

**Minutes of the Curriculum Practitioner's Task Force Meeting
February 29, 2008
Henry Center, Lansing**

- I. Call to order at 8:45 a.m.**
- II. Roll Call: Tim Barsch, Mary Hemmen, Gloria Henry, Jim Hunt, Susan Ledy, Christy Luckey-Nelson, Lee McKenzie, Jeff McNeal, Jo Pamment, Marilyn Reichardt, Bob Rickard, Jane Rudisill, Bill Sherb, MaryAnne Thorndycraft**
- III. Motion to approve the minutes from last meeting made by Jim Hunt and seconded by Jo Pamment. Motion carried.**
- IV. Open Issues**
- A. Housekeeping**
- 1. Sign-ups made for accommodations needed for next Practitioner's Task Force meeting, April 18th, 2008 at the Comfort Inn, Mt.Pleasant, MI.**
 - 2. Review of reserving rooms for Task Force Meetings: If you sign up on list at the meeting, you should have a room. If you need to change your reservation, it is your responsibility.**
 - 3. Mileage sheets: Turn into Christy with Mapquest attached.**
- B. Review of Edited ABE Content Standards by the Literacy & Curriculum Subcommittees:**
The Curriculum committee went through the changes proposed and discussed. Christy and Jo will work together to make sure they are printed accurately. A motion to approve the changes as discussed was made by Jim Hunt and seconded by Susan Ledy. Motion carried.
- C. Benchmarks Sequencing Paper: After discussion by the committee it was decided that "Sequencing" was not the appropriate term for the paper. It was discussed that it was a very good tool to use as a check list. After further discussion there was a motion by Susan Ledy and seconded by Jo Pamment to approve the paper and call it "Abridged version of Benchmarks by Strand for the ABE Content Standards". Motion carried.**
- D. Review/Finalize—Plan to format/revise Content Standards as a living document: The committee discussed the proposed model. Changes were made to the document. Christy will make the changes on the document and send out to the committee members for end review and approval.**

A motion was made to have a blog set up on the MAEPD website for the curriculum task force. It would include three areas for each of the content standards: GED, ABE and ESL. The motion was made by Jeff McNeal and seconded by Marilyn Reichardt. Motion carried. A second motion was made that when the release of the blog was done, to make sure the field was

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educated on the use of blogs so the new technology to some would be able to be utilized. The motion was made by Jo Pamment and Susan Ledy. Motion carried.

E. Review Changes to the crosswalk between TABE 9/10 and GED content Standards. This was tabled to our April committee meeting for approval.

F. Update from Curriculum – Marketing subcommittee:

Gloria reported, with assistance from Tim and Christy items that have been discussed:

One marketing goal is to provide information for instructors.

Strategies to do that include a State list-serve through MAEPD on a quarterly schedule to be consistent. Also to create a list-serve on the ABE, ESL and GED content standards, bi-annual reports.

To create the list of instructors, it is suggested that e-mail addresses be collected when districts submit their beginning of the year information to the State.

At the State conference, Dianne will also remind directors to disseminate information to teachers.

To create a list serve for the State task forces to report quarterly.

To create a list serve on adult focused research/instruction. The MAEPD website has a wealth of information for instructors.

For internal marketing:

Create a blog for adult education.

Create courses on blackboard for best practices.

Create an electronic newsletter.

Educate the field on marketing “how to’s”

Goal for stakeholders and public: Promote the needs and successes.

Publicize that adult education is accountable.

Elicit a marketing agency to create a slogan for adult education and logo.

Market to the public: use public t.v., radio, public transportation, billboards.

Create an adult education day.

Include adult education into the United Way 211 Service.

Have an awards program with a student/teacher, invite legislators.

Create an adult education alumni group.

The plan will be put on the agenda for April to finalize, approve and send on to the State.

G. Finalize HSC Survey: A motion was made to approve the HSC survey, only with the change of removing questions 35 and 36 because they are

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duplicates. The motion was made by Jo Pamment and seconded by Marilyn Reichardt. Motion carried.

H. Discussion – Crosswalk between ESL Content Standards and CASAS and ABE Content Standards and TABE: It was strongly recommended from the committee to create a crosswalk between ESL Content Standards and CASAS and also ABE Content Standards to the TABE. The motion was made by Jim Hunt and seconded by Jo Pamment. Motion carried.

I. Susan Ledy and the Grand Rapids Literacy Council was recognized and complimented by the committee for being highlighted on the ABC News special that aired the last week of February. It was the ABC News focus called “Living in the Shadows, living in America”. The video is still able to be viewed on the ABCnews.com website. A blog is available to give your comments. Congratulations Susan.

J. State Conference Awards: Christy distributed the State conference awards application to the committee members encouraging them to submit their nominations.

II. New Business:

Small Work Group Sessions:

Break into groups for the State conference presentation sessions:

- 1. Rollout of ABE Content Standards**
- 2. Implementation of ABE Content Standards, including both ABE and Literacy groups**
- 3. GED Crosswalk**

Meeting Adjourned.

**Next Practitioner's Task Force meeting: April 18th at Comfort Inn & Suites
University Park, Mt. Pleasant, Michigan.**

**Respectfully submitted
MaryAnne Thorndycraft**