

**Accountability and Program Performance Task Force Meeting  
Kalamazoo, Michigan  
December 3, 2004**

**Minutes**

**Members Present:**

Kathleen Sullivan (Facilitator), Sydney Alward, Jaffiria Leach-Orr, Dr. David Porter, Brian Barber, Rich Klemm, Connie May, Bill Sutter, Cliff Akujobi (Office of Adult Education), Susan Pittman (Technical Support)

Minutes of the October 21, 2004 meeting were accepted with no revisions or modifications.

**Administrative Handbook**

Members of the task force discussed the possibility of either adding more material to the administrative handbook or possibly developing a technical assistance manual that could be used by administrators to better understand how to implement the policies that are included in the handbook. It was agreed that the administrative handbook is a great resource. However, there is a need for additional references and the identification of source documents that would help better explain policies to local administrators.

The task force discussed concerns about a lack of teacher certification requirements for community-based organizations. There is a need to address this issue as it relates to funding and eligibility for funding.

Bill Sutter discussed some concerns relative to how NRS calculations are developed. Dean Smith joined the meeting and provided the task force members with a website to review that explains how the NRS calculations are developed, how the NRS program works and what is required for federal purposes. Members can access the document and rules at [www.nrsweb.org](http://www.nrsweb.org). They should review Chapter 2, March 2001.

Dean emphasized the importance of having a really strong data collection and input person. It was recommended that a one-day meeting for NRS/MAERS training be set up sometime if possible in January or February. Possible dates included 2/10-11 and 2/16-18.

**Assessment Policy**

Kathleen Sullivan forwarded a request to Dianne Duthie to add TABE to the approved list of assessments for those with work-related goal. Cliff Akujobi has a copy of the letter but had delayed a review of it until a later within the year. Cliff talked with Dianne at the meeting and the issues will be reviewed by Linda Colagross with followup information available in January.

## **CASAS – Tops Pro**

Jaffiria Leach-Orr indicated that Detroit Public Schools Adult Education had contacted CASAS about Tops-Pro training. CASAS requires a fee of \$4000 for the training. Susan Pittman will follow up with Claire Valier, a national CASAS trainer, to see if this can be done with less expense.

## **GED Policy**

Some discrepancies were found in the GED policy. A small group was formed to review the policy and that group will work on this at the next meeting. Jaffiria, Brian, Sydney, and Susan.

## **Terms and Definitions**

Pat Ojala met with the Data Committee to talk about terms and definitions. The data group was still in the process of developing definitions. Connie May will work with the other task forces to develop a final master list of all terms and definitions.

## **Funding Model**

Brian provided a brief overview of the funding model that was first developed last year. The model would include Academic Completion Points based on performance and placement of students. The model would also include incentive funding for programs that increase their performance levels each year. There would not be one standard performance level for every one – each program's performance would be based on their own baseline data. The model has been designed with a hold-harmless period to allow for improvement of data collection and reporting.

Bill Sutter recommended that the committee support the Adult Education Funding Model. Second by Pat Ojala. Motion approved unanimously. Brian Barber will follow-up with Dianne Duthie and set up a working meeting after the first of the year to work on more of the details of the model. Brian Barber, Rich Klemm, and Bill Sutter will serve on the funding sub-committee.

## **January 2005 Meeting**

The task force decided to spend the majority of the next meeting working on specific projects, including the terms/definitions, funding model, and GED policy.