently give incorrect information. This concern will be shared with the other PTFs.

8. Deliverables – All

- MAERS training, Dean’s support group, August Institute (New directors), Snapshot, ALP, Definitions, Mentoring Program, 4 presentations at MAETC (MAERS, Computerized Attendance, Beyond MAERS), Marketing materials, Goal-Setting Draft, and Update to Follow-up Manual.

9. Topics/Projects for 2010-11 - All

- Transformation - data collection, regional data collection, workshops for transition/support. MACAE, PTFs, and MDELEG could do presentations. Each workshop may need to be customized and these individual workshops could enhance the large picture so that after participating in each the transformation will be implementable.

Respectfully submitted by Kim Thinnes on 4/27/10.