

## **Accountability and Program Performance Minutes 9/26/03**

Present: Kathleen Sullivan, Facilitator, Jim Rauschart (JR), Sonya Payne, Pat Ojala, Bill Sutter, Rich Klemm, Monika Leasure, Brian Barber, Linda Colagross (MDCD), Susan Pittman (MAEPD Technical Support)

Each member of the task force introduced themselves and provided some basic background on their experiences in adult, community, workforce, and alternative education. Kathleen Sullivan reviewed with the task force members the overall mission of the Accountability and Program Performance Task Force. Kathleen emphasized the working nature of the task force and the opportunity for practitioners to have input in all aspects of adult education. Kathleen indicated that there were two specific short-term needs of the task force: (1) assist the state office in developing an adult education policy manual and (2) review the state's assessment position paper and make recommendations related to development of a statewide assessment policy.

Monika Leasure requested that the task force take advantage of electronic communication tools as much as possible since it is so difficult for practitioners to get away to regular meetings. The members agreed that using a listserv, bulletin board, and moderated chat would be very useful. Bonnie Vondracek will develop a database of all task force members that will be forwarded to each facilitator who may in turn use the information to set up their own listserv.

Linda Colagross provided an outline of the proposed policy manual and asked that task force members be willing to review specific components of the manual as soon as they are available. Linda indicated that Cliff Akojubi was currently working on a components dealing with monitoring of adult education programs. Kathleen requested that copies of this component be forwarded to the task force for review at the next task force meeting on November 7. Bill Sutter and Kathleen Sullivan agreed to bring copies of the previous administrative handbook to the next meeting to use as a guide in looking at many of the policies that may need to be revisited in the new policy manual.

Linda provided task force members with copies of the department assessment position paper. During the working lunch, each member reviewed the paper and discussed issues related to it. It was recommended that a summary of the paper be developed that would outline key points related to the assessment of ESL students including possible instruments to use and costs. Susan Pittman agreed to develop a summary/chart that would include this information and will forward it to task force members. The committee also requested that an ad hoc report be requested from Dean Smith. This report will assist the committee in making recommendations about changes to the assessment process in Michigan. The committee asked that the ad hoc report include the percentage of students who are assessed using various instruments. The report should be broken down by program area. This will enable the committee to determine the percentage of students in ESL programs that are assessed using CASAS versus BEST versus other instruments. Susan will request the report through Linda Colagross.

Task force members identified five critical issues that need to be addressed both on a short-term basis and long-term basis. These issues include:

1. Michigan Model for Adult Education Funding
2. Assessment Policy and Procedures for Adult Education
3. Program Review Process
4. State Policy Manual Updates
5. Adult/ Alternative Education Definitions

In addition to the five critical issues, the task force will also work with Special Initiatives to revise/amend the Michigan Adult Education State Plan. At a minimum, the plan will require amendments this year prior to the federal monitoring in late spring and if federal legislation is reauthorized will require a complete rewrite.

### Action Plan

<b>Critical Issue</b>	<b>Activities</b>	<b>Members Responsible</b>
<b>Model Funding Formula</b>	<ol style="list-style-type: none"> <li>1) Gather information about other non-FTE based funding models</li> <li>2) Review current method of funding – how it works within each governance area               <ol style="list-style-type: none"> <li>a. school districts</li> <li>b. community college</li> <li>c. community based organizations</li> <li>d. Michigan Works</li> </ol> </li> <li>3) Define the students who are served through this funding model</li> <li>4) Review issues related to accountability tied to funding including possible measures that will be used to document success</li> <li>5) Review payment points used in Minnesota</li> </ol>	Bill Sutter, Rich Klemm, Brian Barber
<b>Assessment of Adult Education Students</b>	<ol style="list-style-type: none"> <li>1) Review ad hoc data report on % of students who are tested using specific instruments by program and by LEA</li> <li>2) Review position paper and summarize Develop a chart for members to review</li> <li>3) Update list of tests used and what versions are acceptable and what is not acceptable – across all program areas</li> <li>4) Check status on use of GEDTS practice test as measure for determining performance outcomes for NRS</li> <li>5) Draft recommendations to MDCE for the assessment policy including the tests that can be used with specific</li> </ol>	Monika Leasure, Jim Rauschart (JR)

	<p>program areas/student population, appropriate levels to be used in each test, assessment needs for special needs populations including LD students</p> <p>6) Develop Technical Assistance Paper for practitioners on how to use tests appropriately – by population, level</p>	
<b>Program Review Process</b>	<p>1) Pull materials from the “old” Program Review process including the standards of quality. Review the material and identify areas that would be effective in Michigan today</p> <p>2) Look at the existing program monitoring model developed by Cliff Akojubi</p> <p>3) Develop new program review process for recommendation to MDCD</p>	Pat Ojala, Sonya Payne
State Policy Manual	<p>1) Pull existing materials related to adult education policy and procedures including the Administrative Handbook</p> <p>2) Identify areas within the handbook that should be addressed in the new policy manual</p> <p>3) Review the monitoring process currently under development by MDCD and make any recommendations to the department</p> <p>4) Obtain information from MDCD on areas that are currently under development and provide to task force members for review on November 7</p>	Kathleen Sullivan, Linda Colagross, Susan Pittman
Definitions	<p>1) Develop a master list of acronyms related to adult and alternative education</p> <p>2) Develop definitions for each program area, student population, and other related adult education terminology</p> <p>3) Compile master list for inclusion in the policy manual</p>	Jim Rauschert and Monika Leasure

As technical support to the task force, Susan Pittman will provide the following to task force members:

- 1) Website address for current state plan and all amendments
- 2) Summary of assessment position paper
- 3) Information from NRS related to:

- a. Acceptable assessment instruments
- b. Methods for counting Adult High School completions in NRS data
- 4) Master list of emails for task force members
- 5) Florida Funding Formula material for task force members

The next task force meeting will be conducted at the Holiday Inn in Flint, Michigan on Friday, November 7. Members must RSVP their attendance to Bonnie Vondracek at [bv73008@aol.com](mailto:bv73008@aol.com) no later than Wednesday, October 29, 2003.