

**Meeting Minutes**

PTF presentation: 9:00 a.m.-12:00 p.m. Career Pathways.  
Ron Froman and Lennox McClendon

**DTF Present:** Tania Butkowski, Gary Tweddle, Mary Marcil, Judy Cock, Dean Smith, LaVena Paquestte, Robin Dennis, Stacie Zeien, Angela Steele, Kathryn Aubrey, Kimberly Bell, and Karyn Goven.

**I. Welcome, Housekeeping, and Personal DTF Goals**

- Karyn discussed changes with the group.
  
- Karyn shared DTF news. She passed around a card for Erica's (wedding) as she has a different position with MEDC she will not be returning to the group. Kathleen lost her mother and Ray is having another surgery.
  
- Karyn passed around a list of DTF members for updating.
  
- Each individual gave a personal goal for the DTF during the coming year.
  - **Judy:** Would like the DTF to help programs with an easy MAERS 2.0 transition. Also would like to help region with contextualized learning and GED transitions. This will help keep the region moving in a direction that is needed.
  
  - **Angela:** Hopes to accomplish an accountability/performance plan or recommendation to get programs to enter data as required. Also hopes to translate MAERS 2.0 to work for literacy programs that do one-on-one tutoring. (Note: DTF has a plan that already exists and can be recommended to Michigan Economic Development Corporation – MEDC again).
  
  - **John:** Goal is to have a system that reports data by site, not just fiscal agent. (This is not expected for MAERS 2.0.)
  
  - **Mary:** Complete Snapshot early during the fiscal year rather than wait until April. She would like to see the format of the Snapshot to change with an emphasis on employment. In short - a new and redefined Snapshot.
  
  - **Gary:** Department to monitor MAERS throughout the year rather than at the end and to be responsible for lack of MAERS data. (Karyn will bring the recommended three step process for

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**Data Task Force**

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those programs that are not in compliance that was completed in the past by DTF.)

- **Tania:** Would like to see MAERS training questions be placed on the website so that programs have a resource to reference. To increase professional development through webinars for programs on a website so they can access at anytime rather than wait or travel. Tania will take the lead on this project.
- **LaVena:** Seconds what Tania stated. This makes it accessible to everyone that needs the training.
- **Robin:** From data entry perspective she'd like to promote and communicate the importance of data with this group. Show programs and administrative professionals how to record it, where to do so, and how to do it best. Some programs did professional assistance for other staff members after attending the MAERS training this fall.
- **Dean:** Getting MAERS 2.0 complete. In addition, complete trainings, make-up sessions, and get the manual updated. Get any changes for MAERS from USDE completed and approved. Then complete the program review and evaluation done through department.
- **Kathryn:** Snapshot helps provide information for the MDOC. To help other administrators over AE programs understand how programs operate, their needs, etc. Marketing, internally and externally, about our programs is helpful especially using the Snapshot.
- **Stacie:** Even though new to the group, she is familiar with MAERS. She would like to be able to use data throughout the year or get real-time data. She'd like to double check accuracy of entry using reports. Also would like to see more marketing for AE programs.
- **Kim:** To create a more positive outlook towards MAERS and the data entry that is required by MEDC. Would like to help programs, directors, and administrative professionals see the benefits of MAERS data and increase their acceptability of the program.

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- **Karyn:** The common themes are: 1) we need to educate program directors on the importance of data, 2) help in the transition of MAERS, 3) complete the Snapshot early, and 4) make recommendations for the department to help processes along the way.

**II. Minutes**

- Dean had an extra copy of minutes from our last meeting. There is only one correction and that is to Tania's name. Dean moved that the minutes be accepted and Mary seconded. Group accepts minutes.

**III. Goals this Year**

**a. Workshops**

- Webinar: To put MAERS that Tania participated in is being completed.
- Follow-up on MAERS training
- Reports for MAERS
- Best MAERS Data Practices

**b. Data collection/feedback**

- Get field feedback on the process of data collection. We should do a survey on entering data into MAERS 2.0 for the first time in December 2011 for programs.
  - Two surveys – administrative and clerical.
  - Include questions that are specific to both groups. This will be done at next meeting in November 2011. Such as:
    - Did you attend the training? Will automatically thank you
    - Did it work or not for you?

**c. MAERS 3.0**

- July 1, 2012 expected. This may be later than July as MAERS 2.0 is coming out mid-year 2011.
- Have MEDC/Dianne provide a vision of the ideal MAERS 3.0.
- This next version should have new funding characteristics depending on how it may look in the coming year.
- Working with visions of the field and MEDC so it meets the needs of programs.

**d. PD – webinars for MAERS**

- See above workshops.

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**e. Surveys**

- On-line/virtual learning
- Distance learning
- Take recommendations from the field to the DTF to provide appropriate assistance.

**f. MEGS Plus**

- Need to determine if DTF has a role with MEG Plus.
- Make recommendation for MEG Plus training and perhaps a webinar to Dianne.
- Create a site for common Q and A because the tutorial is cumbersome.

**IV. MAERS Workshop**

- Tania spoke briefly about her impression of the MAERS 2.0 Training Phase II. She felt that it went very well. Several programs did not send administrative staff or they just did not show up. There were very different MAERS literacy skills present. For the most part, there was positive feedback on the evaluations. The group discussed dividing up MAERS Training by program type, such as Literacy, Adult Education and Corrections for future trainings.
- Dean shared that 2.0 is being tweaked for the final product and waiting approval before going public.
- MAERS 2.0 Manual will be done by Sue Johnson. Karyn asked how the group could help with getting this out as it's important to users. It was determined that Karyn will make a recommendation that DTF proofread it at our next meeting.

**V. TEMA: Rest of Year**

- Marketing the importance and use of TEMA is recommended by DTF.
- Dates, individuals responsible, and topics for DTF to cover are:
  - November 7 – Robin: What are you doing to prepare for MAERS 2.0.
  - November 14 – LaVena: Welcome to MAERS 2.0 – What are your thoughts?
  - November 21 – Tania: Question and Answers for MAERS. (What questions would you like to ask and have answered on website for everyone to reference?)
  - November 28 – Judy: TBA, but will be 2.0 related.

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**Recommendations:**

- Recommend a three step correction process for those non-compliant programs in MAERS data entry.
- Recommend that the department send a letter to programs with data requirements and deadlines.
  - A letter to be completed now to make programs aware that they should be finishing follow-up and the due date.
  - Mary volunteered to start a sub-committee to complete a template and start the process so MEDC can use and implement it.
- Recommend that more staffing be added to support MAERS 2.0.
- Recommend MEG Plus training and creating a webinar from the personal training to be placed on the website.
- Recommend a Data Entry Mentor Program and use the list of volunteers from last year to help with MAERS 2.0.
- Recommend that the MAERS Training PowerPoint be placed on the website for programs to reference before the webinars are posted.
- Recommend that the MAERS 2.0 Manual be completed by the November DTF meeting. At that meeting the DTF will proofread and update it.

**Agenda for next meeting:**

- MAERS 2.0 - follow-up on three step correction process for non-compliant districts with entry based on recommendation.
- Snapshot – create a new version with employment emphasis.
- Corrections – Data entry.
- MAERS 2.0 Manual – proofreading and updating.
- Recommendations for TEMA.
- Questions for surveys – administrative and clerical.

**Next meeting:** Friday, November 18, 2011 at the Lexington Hotel in Lansing.

**Submitted:** Kimberly Bell, Co-Facilitator