

Data and Reporting System Task Force

Lexington Hotel, Lansing, MI

October 16, 2009

Present: Karyn Goven, Bert Quinn, LaDena Watts-George, Robin Dennis, Sue Muzillo, Erica Nakfoor, Kim Thinnes, Ray Gustafson, Tania Butkowski, Dean Smith, LaVena Paquette, Mary Marcil, and John Fonash.

1. **Call to Order** – Karyn at 1:05 p.m. (morning spent in General Session)

House keeping items:

- List of contact information passed to group. Individuals should initial correct information or made changes. Also passed attendance and hotel sheet for next meeting.
- Introductions of members of the task force including, name, district, and other important information. New member Ray from Zeeland was welcomed.

2. **Approval of Minutes** from April 3, 2009

LaVena motioned, Dean seconded, motion carried. Minutes approved.

3. **Updates from the Department**

Department updates before task force met. All groups heard information from Dianne Duthie, Cliff Akujobi, Dean Smith, and Kathleen Sullivan.

4. **Open Issues**

A. New Definitions - Tania

Goal setting policy will bring up new definitions.

B. Review of August Workshop

- The August workshop was not very well attended and possible reasons for the low attendance were discussed. The group received positive reviews by those in attendance. One reason could be that the workshop did not focus on data as much as in the past or as the field expected. The workshop was geared toward directors, but it was recommended that it also apply to administrative professionals. The group needs to think about what the target population would be for our presentations next year.
- MDELEG should provide technical training or assistance workshops. Presentations on goal-setting would be helpful as would a technical support group for the field.
- MAERS technical assistance is also needed. It was suggested that Dean provide information on what most technical assistance calls are regarding

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and the task force could create a training tailored to those specific needs. It was discussed that a regional support group that would provide tech. assistance for MAERS and MDELEG could create an on-line tutorial. Dianne would need to make this request. To make a regional support group, Dean would need to provide a list of names that would be considered good resources and the task force would need to make contact with them for to consider participating. National Human Resource Department (NHRD) provides financial support for this type of training. Dean could the train group that would eventually provide technical assistance for their region. These regional trainers would report back to Dean. The group has a sense of urgency to provide training for MAERS technical assistance to provide basic skills and how to reports then use them. This would include both directors and administrative professionals.

The group finds multi-levels of concerns with MAERS. We need MAERS update/refresher, new users, and other data reporting systems to be addressed. Some of these are in conflict with one another and should be addressed. We could give registrars a better understanding of the process not just MAERS.

- It was determined that key people as potential regional trainers could be contacted in December and provided training. In January, training to support staff could take place.
- It was estimated that 50% of service providers did not have data entered at the end of June. MDELEG can't rely on e-mail or MAERS to contact those that need training must use US Mail.
- DELEG is working on CEPI/MAERS and data matching.
- Group could call the training and volunteers: M & M – MAERS and Mentors or Dean's Data Deputies. If we use Data Deputies, we can distribute badges after completion.
- Recommendation that MAERS can download information into CEPI and MIS.
- Group discussed the possibility to using MAERS as a data management system rather than just for data collection. In December Erica will report what Florida is doing. We could ask those using other data management systems and ask what they need to use MAERS for management. Question arose about pupil tracking served in AE.
What would be needed to make this work:
 - 1) Expand MAERS and universal agreement by providers.
 - 2) State/fed/other resources.
 - 3) Commitment of districts.
 - 4) MAERS would need more MDELEG staff.
 - 5) Regional communication regarding matter.

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6) Training/Support for providers.

- ALP needs to be changed to work with MAERS.
- In December, Dean could provide list of mandates.

In closure, we'll find a date for instruction for regional trainers. Dean will provide list of names and a list of collectables for data. Erica can find info about Florida. Then we must create a survey for users on important uses of data management.

Recommendations for this area:

- On-line training for new programs.
- MAERS given capabilities to interact with SDS/MIS (5th year recommended).
- Create a cost and time comparison for different data systems and multiple data entry. We need to look at this and find ways to be more cost/time effective, which will be an agenda item next meeting.
- Training for MAERS trainers/training for others.

C. Mentors

Karyn will send letter asking new directors if they are interested in a mentoring program. At next meeting we'll assign data taskforce members as their mentor.

5. New Business

ALP/accountability/reporting was discussed. Federal performance measures were discussed and that we need a different type of report. It will need to be developed.

A. Goal Setting

- See hand-outs and definitions pages 1 & 2. Note that the Transformation Task Force is working on several definitions.
- Long-term/terminal goal - Terminal may be when funding ended. Remove second sentence of handout definition.
- Terminal goals should be defined as: After the participant achieves their long-term goals, they will no longer need adult education services and subsequently have reached a termination point for participation. (I.E. High School Diploma/GED)

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- Attain HSC Credits - Barriers to the HSC student within a program was discussed with less than 75% credit completion. It could be difficult for program and student in selecting a goal. Everyone has different needs and time frames.

Dual Enrollment was discussed. If a score is low level then their incremental goal will be remediation/improve skills while working on HSC as well.

This will not be likely implemented until the beginning of a program year 2010-11. MDELEG will need to provide workshops.

- Number of short-term goals – 4 total.
- There is no current writing testing for ESL; only reading, math and language. Only Kathleen Sullivan is trained for writing administration. Writing is similar to GED. All writing samples would go to Kathleen for scoring. Remove writing from page 3.
- There are 3 employment related goals and can be long-term or terminal goals as well.
- Top paragraph has line missing on page 3.

Everyone will read goal setting document and make individual recommendations at next meeting.

B. Transformation Task Force

Briefly discussed that the task force is working on definitions and the CLEG report.

C. New name

It will be suggested the Data and Reporting System Task Force be renamed Data Reporting and Accountability Task Force.

6. Recommendation for Department

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- Training for MAERS trainers/training for others.
- Changes to goal setting policy document as found above with more after next meeting.
- Change name of task force to Data Reporting and Accountability Task Force.
- Breakout session for the spring conference on how the different data systems for management with reports can be used effectively.

7. Agenda Items for next meeting: December 11, 2009
Goal Setting Document and recommendations.

Meeting Location back at the Lexington Hotel, Lansing MI