

**Accountability Task Force**  
**January 13, 2006**  
**Kalamazoo, Michigan**

**Members Present:** Constance Banks, Brian Barber, Megan Byard, Terry Campbell, Rich Klemm (chair), Erika Nakfoor, Allen Richard, Bob Steeh, Sandy Thelan, Christine VanHeel, Ben Williams, Doug Wood (vice-chair)

Rich opened the meeting by welcoming the new members to the committee, followed by an overview of the day's agenda. Minutes from prior meeting were distributed. Minutes were approved.

**GED Testing Policy – Sandy Thelan and Ben Williams**

Sandy reviewed the changes in the document that had been distributed. Discussion was held on the following areas:

- The section on accommodations and the clarification of the process
- Proof of identification
- Proof of applicant being out of school for a year (regardless of age)
- Proof of the student's last school has released them for testing while they are still eligible for pupil funding
  - ***Ben would like members to email him with concerns and questions regarding the testing of 18 & 19 year-old pupils***
- Rich shared a question from Pat Ojala regarding the ESL requirements for certification. Clarification is needed on what test or process is required to establish English proficiency in order for the language notation to be removed from the transcript. ***Ben will seek information for the next task force meeting.***
- Discussion on the existence of a separate GED administration that exists for the corrections system. The system merges at the transcript and certification point.

The document was accepted with the proposed changes and with the need for clarification in the English proficiency level.

**Definitions and Acronyms – Review of Proposed Changes**

Connie May was unable to attend with the document update. Sandy updated the task force on the history of the document. The Department has made some changes to align them with MAERS and other processes. The changes have been given to Connie for review and will come to the task force in the future. Rich feels she may be able to join us in March.

Christine would like to be sure literacy terms and definitions be included in the document. She submitted a list of definitions that were read to the group for review. There was discussion about the appropriateness of the inclusion of the definitions in the adult education manual. The decision was made that we would look at these definitions through the filter of literacy programs that qualify receive Federal funding.

Rich will ask Pat/Sandy to send the document to task force members for their review prior to the next meeting.

## **Review of Spring Conference Sessions**

### **Literacy Provider Panel Update: Christine Van Heel**

- Two panels will be provided on Wednesday of the conference:
  - Collaboration of literacy councils and adult education programs
  - Operation of literacy councils in all sizes of communities
- Carol Jacobs is developing a web site of literacy councils and resources which would be displayed in the computer lab
- A hospitality room or exhibitor table will also work to spread the word of the work of the councils

### **Assessment: TABE (Brian Barber)**

- Brian has sent a request for questions from the field to understand what they wanted to know about the TABE and how it can better serve students
  - ***The request will be sent again to all task force members in an attempt to get more responses.***
- Brian has attempted to contact the TABE/McGraw-Hill representative asking for a resource person to present at the conference
  - The workshop has been accepted for the conference. Brian is awaiting a response from the conference.

### **Assessment: Work Keys (Christy Nelson)**

- There is some confusion about whether the Work Keys people have been scheduled for the conference. ***Rich will speak with Kathleen for clarification on the involvement of Work Keys and CASAS.***

### **Monitoring: Cliff's Notes – (Doug Wood)**

- Erika updated the group: An online course is being developed to help programs prepare for the monitoring sessions. The session will take staff through the website as it exists and ask for input and response.
- The sub-committee will work on building the content for the site this afternoon.

## **Subcommittee Work & Reports**

- **107 Budget and Narrative Subcommittee**
- The subcommittee spent time discussing the most efficient way to implement changes to upcoming required 107 Budget Forms and Narrative for the Department's consideration. The following were discussion items:
  - 1. If a State School Aid Section 107 fiscal agent also receives federal adult education funds, the federal grant application narrative may be attached. However, the fiscal agent is required to attach an addendum outlining any differences between the two, such as consortium members,

specific programs offered, partnerships, etc.

2. If a fiscal agent receives only State School Aid Section 107 funds, the narrative must be completed in its entirety, providing clear and concise responses (approximately three pages).

3. Numerous questions were being asked regarding the need for specific detailed information on the budget. All members were asked to forward all of their questions to Rich, who would then forward them onto Sandy for DLEG's consideration and response for the next meeting.

4. Subcommittee suggested that 107 fiscal agents who also receive federal funds should not have to do an extra budget sheet since the federal fiscal agents already have 107 budgets in the federal budget sheet. The federal budget pages would need to be revised to include detailed state fund information...at this time the federal budget only indicates the total state funds being used to operate the adult education program.

5. There is a need for a technical assistance paper for completing the budget pages.

6. There is a need to reference in the state guidebook as to why we do this.

7. Need to include additional funding resources to the bottom of the Total Adult Education Budget page, such as contractual \$'s, Foundation \$'s, Federal \$'s, In-Kind, etc.

8. Need to re-title the budget detail page to indicate that it is for Section 107 funds only.

9. Anticipated implementation of these budgets is 2006-07.

- **Monitoring Training Subcommittee**

The subcommittee reviewed the website that was created by Deb Hargrove as a draft template. All agreed the material was very good and the layout was attractive. We would like to talk to Deb about making the experience more personal with ideas like:

- Personal testimonies – Written testimonies or videos of people who have experienced the different parts of the monitoring experience
- Bulleted lists – Some areas have lots of information that would be better presented in concise, bulleted lists.
- Charts and graphics – More use of charts that organize the information and add some color

- Interactivity – Deb has teased us with some areas where clicking on the page leads to an activity. This is good stuff and would like to see more.

Doug will try to find a time when he can meet with Deb to discuss the web training and the above ideas.

**Notes for Kathleen:**

- We have a request for the emailing of expense reports to the task force prior to the meeting. Please let us know if that is possible.