

**Accountability Practitioners Task Force Meeting
November 18, 2005**

Minutes

Members present: Rich Klemm, Christine Van Heel, Bob Steeh, Erica Nakfoor, Cliff Akujobi, Connie Banks, Sandy Thelan, Kathleen Sullivan, Brian Barber, Megan Byard, Allen Richard, Cliff Akujobi, Terry Campbell, Pat Ojala and Debra Hargrove

Rich opened the meeting by welcoming the new members to the committee, followed by an overview of the days agenda. Minutes from prior meeting were distributed. Minutes were amended and approved.

Spring Adult Ed Conference

Kathleen passed out information regarding the Spring Conference and suggestions for topics. She asked the committee members to go back to their staff and find some talented people who would be willing to present. They are looking for 40-50 presentations. Presentations will be 75 minutes in length.

The committee brainstormed a long list of topic ideas to present. After a lengthy discussion, the following topics were agreed upon:

1. **A Panel session on what your neighbors are doing** - A literacy provider panel overview for Adult Educators. Chris Van Heel and Allen Richard agreed to proceed with this session. This panel discussion will be 75 minutes in length .
2. **Everything you wanted to know about Assessment, but were afraid to ask ~ Well the experts will be here, so ask away!**
This double session will focus on what test scores, grade equivalency and raw score really mean, as well as, presentations by vendors who supply the assessments (i.e., TABE, Work Keys). This session will NOT be a vendor presentation, but merely an awareness of the assessment instruments that have been approved for Michigan. Brian Barber agreed to contact the TABE rep to assist in the presentation. Christy Nelson agreed to assist in the Work Keys portion of the presentation. Connie Banks also agreed to assist. There will also be a section of the presentation designed specifically on Assessment for Literacy Providers. The Literacy Sub Committee may also assist.
3. **Program Improvement to enhance compliance monitoring ~ AKA~ "Cliff's Notes"**
This session will focus on introducing the newest online training program developed to assist local programs in preparing for program review. Participants will be able to access the draft training online and will be asked to provide feedback as to the trainings functionality and content.

New GED Testing Policy

Sandy Thelen passed out the new GED Testing Policy for review. After a number of questions from committee members, Ben was brought in to assist Sandy in answering them. As a result, the recommendations from the committee were being amended and they will present the amended Policy for final approval at the January meeting.

Definitions and Acronyms

Sandy Thelan will forward the definitions and acronyms to Connie May for review. Connie will present the proposed changes at the January meeting.

The committee then broke in to their subcommittees. Minutes follow.

SUB COMMITTEE BREAK OUTS

Monitoring

Members of the Monitoring Sub Committee are:

Doug Wood – Chair, Cliff Akujobi, Connie May, Chris Van Heel, Constance Banks, Allen Richard, Erica Nakfoor, Pat Ojala and Debra Hargrove

Deb Hargrove reviewed the monitoring manual with the group, opening up the floor to discussion on possible topics for a distance learning training program. In an effort NOT to override the important of the Monitoring Manual, the group decided to develop an online component that will enhance the information in the Monitoring Manual.

Some key decisions were made in regards to the design of the online training.

1. The training will be designed to include activities that are meaningful and discussion boards that will allow for shared discussion of issues across the state.
2. The name of the training will be: Program Improvement to Enhance Compliance Monitoring ~ AKA ~ “Cliff’s Notes”
3. An overview of the online training will be presented at the Spring Conference. Participants will be asked for suggestions and comments.
4. In an instance where a paragraph or activity addresses a particular question on the Monitoring checklist, a side graphic will alert the online participant.
5. Deb will design the online shell for the training
6. Writers will send modules and any forms or activity ideas to Deb for inclusion and creation in the training.

The following outline was created:

Module 1: Overview – Deb H to develop

Module 2: Communication – Pat Ojala to develop

Areas of Concern

Module 3: Eligibility – to include activities and case studies - Deb and another committee member TBD

Module 4: Data Driven – (MAERS, Assessment, FTE's, etc.) to include activities and online forms to complete – Erica, Cliff, Dean, Pat, Connie to develop

Module 5: Financial – to include information on commingling of funds and split funded time sheets – Linda McMillan to assist a committee member TBD

Resources that will be included in the online training will be:

Electronic Copy of the Monitoring Manual and Forms

Links to Various websites that would be appropriate.

The subcommittees finished their primary work and the overall task force committee meeting was adjourned.

Respectfully Submitted,

Debra L. Hargrove

Accountability Practitioners Task Force
Section 107 Budget Subcommittee
November 18, 2005

Minutes

Members Present: Rich Klemm, Brian Barber, Terry Campbell, Sandy Thelan, Bob Steeh, Megan Byard

Rich opened the meeting with a review of the purpose of this subcommittee. New members of this subcommittee, Mr. Campbell and Ms. Byard, were introduced and given background information.

Program Operation Form

1.) Narrative:

Sandy Thelan presented the current Program Operation Form, providing copies of the narrative instructions and an example. We had discussion about programs having both state and federal funds being able to attach the federal grant narrative to the state Program Operation Form, rather than re-writing the same information. Sandy informed us that we could do so as long as both funding sources were supporting the same program.

The sub-committee went through each narrative requirement in the Program Operation Form and compared them to the federal narrative. Any items not covered in the federal narrative will be outlined in the instructions for the Program Operation Form. Sandy will include directions on Program Operation Form regarding use of the federal narrative and what to add when completing this form.

Those programs not receiving federal funds will need to complete the Program Operation Form in its entirety.

2.) 107 Budget Sheets:

The subcommittee reviewed budget sheets that were issued by Sandy. An overall budget sheet, as well as a sheet for 107 funds will need to be completed by each program. Brian Barber suggested that all sub-committee members discuss this requirement with their financial director to see if there is a way to streamline this process. Brian and Bob Steeh will invite their business managers to our next subcommittee meeting to have this discussion.