

Accountability Task force

9.22.2006

Grand Rapid, MI

Members present: Julie DeRose (MI Dept. of Corrections), Constance Banks (MI Dept. of Corrections), Bob Steeh (Novi Schools), Jerry Emde (Godwin Schools), Rich Klemm (Niles Schools), Cliff Akujobi (State of Michigan), Gregg Dionne (Hazel Park Schools)

Meeting opened by Rich with introductions by each task force member and group proceeds 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 4.28.2006
 - a. Minutes should be amended to add Connie Banks to attendance
3. Review of norms discussed and group comes to the following conclusions about the functioning of the task force throughout the year
 - a. Group should share a common agenda
 - b. Listening and thinking “globally” to practitioners and the state (reaching as many practitioners as possible)
 - c. Group should move forward and leave feeling productive
 - d. It is essential to get information out to as many as possible through multiple mediums
4. Options for sharing information discussed
 - a. Making a list of available Adult Education programs available online
 - b. Provision of in-services and assistance in location of resources if necessary for practitioners that may need them
 - c. Composition and dissemination of position papers as needed
 - d. Feedback/action loop discussed
5. Discussion with Kathleen
 - a. Information for next meeting distributed
 - b. Preparation of Annual Report discussed
 - c. Minutes to be posted on website
 - d. Executive summary recommended and approved by task force
6. Review of and continuation of deliverables from last year
 - a. Monitoring process discussed
 - i. Groups that have not yet been through the monitoring process or are in the monitoring process should have access to groups that have been through the process in an effort to prepare
 - ii. The on-line monitoring training module (Cliff’s Notes) was discussed. Task force wants feedback as to how much use has been made of it.
 - iii. Website may be location for the contact information

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7. Prioritized project list
 - a. Survey of new assessments composed
 - i. Motion to approve by Cliff and seconded by Jerry
 - ii. Survey voted on and approved by task force
 - iii. Rich will deliver to Diane
 - b. Annual Report
 - i. Report to include pertinent data/results, types of programs, and task force activities to be shared with practitioners
 - ii. Activities
 1. Help state department hold practitioners accountable to high standards
 2. Serve as a “vehicle” to provide information to practitioners from the state
 3. Review and make recommendations for policies
 - c. GED policy update recommendation
 - i. Page 1 in section titled Eligibility and Verification of Age under “For admission and testing” first bullet point should read **Individuals who are at least 16 years of age and have been out of a regular school program for one calendar year may be tested without a certificate waiver for testing.**
 - ii. Motion moved by Jerry and seconded by Julie.
 - iii. Recommendation voted on and approved by task force
 - d. The “Communication Loop”
 - i. The purpose of this tool is to gather, illustrate, and disseminate, information and results of projects undertaken by the Accountability Task Force. The projects are based on the needs of all involved with Adult Education.
 - ii. A visual of the loop and discussion of the process/use of the process is discussed. The conclusions of the task force will be typed and a visual representation of the flow of the process will be completed by Connie Banks for follow up.
 - e. Future items to be addressed include..
 - i. 107 budget process including possible training
 - ii. Continued efforts to advertise/disseminate information
 - iii. Increased follow up of students that pass GED with regards to employment, education, etc.
 - iv. Creation of Adult Education program directory
8. Meeting adjourned by Rich after discussion of progress.

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EXECUTIVE SUMMARY

- New members present at meeting welcomed (See minutes for details).
- Task force project for the year discussed, prioritized, and worked on at meeting. Project list to be revisited as projects are completed and priorities vary.
- Survey of new assessments composed and approved to be released to programs using new assessments for evaluation.
- Activities of Accountability Task Force summarized for Annual Report including creation of Adult Education Directory and contact resources for programs in monitoring process to communicate with programs that have been monitored.
- GED Policy discussed, amended, and approved by task force. (See minutes for details)
- Communication loop discussed and composed in draft form to be sent to state for review.