

**Accountability Practitioners Task Force Meeting  
September 9, 2005**

**Minutes**

**Members present:** Rich Klemm, Doug Wood, Christine Van Heel, Connie May, Bob Steeh, Erica Nakfoor, Cliff Akujobi, Connie Banks, Sandy Thelan, Kathleen Sullivan and Debra Hargrove

Rich opened the meeting by welcoming the new members to the committee, followed by an overview of the days agenda. Minutes from prior meeting were distributed and approved as written.

**Changes in Task Force Structure**

Rich explained that the Special Initiatives committee was disbanded and members reassigned to the 3 remaining committee. This year also brings the addition of the co-facilitator role. Doug Wood has been named co-facilitator and will assist Rich in the operation and facilitation of the committee. Kathleen Sullivan has been named as the coordinator of the Task Force groups.

**Review of 2004-2005 Projects**

Definitions and Acronyms: Connie May shared the history of developing the terms and definitions – coordinating with other PTF committees. Latest version has been sent to DLEG – they are currently reviewing and will eventually place them in the Guidebook. Committee recommended adding a “Last edited” date so practitioners will know the latest changes.

Kathleen recommended that the new program reps (Literacy Council sub committee and the Corrections practitioners) take a look and add any additional terms.

**Technical Assistance Paper on Assessment**

Sandy Thelan shared that the TA paper is final and was sent out. Minor changes were made and approved by Kathleen. Kathleen credited Monica Leisure for all the virtual work she did.

**Funding Proposal**

Rich met with Dianne and Deb LaPine and will work directly with Brian Barber on leading an ad hoc group to continue this project.

**DLEG Project Focus for 2005-2006**

**Budget Sheet**

Beginning 2005-06, a narrative component was added to the Program Operation for 107 funds, now adding a budget sheet. Sandy T stated that programs have until September 16th to tell DLEG if you're operating adult education programs and in what capacity. This is now a requirement. Part 4 details the overall adult

education program, while Part 5 required just details of 107 money. All information is used to support the justification for Adult Education funds and programs.

DLEG wants the committee to look at the draft versions of the forms and make recommendations.

Bob Steeh voiced concern over the addition of more paperwork and couldn't we all find a way to streamline the process. In particular, the discussion focused on, "How can we standardize or streamline the process (of filling out the narrative and budget sheets) and make it consistent with federal requirements, and how do we get buy in? Sandy will take the suggestions back to DLEG for consideration. Also, Linda MacMillan is presenting a workshop on the narrative at MACAE and the spring conference.

### **GED Policy**

Sandy gave an update. DLEG has a sub committee looking at the policy, then will have Ben take a close look. Should be edited and sent back to committee by November meeting.

### **Other Projects Monitoring**

Should the committee look at and review the checklist for DLEG? The committee asked Cliff how they could help with monitoring training. Deb Hargrove suggested developing an online training. The group agreed and Sandy will email Deb the latest monitoring information. Monitoring training should be up by the Spring conference.

Connie May pointed out that there should be some notation on the monitoring report that certain items are required by law and may not be changed. Cliff suggested creating a simple survey to distribute to those already monitored, asking about the process.

### **Critical Issues**

Committee identified 6 critical issues to address this year:

- 1. Definition of Accountability**
  - \$
  - at what level
  - to whom (consistency)
  
- 2. Evaluation of processes – are they effective? Assessment policy for Corrections?**

- 3. Relevance of Policies to All (AE groups, Lit Groups, Corrections, Schools)**
- 4. Seamless delivery of services**
- 5. Duplication of efforts**
  - Task Forces – define roles, coordination of work
  - Communication of efforts/products
  - Identify relationships between PTF – process of working together
  - Coordination with statewide groups
- 6. Resources needed to meet mandates**

Meeting was adjourned.

## Accountability Task Force Action Items

Action Item	Person(s) Responsible	Timeline	Comments
<b>Current status of Definitions and Acronyms</b>	Kathleen Sullivan Rich Klemm	Update at November meeting	<ul style="list-style-type: none"> <li>The document is at the state department level for review. Will it come back to Accountability and Data review?</li> <li>Connie will review document in November for a report in February</li> </ul>
<b>Current status of GED Testing Policy and Abstract</b>	Sandy Thelan	Update and returned to task force in November	<ul style="list-style-type: none"> <li>The documents have been distributed to DLEG Managers group. GED Administrator Ben Williams will return the document with possible tasks.</li> </ul>
<p style="text-align: center;"><b>Program Operation – 107</b></p> <ul style="list-style-type: none"> <li>Review Budget forms</li> <li>Narrative format</li> <li>Efforts to streamline processes</li> <li>Use of technology to assist process</li> <li>How to get buy-in from field</li> <li>Clarification/Instructions for filling out forms</li> </ul>	Rich Klemm Sandy Thelan Bob Steeh	Workgroup will meet in November	<p>Before November Meeting</p> <ul style="list-style-type: none"> <li>Rich will contact other members and assign them workgroups.</li> <li>Sandy will email forms to Rich for distribution</li> </ul>
<p style="text-align: center;"><b>Program Monitoring Process</b></p> <ul style="list-style-type: none"> <li>Review checklist and questions</li> <li>Recommendations for Technical Assistance/PD</li> <li>Examine on-line training</li> <li>Practitioner involvement in monitoring process</li> <li>Recommendations on how to provide feedback to school districts</li> <li>Create a feedback survey for those who have been monitored</li> <li>Create buy-in from field – this is not SNOOPERVISION</li> </ul>	Doug Wood Cliff Akujobi Connie May Chris VanHeel Constance Banks	Workgroup will meet in November	<p>Before November Meeting</p> <ul style="list-style-type: none"> <li>Cliff will email latest documents to Doug for distribution</li> </ul>

