

Data Task Force

Lexington Hotel in Lansing, MI November 19th, 2010

Meeting Minutes

Members Present:

Karyn Goven, Ray Gustafson, Gary Tweddle, Judy Cock, John Fonash, Mary Marcil, Tania Butowski, Robin Dennis, and Lavena Paquette, Kim Thinnis, Angela Steele, and Erica Nakfoor

Agenda:

I. Welcome

II. Minutes

- Mary motioned for approval, Tania approved, Robin seconded
- Approved by the taskforce

III. Response from the Department/MAERS update:

- This year MAERS will be patched to work.
- Diane is looking at a new database for the future. Cliff went to Georgia to look at other data systems
- DIT is charging \$25,000 a month for support and we are not getting the support needed. For the last 5 months and perhaps longer, DIT has not responded to anyone's technical support questions. The only responses that anyone in the field has heard have been directly from Dean.
- AEAG met and made a recommendation to Diane that a data team is formed and provided feedback to MDELEG. Members would include Data Task Force people, clerical staff, and other important members.
- It was suggested that the firewalls be removed between agencies so that we can access each other's data and help each other with assessments and follow-up.

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- Michigan Works does a data match w/ social security numbers and if the firewall was removed between Adult Education and Michigan Works, we could then share economic data and follow-up better. The connection needs to be with UI wage record. There may be other valuable data from DHS and Michigan Works aside from just wage follow-up.
- MDELEG met w/ MIS to discuss the above. There was a deadline of September 2011 for the PI data to be up and running. Adult Education is the first step.
- MDELEG applied for a data grant and it was not awarded to Michigan. It was given to states further along in the process.
- The regionalization recommended is not necessarily feasible w/o a new database. This process needs to be extremely flexible, because each region is creating their own process, program, etc. We are talking about multiple funding sources, the need to share data, etc. The data system needs to be responsive to the designs created by each region.
- Our hope to that Dean asks for feedback from the field. Our recommendation is that Dean is invited to the January meeting to present the new database to the Task Forces and to ask for feedback from all present agencies and task forces. He is our contact at the state in regards to the development of the new system.
- The role of this committee is to represent the state in regards to the data needs post regionalization.

IV. Old Business

a) Survey Results: Everyone looked over the responses...

i) What does it mean?

-It looks as if the number one need is follow-up data match.

-Reminders and reports when an assessment is due and follow-up is due was the second wish.

-The number 3 need was instant reports that are real time. Waiting until November to get the previous year's data does not make sense.

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- Agencies would like emails from MDELEG in regards to MEGS and MAERS due dates. Prior to the listserv being sent, MDELEG should test the systems to make sure that they are working. This year, they said MAERS was ready to run NRS reports and we ran them and they included all zeros. MDELEG responded to individual agency questions about the n instead of testing MAERS prior to November 1st and then responding to all agencies saying, "There is a problem we will let you know when MAERS is working again." Shouldn't an extension be given when the problems lie on MDELEG's end. MEGS was also down in November and MAERS will be shut down for part of November. Is this the best timing when we all have final reports due this month?
- Attendance: Many agencies do not feel comfortable trusting the new database and the state to track attendance and they will need to continue to do 2-5 databases for back-up and accuracy.
- Transcripts would be great.
- Running schedules was the least important in regards to agency opinions.
- What else did the field suggest that we did not put on our list of dream database functions?
 - Why do we have to contact Dean or MAERS tech support to delete someone?
 - STUREC employees get back to people in one day. MAERS tech support does not respond to the field at all or even w/in the year. Bob is very responsive to the field.
 - We need something that we all can use. We need something reliable. We need something real time. We need something that does not have to be duplicated in other database.
 - MAERS does not allow us to get anything out. Give us a database that allows us to get reports out, that are helpful to agencies, in real time. Immediate reports are needed. This recommendation was given to MDELEG 5 years ago.
 - Our fear with MAERS is that NRS reports will be for the region as a whole and not provider by provider or program by program w/in each provider (Institutional, EL Civics, WIA), etc.
- 75 people responded to the survey, so this was a great number!

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-Is there a way that agencies can leave in carry over students instead of exiting and re-enrolling them each year. Is this the best use of our time?

-The MEGS issues are responded to quickly and they keep agencies w/in the loop as to their progress towards fixing issues. The same is not true for MAERS. There is no response, we are not alerted as to issues and progress towards fixes. Why is this?

-We suggest that as MDELEG creates a regional data committee, we make sure that the right people are on that committee (people who do data entry for their program, clerical support, consortiums, small agencies, larger agencies, etc.). Perhaps the membership should be made public so that agencies can suggest other members. We also suggest that MDELEG provide administrative \$ to each region to hire data entry staff for each ALCB.

-The Data Task Force puts minutes in writing and submits them to MDELEG. Our hope is that the minutes are read and the suggestions are investigated and implemented.

-The field is in need of Regional Unified Training.

-Our recommendation is that MDELEG hire a support system that responds to questions and tech support submissions from the field. Agencies hear nothing back from tech support. The only responses are from Dean. The regionalization is going to create a massive amount of new questions, tech support submissions, and the like. Is MDELEG prepared for this needed support and will it be budgeted for?

-Karyn will email the survey respondents with a thank you.

b) Mentor Program

-2 new directors have asked for support.

-Karen asked the group for volunteers to mentor a new director.

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-MACAE: The majority of New Director attendees were from the Detroit Learning Labs because Karen required that they be there. Lennox facilitated the New Directors training and he extended an invite to the conference in the spring. He did a great job.

V. TEMA moderators

(We will bring our calendars back and sign up for slots at the January meeting.)

(We also need to brainstorm topics for discussion at the January meeting.)

*There was some discomfort expressed at the data task force meeting concerning staff having time to moderate the TEMA, comfort in responding in writing to the entire state for how we do it and how we interpret the MDELEG guidelines. Everyone was willing to sign up, but not everyone was comfortable or willing to moderate. We will discuss this further at the January meeting.

Date	Person in charge	Topic
March 7		
March 14		
March 21		
March 28		
July 4		
July 11		
July 18		
July 25		
November 7		
November 14		
November 21		
November 28		

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VI. New Business:

a) Region level

-Regionally compiled data (performance, enrollment, demographics)

-Individual agency performance (performance, enrollment, demographics)

-We need to be able to prove each agency's performance so that the ALCB can train agencies on how to fix their data entry errors and to vote on funding based on performance.

-Break out ISDs, MWAs, and ISDs

b) County level

-Provider, enrollment,

- Some funding formulas compare census to county data. We need to be able to sort and pull county data, if needed.

c) School/Provider

-Everything in the ALP

-Separate NRS reports by funding source (Federal, Institutional, EL Civics), so that we don't have to use our internal database to separate out those served under each. We should be able to run NRS reports to assist us in writing the annual report on each funding source. This would be the proof!

d) Program

-Region number (funded agencies w/in region, other formal and informal partners w/o funding)

-EFL/scale score gains, demographics, student history including (past set and met goals, beginning EFL, pipeline journey, past tests and scores, past jobs/wages, barriers, GED, etc.).

-If we don't do FTEs, we are comfortable replacing Zangle with this master database to obtain Transcripts, class lists, etc. Our recommendations are all based upon the approval of section 107.

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*Note: Some of this information is confidential and should not be publicized w/in the classroom. Directors can share this information with teachers on a need to know basis.

e) Teacher

-Test Scores, Attendance w/ accumulation (Total Hours/due for test/Eligible for more instruction), grade level equivalents (scale score and EFL), competencies mastered and areas of need, and current long and short term goals.

*Note: teacher's need to be trained on confidentiality and what to share and what not to share w/ students and with the class.

f) Other elements to make it an all in one system (We know that we want everything that is on the ALP will be in the new database! Now, we are discussing what ELSE is essential.)

- Number 1 suggestion: Sorting Agents!! "10-4-32-17" This multi-number includes (region, county, provider, building). It is an immediate query option when running reports, so we can run reports based on any/all of the above.
- Region Number
- What is the reason for us not being able to see student's history at other agencies? (past assessments, share tests, follow-up). Students should sign a general student tracking release that allows all agencies in Michigan to share their data and we should all be able to see this online. The UIC can be used for tracking. We should be able to pull up past students to see "where they are now" so that we can see if they enrolled in post secondary and the like. It would help us to track goal attainments.
- We can to roll forward student information to the next program year for those that re-enroll rather than needing to exit and re-enroll.
- We like the idea of having different levels of authority within each agency in regards to what data is accessible, ability to pull into a report, etc.
- State data should all be compiled each year, including trends from year to year, on the MDELEG Adult Education website or the MAEPD website.

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VII. March Conference

- 2 workshops from each Task Force
 - Proposals due 12/17 including narrative
 - In the proposal narrative tell whether you are doing 75 minutes or 3 hours
 - The data task force has done the snapshot in the past (see recommendations to the state). Obtain clarification from MDELEG about if the data task force is in charge of a one page snapshot. We suggest a shift and that we not do it again. Why? We are going green. It's expensive. It is better to have it available on the website for all to see. This would alleviate the need for every agency to run and retrieve statewide reports in MAERS. They would be there for us. Year to year trends would be displayed. We feel that it is much more helpful to have statewide MAERS data on the website including trends instead of on paper. There will not be a workshop devoted to the snapshot. It will only be given out at the department meeting. We will suggest to the state that instead of the snapshot, we instead mirror Kentucky's website state statistics.
 - If we meet in January and Dean is able to come, we could submit a late proposal for a mandatory session on the new database. Dean could lead it, and the data task force could support him. A better plan would be to have a different date. It may be up and running on July 1st. The training should be in March and not at the August Institute
 - Regional MAERS Data Part 2: Tania and Mary could pull regional data from MAERS and report it each region. Cliff would need to pass on the need to MAERS because it takes time to get the regional data from MDELEG. Once Tania and Mary receive it, they can compile it for each region. We could brainstorm a list, as a Task Group, what would be included on each regions data.
- a) Workshop 1: Showcasing your MAERS data! Teaching agencies how to take your NRS reports and create tables and graphs to showcase your agency's progress. This could be done in a computer lab or on the big screen. We would use the new look of the MAERS reports and use them to assist agencies in using them to their advantage. Mary already submitted the proposal. She sent a copy to Karyn via email.

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b) Workshop 2: Coming Soon: NEW DATABASE !! “Getting Down and Dirty with Data!”

MDELEG will have a lot of the specifics in place. They/We can briefly explain the new data system (private or DIT). Solicit input from the field concerning their needs in a new system. We could record this input and pass it off to the database creators for tweaking. The final database will be released July 1st, 2010. Karyn will submit the proposal.

VIII. Recommendations to the Department (see specifics above w/in minutes)

1. Dean present to Data Task Force in January what he knows about the new database.
2. Allow Dean to attend all Data Task Force meetings after January. He is our connection to the new database.
3. Release new database April 1st instead of July 1st to include Bridge students for 2011-2012.
4. Share committee members on Diane’s data committee, so that the field can offer suggestions for who else to invite to that committee.
5. See recommendations for new database functions under Survey Results and New Business (above).
6. MDELEG Adult Education website list statewide NRS information rather than every agency having to spend time running and retrieving the same reports.
7. Can Dean run regional data for each region via MAERS query asap and post every region to the Adult Education website and/or MAEPD, so that each region can immediately use the data for the ALCB and transformation planning. We could start with program statistics/barriers (NRS table 1, 3, and 6). This excludes performance reports because we aren’t there yet. Some regions have already submitted requests to MDELEG for this data for planning purposes. Some agencies heard back from MDELEG and some have not heard back at this point in time. Each ALCB can know who we serve and use the data to identify gaps, plan ahead, and educate our region on each other.
8. Obtain clarification from MDELEG about if the data task force is in charge of a one page snapshot. We suggest a shift and that we not do it again. Why? We are going green. It’s expensive. It is better to have it available on the website for all to see. This would

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alleviate the need for every agency to run and retrieve statewide reports in MAERS. They would be there for us. We feel that it is much more helpful to have statewide MAERS data on the website including trends instead of on paper.

9. Separate NRS reports by funding source (Federal, Institutional, EL Civics), so that we don't have to use our internal database to separate out those served under each. We should be able to run NRS reports to assist us in writing the annual report on each funding source. This would be the proof.

Adjourn

Next meeting: January 14, 2010 at Radisson Hotel, Lansing, MI

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