

## **Accountability and Program Performance Task Force Minutes**

**10 21 04**

- Worked with Data Task Force on Terms and Definitions
- Reviewed handbook and recommended policy change
- Reviewed draft funding formula
- Requested change to assessment policy
- Outlined meeting objectives for 12/3/04

Present: Kathleen Sullivan, Jaffiria C. Leach-Orr, Sydney Alward, Pat Ojala, Brian Barber, Bill Sutter, Cliff Akujobi, Rich Klemm, Doug Wood, Susan Pittman

The minutes were reviewed. The minutes will be changed to reflect the correct spelling of Jaffiria Leach-Orr's name.

### **Joint meeting on Terms and Definitions**

In Connie May's absence, Pat Ojala met with the Data and Reporting Systems Task Force to work on the Terms and Definitions.

### **Adult Education Handbook**

The task force recommended the following change to the policy addressing budget change requirements. The task force recommended that:

- A deviation from the original budget of 20% or more per line or category required an approved budget revision prior to expending the funds.

Cliff Akujobi agreed to research if this was possible based on federal and state guidelines. He will report back at the 12/3 meeting.

### **Draft Michigan Funding Model**

Brian Barber reviewed the draft funding model that was developed during 2003-2004. He has forwarded the draft to Dianne Duthie for review. Task force members discussed the need to look at a new funding formula to address accountability and as a way to better approach the legislature. Brian discussed the importance of a provision within the model to provide incentive funding for exceeding performance. The task force requested that Dianne Duthie meet with them at the December meeting in order to discuss in the funding model in greater depth. Brian Barber and Bill Sutter both indicated that putting forth a new funding model would help adult educators be more proactive and avoid having a new model implemented with no input from the field. Dr. David Porter expressed concerns about having a budget process with a performance component unless work was done to ensure that the percentage of performance be in a reasonable range.

Brian and Susan will identify questions and data that would be needed for the next meeting in order to do a more thorough review of the process and to look at how a performance model would impact programs.

### **Assessment Policy**

Bill Sutter addressed the need for the assessment policy to be changed to include TABE as an assessment instrument for individuals who have work-related goals. This is not currently included in the model. Dianne Duthie requested that Kathleen Sullivan send her a letter from the task force requesting this change.

At the next meeting the task force will put together questions about assessment data that will need to be addressed by the Data Task Force. It was also requested that Cliff identify how the EFLs are calculated for the NRS tables.

Susan Pittman agreed to pull EFL data from the NRS website that will hopefully help answer some questions and concerns.

### **GED Policy Changes**

Susan Pittman distributed information on GED policies from a number of states. Each member was asked to review the information and come back with recommendations for any changes to the GED policy.

It was agreed that at the next meeting members would focus first on the issues related to the Adult Education Handbook and then move to funding for the remainder of the meeting. The next meeting will be at the Kalamazoo Radisson on 12/3/04.