

**Michigan Adult Education Professional Development
Curriculum Task Force Meeting
Lansing, Michigan - 03/19/04**

Attendance: Cliff Akojobi, Lynn Aldrich-Spearing, Karre Ballard, Linda Colagross, Jeff McNeal, Kathi Polis, Marilyn Reichardt, Bob Rickard, Jane Rudisell
Sharman Speiser, Sandy Thelen, Pat Walstra, Carole Wells, Bonnie Vondracek

Pat Walstra called the meeting to order. The group introduced themselves while Pat handed out the final copy of the state of Michigan's Adult Learning Plan.

The agenda was provided to the group and Pat reviewed the day's work. Pat requested additions to the agenda. No additions or changes were requested. Pat asked for the group to review the minutes of the last meeting. Jeff McNeal made a motion that the minutes be approved. Marilyn Reichardt seconded the motion. A vote was called and all voted in favor of the minutes being approved.

Pat passed around a list of the committee members and requested that they make sure that any necessary changes be made as far as addresses, phone numbers, emails, etc.

Jeff McNeal initiated the discussion on the technical assistance paper for the ALP. Sandy Thelen, DLEG, said that exit status needs to be added to the form. Pat Walstra shared with Sandy the information from the committee that they didn't want the ALP to be another MAERS form. Pat opened this segment for dialogue. Karre Ballard stated that it might be helpful to have a box that included the exit status information. Jo Pamment stated that if she could customize the form that she could use it for registration.

The following are the exit status items that were discussed and agreed to by the committee:

- *Student completed* the instructional period or the end of the program year and plans to continue in the Adult Education program within 90 days.
- *Student completed* the instructional period or program year but *does not plan to continue* in the Adult Education program.
- *Separation before Completion* – Student left the program before completing the instructional period and *is no longer enrolled in Adult Education*. If this is the student's end of year status, one or more of the reasons listed below must be checked.

Consensus was obtained from the committee that the Reasons for Separation be placed into the ALP as bulleted items. The committee also provided total consensus that the primary educational and economic goals be bolded on the form. The state of Michigan requires that you select one of these primary goals and that you are accountable for any

goals checked. The form will be revised and sent to the committee and the Office of Adult Education and Spanish Speaking Affairs.

The discussion on the ALP Technical Assistance Paper continued. Areas suggested by the group to be included in the paper include:

- Information on how to customize the form
- What ESL needs to complete (only the goal)
- Legislation or state policy that dictates this form

Pat went back to the previous minutes and reviewed the format of the paper. The group provided the committee with feedback on items in the paper. Jeff reviewed the paper. Kathi Polis talked about having a release of information for using of social security numbers. She will send the form that they used to the group.

Kathi Polis stated that Work Keys cannot be used for pre or post for NRS. Sandy Thelen clarified that a program must test individuals and participants after every 90 hours of attendance, per 107.6b.

Suggestions from the committee will be integrated into the technical assistance paper and presented at the next meeting.

Cliff Akojobi shared with the committee a section of the policy and procedure manual for them to review. He updated the committee on the process that is being used for both the manual and the upcoming program reviews.

Kathi Polis worked with the committee on the selection of a content standards/framework template. Attached is the PowerPoint presentation and sample templates used for the presentation. Consensus was obtained at each step of the presentation. Following the workshop, Karre recommended and Jeff seconded the use of the second template, removing the assessment column and making assessment as a separate item for a teachers' toolbox that would be developed to accompany the frameworks, as well as adding a checklist for the framework. The committee voted in approval for this format.

Carole Wells and Jo Pamment presented the ESL products and technical paper that they have completed. They will continue to work on the content standards/framework in conjunction with the ESL Advisory Committee.

Pat Walstra requested that prior to the next meeting, the GED and ESL working subcommittees place the information that they currently have developed into the selected template. Pat also requested that the leads for each sub-committee have the drafts to her no later than April so that the information can be shared prior to the next meeting on April 30, 2004. The selected template is attached to the minutes.

Pat Walstra requested that the meeting be adjourned. Jeff McNeal put the forth the motion with Karre Ballard seconding the motion. Meeting adjourned at 3:30 p.m.