

Curriculum Practitioners' Task Force Minutes

In attendance: Lynn Aldrich-Spearing, Karre Ballard, Laura Gates, Jeff McNeal, Mary Murphy, Jo Pamment, Marilyn Reichardt, Jane Rudisill, Sharman Speiser, Patricia Walstra, Carole Wells, Linda Collagross (MDCD), Bonnie Vondracek (MAEPD Technical Support)

The initial Curriculum Practitioners' Task Force Meeting called to order by Patricia Walstra at 11:00 a.m. on September 26, 2003. Pat shared with the committee the goal of MDCD for this committee. The goal is to develop a Michigan model for Adult Education using Equipped for the Future (EFF) in correlation with the Michigan curriculum standards.

Laura Gates provided background history on EFF as well as sharing an overview of the content standards. She discussed the different EFF standards that were developed: interpersonal, life long learning, communication, decision making, as well as the different role maps that are included. Laura also discussed the reasons why an adult learner comes back to adult education and the need for the standards in Michigan to be outcome-based and consistent. Bonnie Vondracek provided the group with handout information from the EFF website, as well as the url address (<http://www.nifl.gov/nifl/eff.html>). Each member requested additional information so that they could become more informed about these standards.

Pat lead the group in brainstorming what the committee viewed as critical issues. Issues from the group included:

- The need to determine which standards and benchmarks are essential from the K-12 system for the adults, ensuring that standards are written for open enrollment and individualization at the local level
- Accreditation issues for adult education programs
- How to individualize instruction with the wide-array of adult students
- The need for professional development regarding the one-room school house approach
- Need for a systematic process for intake with options for individual needs
- Acceptance of student progress and how achievement is defined - need for consistent student data
- Resources for training for Michigan Model
- Creation of a model that everyone uses throughout the state that is practitioner driven, but is also flexible and has room for continuous improvement
- Creation of a flow-chart with options for implementation, as well as those items that are required statewide (i.e. standards and benchmarks)
- Teacher recruitment issues, such as training on standards, compensation and benefits commensurate with others in the field, certification, etc.
- Consistency in assessment – both initial intake assessment and outtake assessment, as well as looking at assessment through a fuller intake process that may access resources in the community as well as education
- Ability to serve students with diagnosed and undiagnosed learning barriers – at-risk/alternative assessment
- Marketing issues, such as targeting the Great Start market and tying it to adult education readers, use the language in all products, e.g. Great Start = Family

Literacy through Adult Education (new buzz phrase) No Family Left Behind, Adult Gain is Family Gain Together (A GIFT)

- Identifying who is providing adult education
- Addressing personal goals in the curriculum and ALP – need to mesh outcomes with diverse individual personal goals
- Connect assessment to ALPs

Sharman Speiser requested that the committee be aware of some of the different federal and state requirements before the next meeting, such as EFF, NRS, Great Start, etc.

Bonnie Vondracek will provide the members with the following website urls prior to the next meeting:

- NRS website (standards)
- EFF website (wheel)
- North Central Accreditation website
- Great Start website in Michigan – Childhood Initiatives section

Pat led the group in identifying priority issues. The areas selected were:

- Targeted Marketing – Family Literacy (No Family Left Behind and Adult Gain is Family Together)
- Curriculum Delivery – Way and Where It Is Delivered
- Curriculum Design, Content, and Assessment
- Personnel and Professional Development

Jeff McNeal recommended that the task force develop a mission statement to clarify what the committee is expected to produce. Sharman Speiser agreed with this option in order for the committee to own the process.

The following mission statement was developed by the committee.

The mission of the Curriculum Practitioners' Task Force is to develop a Michigan model for adult education using state and national curriculum standards.

Jeff made a motion to adopt the statement with Sharman seconding the motion. Pat called for a vote. Motion passed unanimously.

Jeff discussed with the group the issue of whether or not targeted marketing was a goal or not. The group agreed that targeted marketing needs to be a part of everything that is accomplished by the task force.

Pat spoke about the need to identify different deliverables for the committee and to look at all deliverables as they apply to the upcoming audit and state plan, EFF, and NRS.

Lynn Aldrich-Spearing proposed that the group begin working on ALPs (Adult Learning Plans) as an initial deliverable in order to have a consistent template from which to work. She also recommended that ALPs look similar to the K-12 system's EDPs.

The group identified two major areas of deliverables to initially pursue:

- Development of an ALP template that includes required fields
- Development of content standards/curriculum frameworks in one or two programmatic areas to develop consistency in service delivery

Bonnie Vondracek shared with the group a handout on the development of standards. The committee reviewed the different methods in which standards can be developed and the process in which standards are developed.

Jeff made a motion that the committee develop, modify, and adapt the current Michigan standards and incorporate standards from other states to meet the needs of the mission statement. Jo Pamment seconded the motion. The item was opened for discussion. Pat called for a vote. Vote was unanimous in favor. Lynn discussed with the group their school's newly revised curriculum. She will bring the curriculum to share with the committee at the next meeting.

Jo requested that members bring in different curriculum pieces. She shared information on ESL content standards with the group and the broad-based, student-oriented nature of the goals. Sharman suggested that the committee first start with the adult learning plan rather than the more encompassing curriculum goals. Motion made by Jeff to develop an ALP, computer accessible, and a short technical assistance paper. The motion was seconded by Laura Gates. Vote was eleven yeas, one nay. Motion passed.

The prototype for the non-negotiable items for the ALP will be developed by Karre and Laura. The committee will send forms from their districts to Karre and Laura with Lynn Aldrich-Spearing looking at EDPs.

A group discussion ensued on the mandated plan items versus non-mandated items that may more fully serve the "whole student." Carole and Sharman will develop a list of such items. Jane Rudisill will also provide a one page checklist – Barrier Assessment Inventory to the committee.

Pat recapped the objectives that need to be accomplished prior to the November 7th meeting. By November 7th, a draft ALP will be completed for committee review. Sharman reiterated the need for a technical assistance paper to attach to this document once it is completed.

Pat discussed with the group the long range plans for curriculum. She recommended that the GED frameworks be the first to be completed due to the national standards being already done.

The committee recommended that they look at GED and ESL as the first areas to develop standards. Lynn will chair the GED sub-committee composed of Marilyn, Sharman, and Mary. The ESL sub-committee will be chaired by Jo and Carole who will discuss this item at their next ESL statewide meeting. The committees will research other states who have tied their curriculum to EFF and NRS and report to the committee at the next meeting.

From the priority objectives identified by the committee, Pat will draft the task force's action plan and send it to committee members for review prior to the next meeting.

Patricia adjourned meeting at 3:10 p.m. The next task force meeting will be conducted at the Holiday Inn in Flint, Michigan on Friday, November 7. Members must RSVP their attendance to Bonnie Vondracek at bv73008@aol.com no later than Wednesday, October 29, 2003.