

Michigan Adult Education Practitioners Task Forces
Accountability Task Force
11.30.2007, Ypsilanti, MI

Meeting Minutes

- I. **Call to order:** Rich Klemm calls the meeting to order at 8:50 A.M.

- II. **Roll call:** Bob Steeh (Novi Schools), Jerry Emde (Godwin Schools), Rich Klemm (Niles Schools), Gregg Dionne (Hazel Park Schools), David Porter (Detroit Schools), Megan Byard (WLACE), Brain Barber (WLACE), Henry McCurry (Walled Lake Schools), Sandy Thelen (DLEG), Cliff Akujobi (DLEG), Connie Banks (Department of Corrections)

- III. **Approval of minutes from last meeting:** Minutes reviewed. Motion to approve made by Brian and seconded by Jerry. Minutes approved without amendment.

- IV. **Open issues**
 - 1) Rich added discussion regarding an intensive ½ day workshop at conference by TF to agenda.
 - 2) Cliff's Notes: Megan presented changes in language to correlation of questions from DLEG compliance monitoring and Cliff's Notes. (Recommendations attached)
 - a) Gregg and Megan will continue to follow up on changes in Cliff's notes and DLEG Compliance Monitoring questions language.
 - b) The TF will continue to get updates regarding monitoring at each meeting through Sue and Rich.
 - 3) Conference Sessions
 - a) Discussion regarding ½ day intensive in-service concluded that the most appropriate session from the TF would be the TABE/Assessment training. This would be done in 2 parts (informational and roundtable/panel discussion). Rich to follow up with Dianne regarding this.
 - b) It was also discussed that the Section 107 and MEGS trainings could be done together as part of a two day institute in August.
 - c) GED Prep: The TF still intends to provide the GED Prep in-service. This session will be similar to the one provided last year focusing on policy and regulation. (Jerry has agreed to be a facilitator again)
 - d) The TF discussed the idea of a new session that would provide participants with case studies that are relevant to adult education and that the cases/scenarios would be discussed in an effort to provide participants with insight into their policies as well as other program's policies, receive recommendations from other professionals, and to assist in preparedness for possible issues. Bob and Jerry have agreed to serve as facilitators of this session. *Rich will follow up to determine the need for this in-service with Dianne.
 - e) MEGS Open Lab: The group continued to discuss the idea of the open lab for MEGS use with professionals on hand to assist as needed. M.

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O'conner, and Megan are possible professionals that will monitor lab. Megan has agreed. It will be recommended that 12 computers be available in the lab.

- f) The TF discussed the possibility of having a Michigan professional at the spring conference as part of the new director's training to provide a Michigan perspective to the training. *Rich to follow up with Diane regarding this.
- g) Desk Audit in-service: Cliff will follow up to determine applicability of this.
- h) Special education services to adults: Lisa Gallagher and Doug McCall met with the TF to discuss special education services to adults. The MTCI literacy program and MRS as possible resources for further information. Both offered further follow up and resources as needed. TF to follow up as needed.

V. New business

- 1) State plan: Rich reported back from the advisory group.
- 2) Conference Sessions:
 - a) New conference session (case studies) to be evaluated by Diane and further developed if applicable. Gregg and Rich to follow up.
- 3) GED Policy: To be addressed at next meeting. The group reviewed previous recommendations and new documentation relating to the changes. It was recommended that the TF review and make recommendations to DLEG regarding GED policy. The plan is to make new GED information available to practitioners (chief examiners, directors, etc.)
 - The TF would like to recommend changes in the GED policy wording.
 - The TF would like to evaluate and draft a revision of the March 19, 2007 from Ben Williams.
 - The TF will review provided GED documents and review possible changes at next mtg.

VI. Next Steps

- 1. TF to review/evaluate GED documents disseminated at last meeting and assess possible policy changes at next meeting.
- 2. TF will continue to follow up on conference sessions and presenters to solidify sessions
- 3. Rich will continue to follow up on state plan and the role of the TF
- 4. Gregg will update communication graphs for new and open business
- 5. Gregg and Megan to follow up with Cliff's Notes question arrangement and changes if necessary

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VII. Agenda Items for Next Meeting

1. GED policy
2. Conference sessions
3. Our role in the state plan
4. Cliff's Notes
5. Julie DeRose will be sharing some information on the Department of Corrections (tentative)
6. Other developing issues as needed

VIII. Adjournment: Meeting adjourned by Rich Klemm at 2:30 P.m.