

**Accountability & Program Performance Task Force
January 28, 2005**

Minutes

Members Present:

Kathleen Sullivan (Facilitator), Jaffiria Leach-Orr, Dr. David Porter, Brian Barber, Rich Klemm, Bill Sutter, Susan Pittman (Technical Support), Sandy Thelen, Pat Ojala, Doug Wood, Connie May, and Cliff Akujobi (Office of Adult Education)

Minutes of the meeting of December 3, 2004 were approved with no changes.

107B Legislation – report from Rich Klemm

Rich Klemm reported on a meeting that he attended related to 107B legislation and the development of two pilot sites to implement the objectives of 107B. In conjunction with Michigan Works!, DLEG will develop RFPs that will be used when and if the language for 107B is amended and approved by the legislature. Rich reported that the RFPs are anticipated for sometime in March 2005. Award letters would be sent by July 1, 2005. The intent is to consolidate funds and then award the funding to Michigan Works! who would then contract out the services through schools districts, local agencies, etc. If enforceable language is approved, the pilot project would operate in 2005-2006. Michigan Works! would monitor their contract sites and the Office of Adult Education would monitor the fiscal agent.

There was considerable concern expressed by the practitioners present that additional funding would be lost in the process and in turn this would lessen the services provided. In addition, there is no information about the requirements that would be set up in the RFPs or how monitoring would occur. As additional information is known it will be disseminated to the group.

Assessment Policy

Sandy Thelen reported that Dianne Duthie has approved TABE 9 & 10 for both work and non-work-related goals. This new policy will be effective as of July 1, 2005. Bill Sutter, Rich Klemm, Pat Ojala, and Connie May reviewed the existing policy to identify any changes that should be made. The team reviewed the information and identified one problem within the policy. The current policy addresses inputting raw scores. That is incorrect and should be scale scores. Sandy Thelen will make the change in the current policy. When developing a technical assistance document, Connie May recommended including information that CASAS Life Skills and Employability tests are two separate versions and pre and post test should not be combined.

Bill Sutter emphasized the need for MAERS data management training and how to best report data and deal with data-driven decision making. Each committee member needs to send specific issues related to Data Management workshop to Susan Pittman by 2/1/2005. As a follow-up to the training session, it would be appreciated if information was posted to the website to show the delineation between educational gains and goal attainment.

Kathleen and Susan will add the TABE (work-related goals) information to the 2005-2006 policy and will also reformat the document to match existing policies. One addition to the policy will also be the use of CASAS for work and non-work related goals for ESL learners.

GED Policy

Kathleen Sullivan, Brian Barber, Doug Wood, Dr. David Porter, Jaffiria Leach-Orr, and Susan Pittman reviewed the existing GED policy. Ben Williams joined the group and provided technical assistance and general information to the team regarding how certain policies were decided. Ben will pull together information, developed a few years ago by a working group convened by Bill King that addresses age and residency issues. Ben will fax the information to Kathleen for further review. Brian and Doug will develop draft language related to the age issues, Kathleen and Jaffiria will develop draft language related to residency issues. Susan will develop a template based on the policy manual and will input general information. The team will compile the information for Kathleen to take as a draft to the facilitators' meeting in February with a full report to the task force on March 11, 2005.

Terms and Definitions

Connie May, Bill Sutter, and Pat Ojala reviewed terms and definitions developed by both the Accountability and the Data task forces. Susan Pittman will forward the documents in Word format to Connie. Connie and Pat will review both lists and identify any discrepancies between the two. She will then meet with a representative from the Data task force to come to consensus on each item. Connie will complete her work and send it to Kathleen by 2/24/2005. The final list will then be reviewed at the facilitators' meeting and finally by the task force on 3/11/2005.

Funding Policy Update

Brian Barber provided an update on the Michigan Funding Model. A subcommittee consisting of Dianne Duthie, Brian Barber, Curt Babcock, Rich Klemm, Ken Walsh, Pat Walstra, and Susan Pittman met in early January 2005 to review the policy and address questions and concerns. Dianne Duthie agreed to take the policy to both Lapine and Hollister for review and subsequent approval. Doug Wood emphasized the need for adult educators to move to a new funding model to help ensure that the Office of Adult Education and the Department of Education continue as the fiscal agent for adult education funds.

Doug Wood discussed the most recent meeting between MWA and MACAE and the need to develop a dialogue between the two to address how they can work together and the elements that would be required to develop and implement a performance model.

Doug Wood provided an overview of the major differences between adult educators and MWA approach to funding. Under the MWA proposal, the dollars would flow directly to MWAs who would then provide a competitive grant process. Currently, they work with a 100% performance model based on specific criteria. One proposal issued by MWA was that if they became the fiscal agent, 75% of funds would go to current programs and 25% would be distributed to new programs or possibly existing programs through a competitive grant process. The MWA would serve as fiscal agent only with contractees providing all services. The MWA would monitor the contractees.

Under the existing funding model, adult education funds flow through the Department of Education to the Office of Adult Education and out to local programs. The Office of Adult Education then monitors local programs. Under the proposed funding model, 85% of funds would be provided based on enrollment with 15% based on performance. One issue is how to address programs that are not performing appropriately. Brian indicated that he has developed language to address non-performance in the proposed model. There is also a need to develop language to address start-up of new programs.

The sub-committee will continue to work on the proposed funding model and provide additional information to the task force as it becomes available. Brian will contact Dianne Duthie to determine when the model can be shared with other task forces and additional adult educators. Brian will also identify specific data elements that will be required for a performance based funding model. He will contact Gary Tweddle about future discussions and issues that may need to be addressed by the Data and Reporting Systems Task Force.

TopsPro

Susan Pittman provided general information to the task force on TopsPro. She will continue to work to identify possible trainers for Detroit Public Schools.

The next meeting is scheduled for 3/11/2005 at the Amway Grand in Grand Rapids. Anyway who has not signed up for a room must do so by February 8.

