

**Data Practitioner's  
Task Force Minutes**

**January 13, 2012  
Lexington Hotel, Lansing**

**Members Present:**

Autrey, Kathryn  
Bell, Kimberly  
Butkowski, Tania  
Cock, Judy  
Goven, Karyn

Luce, Erica  
Marcil, Mary  
Muzillo, Sue  
Paquette, Lavena  
Quinn, Bert

Smith, Dean  
Steele, Angela  
Watts-George, LaDean

**1. Welcome and Housekeeping**

- Karyn thanked the group for attending and traveling through the bad weather.
- The agenda was distributed.
- Expense sheets were turned in.
- Sign-in sheet for today and expected attendance for March was passed around.

**2. Minutes**

- Minutes were distributed.
  - Motion to approve by Dean, seconded by Bert. All accepted minutes.

**3. Recommendation Response from Department**

- At AEAG meeting Dianne asked Co-Facilitators to send recommendations with “response needed” in the subject line for a quick turn-around time. Karyn did this and it worked with the latest recommendations.
- We were approved to put MAERS information and trainings on the MAEPD website. There is now a direct link to the MAERS information on MDELEG website. Data would like to recommend another link to the MAERS database.
- Cliff will need to respond to the concern regarding data statistics with fewer than 10 in an area. Should Data take this to PPI? Group supported this idea and a recommendation will be made.
- The recommendation to change “goals” to “transitions” cannot happen.
- The recommendation for social security numbers and follow-up is being looked at currently.
- The MAERS survey was approved and went out on the listserve.
- The recommendation for TEMA to be closed during universal breaks was reviewed. This recommendation needs to be taken to Christy Lucky-Nelson.

**4. Snapshot-Mary Marcil**

Mary presented the draft of the Snapshot.

- We need to change the logo from MDELEG to Pure Michigan even though this was not the logo during the service year being reported on.
  - Tania will send logo to Mary.
- Mary will email the draft to Karyn. Karyn will send the draft to everyone after receiving it so we can review individually and provide input.

- Page 2 – Demographic
  - This page has not changed with charts on a total of participants and other statistics.
    - We served fewer students than the year before by almost 7,000. This can be accounted to the corrections data that was not put into MAERS for this reporting year. There are approximately 5000 of those individuals. That means we actually served 2000 less.
  - Dean will get total number of enrolled at state level to Mary.
  - LaDean recommended making a footnote to this fact at bottom of the page. The group supported it idea.
  - Dean explained that the number of individuals served will differ if they are enrolled in more than one area. For example, an individual enrolled both ABE and ESL at the same time are counted as one. (This may be contributed to a part of the fewer individuals served as well.)
  - 1600 of corrections will go into the ASE category. LaDean has already sent Mary information.
  - The percentage of ABE is basically the same as the previous year. It can be interpreted that with the a few number of individuals served and the number in ABE is the same, that this instructional level has actually had growth. This is also the same for ESL.
- Page 3. Demographics
  - This page is almost the same as the previous year.
  - Age Group by Programs shows age range for each category.
    - Group recommends that Mary take out tests box or reduce it to enlarge the age chart.
    - Margin needs to be fixed and Mary is aware of this repair.
  - Employment by Program
    - Mary used last year's data and may have combined tables to create.
    - This chart is a high priority. Group suggested moving it to the top of page to highlight it more.
    - Make bullet to explain ABE and not in workforce. A good portion of this high number is from corrections. The group reiterated that we need to clarify “not in the workforce” more than once.
    - Quantify data.
    - Use disabled, singles parents from Table 6. The at-risk population should be highlighted.
    - The number that Enter Employment is less than 20%. However, it should be noted that with high unemployment rates and participants skill levels this percentage is very large. We have used this percentage in past Snapshots. There is statistical significance to these numbers.
    - Mary will use her discretion to adding this information.
  - Department of corrections box
    - Take out “based on MAERS data”.

- Literacy
  - Mary is still working on as she doesn't have data.
    - Patty and Kathleen will get data to Mary.
- Total Enrollment
  - Move to page 2 or remove.
  - Change to Demographic by Ethnic Groups
- Achievement begins
  - We had true improvements this year. The state exceeded last year's performance except in Low ESL.
  - Switch bars for better readability.
  - EFL by category.
  - Textbox that explains these improvements.
- Follow-up/Other
  - Number of GED completers.
  - Number of HS completers.
  - Entered employment/post-secondary – Mary will determine if best.
    - Do we need a comparison to other states?
    - Not if it reflects poorly, but maybe those that are similar to MI.
  - Maybe a ranking in comparison to other states and our state goals for improvement.
  - Something about professional development opportunities for improvement in these areas should also be highlighted.
  - Do we have any unintended outcomes to highlight?
- Page 4 – Task Force Information
  - Conference Information
  - Task Force Accomplishments – Kathleen will email to Mary.
  - Look ahead

Mary will have ready and we will finalize at the March meeting.

## 5. Presentations for Conference

- Required to do at least two and more would be nice.
- **Open Lab for MAERS Questions/Assistance**
  - Mary and Tania will be presenters (Force members may help with shifts.)
  - Morning session for two hours. Maybe repeat on Wednesday.
  - Participants/trainers problem-solving individually.
  - Use their logins/passwords
  - Presentation will depend on who is in attendance.
  - Tania is completing presentation form.
  - Patty came in to discuss with group.

- The conference is doing pre-conference and intensive sessions.
  - Complete the presentation form with all details and needs. This will need Dianne's approval
  - Patty will contact Tania regarding approval and other information.
- **Creating a computerized attendance with Excel**
    - Fruitport has developed a great computerized program for their staff.
      - Developed an on-line ALP, 10 individual reports, and attendance entering through GoogleDocs. Joy assigns users and they input data.
    - Mary will contact her through WMAC to ask her to present.
    - Mary will be complete a recommendation as a Teacher Spotlight for conference.
  - **Training on Follow-up**
    - Most programs are looking at follow-up.
    - It's changing so the field may need additional training.
    - Should we have training on best practices?
    - Are there districts not doing it? Is there a way to distinguished between non-attempts to follow-up on data and those that don't meet the quarterly requirements? Dean states that there are attempted contact dates that show the difference.
    - It was asked that Dean find a program that does this well. Preferably a large program for credibility/good reference for medium or large size program. Better yet a sample of both a large and small program.
    - Dean will complete the presentation form.
  - **Best practices for Data Collection and Entry - A Teacher's Perspective**
    - What MAERS can do for You!
      - A teacher session - teacher perspective for this presentation.
    - The importance of data collection – why is it needed.
    - Show teachers MAERS reports look like and a how they may be used. MAERS information and uses.
    - Explain policies and teacher understanding of them
      - Tracking, retention, and follow-up
    - Post-tests are essential.
      - Tables 4 and 4B to show them that instruction is good.

- Maybe separate session for retention. (UPDATE – PPI is doing retention using MAERS Reports)
    - Bonnie and Susan do a really good presentation on retention.
    - Mary will take to conference committee.
  - Give them data and ask participants questions.
    - **Kim and Karyn will present.**
    - Mary and Tania will create “practice reports” and statewide reports.
  - **Karyn will complete presenter form.**
- **How to use your data with economic development groups.**
- Who are the key players? Differ than in previous years.
    - What is the shift? Employers, economic groups, agencies.
  - How to market to them and share the importance of how AE impacts the economy positively?
  - Should this be a regional professional development activity?
  - It is suggested that Data PTF consider presenting this in August if we are doing workshops
  - Tabled for now
- **Transitioning Participants into Post-Secondary and Employment Goals-LaDean, Kim, and Ruth Phelps**
- LaDean will share Portfolios
    - Interview, resumes, WorkKeys, GED, TABE, Test scores, Applications, Financial, Scholarships
  - Kim will share Social Work Pilot and Transitions Class
    - 60 Minutes with 15 minutes for Q and A
    - **Kim will complete presentation form.**
- **Annual Reports for Districts:**
- Same as done before in past sessions
  - Marketing use
  - Data use
  - Tania will fill-out presentation form
- **New directors Workshop with MAERS and Other Information**
- MAEPD – Lennox?
  - Sandy/Sue could present
  - MEGS/MAERS would be primary focus
  - Budgeting – how to complete budgets appropriately for 107, WIA

- Calendar of with dates that you need to know what to accomplish tasks for MEGS, 107, etc
- Important to do now rather than August as most will complete these tasks by then.
- Karyn will follow-up with Lennox and Patty about this session
  - (UPDATE - Lennox is doing 2<sup>nd</sup> Year New Directors)

## 6. Survey

- Four pages were handed out by Karyn
  - One for directors, data entry, and written responses.
- Group reviewed the MAEPD website and links for MAERS in connection to the survey.
- Directors Survey
  - 85 responses. See handout for details.
- Data Entry
- 78 responses. See handout for details.
  
- Both responders answered that they are not sure what they'd like added.
- Both responders do not want to have to enter data into more than one system.

## 7. Attendance Policy

- Implications with MAERS and attendance entry  
At AEAG meeting it was decided that Data PTF would handle this rather than the PPI. A draft document was handed out to the group at our last PTF meeting in November. Many questions occurred from this document when it was distributed and why recommendations are being sought now.

Erica stated that all new policies must go to the USDOE for approval prior to implementation.

- Guidelines on Page 1
  - Time in class, in learning lab, and in program are alright.
  - What is meant by the follow-up bullet? Follow up is for the results of instruction and those participants that have exited so why is this here for attendance?

**Recommendation: Page 1, Paragraph 1 needs to be re-worded to included anyone funded and corrections**

- Concerns about policies and procedures for districts/state.
  - Will this document be used for monitoring? Required by Fed to have this assessment policy, but no details of what that should look like. This has to meet everyone needs.

- It was suggested that this document states that programs must follow or meet participant requirements in the accounting manual and use that document instead. The attendance policy could give a date for MAERS entry and then refer to the accounting manual as suggested earlier.
- Attendance Records Page 2 -3
  - Page 2 is directly from the accounting manual - duplicative.
  - Again it is suggested that this document should just have the MAERS timelines for attendance hours or entry requirements and the rest can come from accounting manual Section 1, page 1.

Recommendation : Edit the MAERS 2.0 attendance deadline to the last day of the following month for the previous month. This will allow for Adult Education agencies, Literacy Councils, and Learning Labs to have the time necessary to collect the attendance from the field then input it.

Recommendation: Edit “should” report quarterly contact to “could”.

Recommendation: Move last three bullets out doesn't fit and delete the very last one.

Recommendation: Exception notes to be taken out on page 1.

Recommendation: Add bulleted statement to refer to accounting manual.

- Learning Lab – class on page 3.
  - This is on incorrect page – should be in the guidelines on page 1 if it exists at all.
  - To make this work, each class would need to individualize subjects taught to one or more of the following: ABE, GED, HSC. This would be very difficult for any service providers to complete.

Recommendation: Labs be referenced in Section 4, Page 1 of the accounting manual.

Recommendation: This draft has no mention of on-line/distance learning for this document. A statement can be added to locate in the accounting manual Section 4, Page 1.

**Primary Recommendation** – We need attendance policy that coordinates and is consistent with the accounting manual. State must have an attendance policy and without specifications so we could refer to the

accounting manual. Districts are required to track attendance and follow that policy so this makes the most sense.

- Kim picked up the draft document from PPI as they reviewed it in the morning before turning over to Data. The comments from PPI are very similar to Data's.
- Those PPI notes were:
  - Page 1 - move bottom three bullets and place elsewhere.
  - Does not understand the reasoning for quarterly tracking of attendance.
  - Page 3 – Learning labs – tough to track by instructional area or subject. Why is that necessary? Could be done by class?
  - Does this policy include corrections?
  - No mention of on-line/distance learning, needed.
- Erica will be meeting with the staff and redoing the policy. She will bring it to the next meeting.

## B. Implications with the Auditing Manual

See comments above

## 8. Website

The Data group reviewed the MAEPD website. It includes MAERS training, MAERS questions and answers, as well as contacts for MAERS.

Recommendation: Change it from Outlook email so that you can use any email software.

Recommendation: Add the MAERS2.0michigan.gov link instead of the contact help now.

## 9. TEMA Update Schedule

- April is set-up.

Data will review at next meeting for other dates and subjects.

Date	Facilitator	Subject
April 2	Break – ENJOY!	No Subject
April 9	LaDean	How do you enroll ABE student in post-secondary or find employment?
April 16	Kathryn	How do you do follow-up? Best practices.

## Michigan Adult Education Practitioner's Task Force

April 23	Conference – ENJOY!	No Subject
April 30	Mary	What did you learn at the conference? Your thoughts on the Snapshot.

### 10. Mentors

- Mentors assigned/volunteered will contact mentees to offer assistance.

Name	Email	Agency	Notes	Data PTF Member Assigned
Baker, Brenda	<a href="mailto:bbaker@fruitportschools.net">bbaker@fruitportschools.net</a>	Fruitport	(231) 865-4130	Mary Marcil
Enos, Lori	<a href="mailto:Ltarrant@clare.k12.mi.us">Ltarrant@clare.k12.mi.us</a>	Clare AE	(989) 386-3067-an existing, long-time director that would like to be "retrained"	
Kearney, John	<a href="mailto:jkearney@central-montcalm.org">jkearney@central-montcalm.org</a>	Central Montcalm Comm. Ed.	989-831-2400	
Boyles-Sfetkides, Amy	<a href="mailto:aboyles@fiintschools.org">aboyles@fiintschools.org</a>	Flint Schools	Director for 4 yrs, but never attended this training	
Cavanaugh, Stephanie	<a href="mailto:cavanaugh@monroe.k12.mi.us">cavanaugh@monroe.k12.mi.us</a>	Orchard Ctr. HS Mason Consol.		Judy Cock-or Cherie Reed
Combs, Mary	<a href="mailto:mcombs2@livoniapublicschools.org">mcombs2@livoniapublicschools.org</a>	Livonia	734-744-2607-evening supervisor-Not the director	Judy Cock
Gonser, Todd	<a href="mailto:tgonser@mvs.k12.mi.us">tgonser@mvs.k12.mi.us</a>	Maple Valley		
Haase, Jeff	<a href="mailto:haasej@hesp.net">haasej@hesp.net</a>	Hesperia Community Schools	231-854-6185	Mary or Doug Wood
Jensen, Jim	<a href="mailto:jjensen2@Godfrey-Lee.org">jjensen2@Godfrey-Lee.org</a>	Godfrey- Lee Public Schools		Angela Steele
Lee, Monica	<a href="mailto:Leem01@wsdmi.org">Leem01@wsdmi.org</a>	Waterford Schools		Oakland County
Osburn, Kim	<a href="mailto:Kosburn@grantps.net">Kosburn@grantps.net</a>	Grant Public Schools		
Sampson, Josh	<a href="mailto:jksampson93@yahoo.com">jksampson93@yahoo.com</a>	North Menominee County	906-497-5282 admin@nmcschools.org sheila veraghen [admin@nmcschools.org]	Will ask Bill Sutter Is there a program? Erica will check
Scott, Glenda	<a href="mailto:robingle@mhspsnet.org">robingle@mhspsnet.org</a>	Muskegon Heights	231-830-3351	
Thompson, Cedric	<a href="mailto:cedric.thompson@detroitk12.org">cedric.thompson@detroitk12.org</a>	Detroit Public Schools	313-873-7637	Karyn Goven
Vondette, Mike	<a href="mailto:vondette@hemlock.k12.mi.us">vondette@hemlock.k12.mi.us</a>	Hemlock Public Schools		
Watson, David	<a href="mailto:dwatson@sturgisps.org">dwatson@sturgisps.org</a>	Sturgis Public Schools		Kim Bell
<b>Additions as of 9/6/11:</b>				
*Irvine, Sharon	<a href="mailto:sirvine@vpsd.org">sirvine@vpsd.org</a>	Ypsilanti AE	(734) 714-1210	
Keck, Sergio	<a href="mailto:sergio.keck@lansingschools.net">sergio.keck@lansingschools.net</a>	Lansing Public	517-755-1391	La Dean George
*Bray, Delores	<a href="mailto:delores.brav@gmail.com">delores.brav@gmail.com</a>	Muskegon Learn. Lab		
Smithson, Joe	<a href="mailto:jsmithson@eup.k12.mi.us">jsmithson@eup.k12.mi.us</a>	Tahquamenon (Newberry) and Engadine		Bill Sutter?
<b>*Do not need a mentor</b>				

### Meeting Adjourned

**Next Meeting: March 9, 2012 at Lexington Hotel, Lansing, MI**

### Next meeting:

- Snapshot – Final Draft
- Conference
- Deliverables
- Goals to take to AEAG for 2012-13

This activity is sponsored by the MAEPD Grant

## Michigan Adult Education Practitioner's Task Force

- August Workshop – Plan in March  
Recommendation: Schedule for PD is well published before each school year and better if it is in the spring for help in writing the WIA grant.
- Agenda for conference presentations – each person bring their information for conference to review.
- Attendance policy review again after Cliff is back from his vacation.