

**Michigan Adult Education Professional Development
Curriculum Practitioners' Task Force Minutes
01/09/04**

Attendance: Lynn Aldrich-Spearing, Karre Ballard, Linda Colagross, Laura Gates, Jeff McNeal, Mary Murphy, Jo Pamment, Marilyn Reichardt, Bob Rickard, Jane Rudisill, Sharman Spieser, Pat Walstra, Carole Wells, Bonnie Vondracek

Meeting called to order at 9:15. Pat Walstra welcomed and introduced everyone. She introduced Bob Rickard who reviewed the report that was completed by he and Jane Rudisell. The report addressed the curriculum issues regarding the state plan. He further added that the report could be expanded with additional comments from the group before it is sent to the state office.

Bob discussed PAL and how the plan addresses PAL throughout. He also stated that there are very few references to curriculum in this particular plan. He discussed how other state plans address the frameworks for courses, whereas Michigan's plan does not reference any frameworks. His opinion is that Michigan's plan is very skeletal compared to others that he reviewed.

Jane Rudisell discussed that the state plan does not discuss how LEAs provide adult education. It appears that Workforce Development Boards oversee the programs because no references are made to LEAs. Jane also discussed duplication of efforts in the plan to maximize activities and how efforts have been duplicated. Her opinion is that adult education programs need to be aligned with assessment, curriculum, etc. The group discussed the environmental scans that were completed and how many adult education individuals were not included in any of the groups.

Pat reiterated that this plan is for federal dollars, not 107 dollars, so this document is applying for the adult family literacy grant and leadership/professional development dollars rather than state dollars. Lynn Aldrich-Spearing stated that she thought plan should be linked to Workforce Development, which was supported by Jane who stated that cooperation was indeed necessary.

Sharman Spieser initiated a discussion on performance based. Lynn and Jane discussed what was being talked about for performance and that need not be a problem for districts.

The committee reviewed the state plan and recommendations were made. Jeff McNeal recommended that the recommendations be sent to Dianne Duthie. Bob seconded the motion. After additional discussion a vote was called for and all in attendance voted aye.

A presentation on the MAEPD website was made by Dr. Debra Hargrove to the committee with suggestions taken on how to use the site to highlight information from the curriculum task force.

Pat Walstra asked for a motion to approve the minutes of the last meeting. Jeff recommended acceptance of the minutes with Bob seconding the motion. Jo Pamment requested corrections that were made. Pat called for the vote and asked for any further discussion. The minutes were passed unanimously.

Pat introduced the rewritten ALP. Laura Gates presented the changes made to the document as requested by the committee. The committee reviewed the document with additional changes being made. A major discussion was on the signature page and using Career Pathways as the topic areas for career interests.

A vote was taken to leave the signature on the back page. Mary Murphy made the motion and Jeff seconded the motion. Pat called for discussion. The vote was aye – 8, nay – 2, and abstain - 2. The motion carried.

Sharman recommended that Career Interests (Career Pathways – the six different areas) be used for the ALP. Carole Wells seconded the motion. Discussion ensued. A vote was called with all voting in favor of the change.

Jane Rudisill recommended that the form go to the state as amended. Sharman seconded the motion. All in favor voted in favor of the motion. Bonnie Vondracek made the requested edits and will send a copy to the committee to review on Monday prior to sending it to the state.

Carole Wells presented the revised Barriers to Success. Jeff recommended that the form be accepted. Jo seconded the motion. Pat called for the vote. All committee members voted in favor of sending the revised form to the state with the ALP.

Jeff discussed the Technical Assistance Paper for the ALP and requested feedback from the committee.

Sharman suggested that the committee develop a basic template for technical assistance papers. Patty recommended the following outline.

- Introduction
- Purpose/Purposes
- Definitions/Terminology
- Implementation
- Summary
- Resources

Jeff, Mary, Jane will work on the technical assistance paper for the next meeting. Patty called for a vote to approve the outline for the Technical Assistance Paper. Sharman made a motion for acceptance. Carole seconded the motion. Pat called for any additional discussion. Jane requested that the paper be as short as possible for ease in reading. All voted in favor of the motion. A draft will be completed by March 19th and brought to the meeting.

Pat reconvened the committee after a short break. Lynn Aldrich-Spearing handed out the GED content standards. Lynn and Marilyn aligned the goals, mission, content standards, and benchmarks for GED with Michigan's K-12 content standards.

Jeff made a recommendation that we use Michigan model. It was suggested that prior to passing the model, the committee have Kathi Polis look at its' compliance with EFF and NRS.

The GED sub-committee – Lynn, Marilyn, and Bob will continue working on the content standards. Karre Ballard recommended that the committee look at high school curriculum benchmarks and how to apply those that are deficient. It was recommended that content standards be presented first at the next meeting.

Jo and Carole presented the ESL content standards that they have been working on since the last meeting. They took the format from the NRS and correlated ESL standards to NRS. A first draft was shared with the committee. A narrative format and checklist were included in the draft. Jo will add a descriptive paragraph and evaluative component to the standards and benchmarks. This format will also be sent to Kathi Polis for review.

After thanking the committee for all of their hard work, Pat asked for a motion to adjourn the meeting. Karee made the motion to adjourn and Jane seconded the motion. All members vote in favor of adjournment. Meeting adjourned at 3 p.m.