

**Accountability Task force**

10.10.2006

Mt. Pleasant, MI

**Members present:** Bob Steeh (Novi Schools), Jerry Emde (Godwin Schools), Rich Klemm (Niles Schools), Cliff Akujobi (DLEG), Gregg Dionne (Hazel Park Schools), Sandy Thelen (DLEG), David Porter (Detroit Schools), Patricia Walstra (Orchard View Schools)

Meeting opened by Rich with introductions of each task force (TF) member and group proceeded through the following agenda items...

- 1. Review of Travel Expense Statement completion and Mapquest requirement**
- 2. Introduction to Agenda and review of meeting minutes from 9.22.2006.**
  - a. Minutes reviewed and approved
- 3. Accountability portion of Annual Report draft reviewed and prepared to send to Data Task Force. Gregg to send Monday.**
  - a. It was proposed by Bob Steeh that the Accountability TF consider preparing an Annual Report with some data regarding Adult Education in Michigan and possibly comparing data to national data. This will be revisited at a later date.
- 4. Survey of Assessment Instruments reviewed and discussed**
  - a. On question #5, it is recommended to add ability levels to determine more detailed appropriateness.
  - b. Additional information recommended is displayed in the chart below. This chart will be added to the top of the form to determine what populations are using each assessment if applicable.

	TABE	CASAS	Work Keys
ESL			
GED			
ABE			
HSC			

- c. The following introduction should also be added to the survey.
          - i. We are requesting that all districts complete the attached survey. The purpose of this survey is to address the satisfaction individual programs have with the required adult education assessment tools (CASAS, TABE, and Work Keys). Several concerns have been raised and we need to determine if these concerns are widespread and hence require that additional tool(s) be added to assist in the assessment process. Thank you in advance for your cooperation in this matter.

Please complete the survey and return it within 5 business days from receipt of the survey.
        - d. The survey will also be available on Survey Monkey to be completed online.
        - e. Upon dissemination and completion of the survey, the results will be assessed by TF and forwarded to the Adult Education Office for review.
- 5. In-services for Spring Conference discussed. Topics are indicated below and are being further developed to submit. It is recommended that a portion of the next TF meeting be designated to preparing these presentations.**
  - a. "107 Beginning to End" will focus on MAERS, ALPs, and assessments to address inputting and gathering information to meet state requirements. Presenters to be determined.
  - b. "e-grants" will focus on completing and accessing grants in an electronic format. This will include completing and submitting applications online. It is anticipated that electronic programs such as these will eventually be linked to MAERS and that all interactions can be performed online. Presenters to be determined.

- c. “GED Testing and Preparation for Directors and non-examiners” will focus on implementing GED testing and preparation programs from a director or non-examiner perspective including, but not limited to, policies and procedures, eligibility, and compliance. Rich to follow up with Gary to assure that material outside of the annual GED training. (Jerry Emde and Bob Steeh currently agree to present and Rich will follow up to determine if Ben Williams from DLEG will also present to provide a panel format.)
6. **ALP change recommendations reviewed, discussed, and approved by TF.** This update will be submitted to the Data TF by Rich to review with possible implementation for the 2007-2008 school year.
7. **Communication Loop reviewed and changed per TF discussion.**
  - a. Gregg to follow up with making changes and submitting to TF for review.
8. **GED proposed changes discussed**
  - a. Clarification needed on some wording.
  - b. What other criteria is sufficient to grant a waiver for students that are under 18 years of age?
  - c. It is concluded that these issues need to be revisited with Ben. Rich will invite Ben Williams and Jeff McNeal to the next task force meeting for clarification.
9. **Discussion with Kathleen Sullivan**
  - a. Information for next meeting distributed
  - b. Preparation of Annual Report discussed
10. **Meeting adjourned by Rich after discussion of progress.**

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#### EXECUTIVE SUMMARY

- Accountability portion of Annual Report completed and ready to send to Data TF
- Survey of assessments revised and changed
- Introduction also added to survey
- In-service topics for Spring conference discussed and call for presentations are being formulated
- ALP changes discussed and approved
- Communication Loop revised for further review
- GED proposed changes discussed and TF will continue to be reviewed for recommendations