

**Accountability and Program Performance Task Force Meeting  
Lansing, Michigan  
March 19, 2004**

**Minutes**

**Members Present:**

**Kathleen Sullivan (Facilitator), Rich Klemm, Connie May, Pat Ojala, David Porter, Susan Pittman (Technical Support),**

Minutes of the January 9, 2004 meeting were accepted with no revisions or modifications.

**Program Review Process**

Pat Ojala provided an overview of the program review process and its current status. The department's original selection of 10 districts to review has been changed to 5 districts. Pat has a list of everyone who will be reviewed in the next few years. Both Kathleen and Connie have programs that have been selected for review. Pat asked that they keep notes on the process so if there are problems or concerns they can be addressed as they move forward. The review team will be in for an initial day and then there will be a follow-up. The team will also do a student interview. Pat will be able to do follow-up with the state after the review

It was recommended that the task force look at creating a handbook or guide to assist programs in understanding and preparing for the review process. This is one item that the task force may wish to look at completing next year.

**Adult Education Terms/Definitions**

Connie May provided members with copies of terms and definitions as well as acronyms that are commonly used in adult education programs. The list was quite extensive and the task force thanked Connie for her hard work in pulling all the material together. The task force reviewed the terms and definitions and made adjustments in some of the definitions and deleted a few terms that were not considered essential for the policy manual. Susan Pittman agreed to finalize the terms and definitions and format them to meet the department's needs. She will forward the revised list to the task force members for a quick review before sending to Linda Colagross.

Linda Colagross was present for a portion of the meeting and provided the task force with additional acronyms that the department had pulled together. Susan added the acronyms to the master list and provided copies to each task force member.

**Programmatic Concerns Regarding ESE Students**

David Porter asked the task force to take some time to discuss a growing concern over the number of ESE students who are leaving the K-12 program and expecting the same level of support services in the adult education programs. With extremely limited funding available there is just not enough money to provide the intensive services that some students need.

Following discussion of the impact of ESE students on various programs, David Porter recommended that the adult education program consider petitioning the K-12 program to provide the ESE services that are outlined in a student's current IEP as well as for students who have tested eligible for specific services but do not want to go back to the K-12 program and want to continue their education in adult education. David emphasized that programs are not looking to transfer funds but to have the K-12 program provide actual services for which the student is eligible.

David asked that the task force discuss the issue with Linda Colagross as well as problems between service lines and what to do when dealing with students over the age of 22. This issue will be continued at a future meeting. Linda Colagross indicated that the department along with other agencies is looking at developing a statewide policy that focuses on students with disabilities.

### **Assessment Policy**

Kathleen Sullivan announced that the assessment policy outline that the task force developed has been approved by the Department. The policy now needs to be drafted in a format that meets NRS requirements. The task force reviewed several state policies that have been approved by NRS and will prepare a draft for the 4/30 meeting. Susan Pittman agreed to work on the draft and have it available to the task force members prior to the 4/30 meeting.

### **Revision of the State Plan**

A copy of the revised state plan was provided to the members present. Kathi Polis assisted Dianne Duthie and department staff in preparing the final revision which must be approved at the state level and then submitted to the USDOE/OVAE. The revised plan incorporates many of the recommendations from the task forces.

### **Policy Manual**

Linda Colagross brought a copy of the draft state policy manual to the meeting. She indicated that the policy manual currently under development was specifically designed for the department's staff, but a revised and condensed version would be needed for the field. She requested that the task force begin the process of developing the manual for adult education.

practitioners in late April. She will provide copies of the information so that members may begin their work.

The meeting was adjourned at 3:00 p.m. Next meeting of the task force will be on Friday, April 30, 2004 at the Courtyard Marriott in Grand Rapids, MI.

#### Attachments

- Acronyms
- Terms and Definitions