

**Michigan Adult Education Practitioners Task Forces
Curriculum Task Force Meeting Minutes**

April 18, 2008 Mount Pleasant, MI

- I. Call to order at 9:00 a.m.
- II. Roll Call: Tim Barsch, Mary Hemmen, Gloria Henry, Jim Hunt, Jaffiria Leach-Orr, Susan Ledy, Christy Luckey-Nelson, Jeff McNeal, Jo Pamment, Marilyn Reichardt, Bob Rickard, Bill Sherb, MaryAnne Thorndycraft, and Carole Wells
- III. Motion to approve the minutes from last meeting made by Carole Wells and seconded by Jim Hunt. Motion carried.
- IV. Open Issues
 - A. Housekeeping
 1. Sign-in sheet and Return for next year sheets were distributed and signed.
 2. Mileage sheets: Turn into Christy with Mapquest attached.
 - B. Review of ABE Content Standards Notebook.
 - Will be ready for state conference
 - C. Review/Finalize plan to Format/Revise Content Standards as a Living Document.
 1. Flow chart was distributed and discussed. Suggestions and revisions were made.
 2. Motion to accept the document made by Jo Pamment and seconded by Carole Wells. Motioned carried
 3. Christy Luckey-Nelson will take the suggestions and revisions, make corrections, distribute to the curriculum task force via internet. When approved, Christy will send to the state.
 - D. Crosswalk between TABE 9/10 and GED Content Standards was approved and will be sent to the state. Bob Rickard, Jim Sherb and Marilyn Reichardt will present how document can be used at the state conference.
 - E. Update from Curriculum – Marketing subcommittee:
 1. Kathleen Sullivan presented a draft of the Michigan Adult Education Marketing Plan to the Curriculum Task Force.

**Michigan Adult Education Practitioners Task Forces
Curriculum Task Force Meeting Minutes**

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2. Discussion and suggestions made.
 3. Motion made by Bob Rickard and seconded by Mary Anne Thorndycraft to send the approved plan to the Department of Labor and Economic Group as a recommendation for implementation. Motion carried. Christy will send the document.
- F. A bulletin board was set up on the MAEPD website by Deb Hargrove. The bulletin board is a means of collecting information regarding feedback on the content standards.
1. Need to register to use.
 2. Two-way communication to anyone using the site.
 3. Specific directions needs to be added so that the site is used
 4. A welcome note on the bulletin board will be written by Jo and Carole, and Bob and Marilyn
 5. Emphasis is on use by those in the field and not monitored
 6. Christy will send out current page for task force members to make recommendations and approve.
- G. Committee recommendations to the State Office.
1. ABE Content Standards on CD and ready for the state conference. ABE Content Standards' notebook will be ready for distribution at the conference. Task Force members are reminded to pick one up.
 2. Benchmarks Paper was approved
 3. Crosswalk between ESL Content Standards/CASAS and ABE/TABE were approved. Logistics need to be worked out. How? Who?
 4. Approval to release the HSC Survey
 - a. Should be out next week
 - b. Information will be sent to Adult Learning Work group.
 - i. ALW is mapping what is going on in the state , identifying work/employer issues, developing strategies, identifying illiterate
 - ii. The hope is to present a plan in six months to the Conference of Labor and Economic Growth, a group of

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business and educational leaders,
detailing the needs of the state.
iii. Survey will have meaning for the
adult education diploma.

V. New Business:

A. List of Curriculum Committee Deliverables for 2007-08

1. ABE Content Standards released
 - a. CD and notebook
 - b. Benchmark list
 - c. Technical support paper
2. Crosswalk of GED Content Standards and TABE 9/10
 - a. CD made
3. High School Completion Survey
 - a. Information compiled
4. Bulletin Board
 - a. ABE/ESL/ GED Content Standards can be discussed by those in the field
5. Process to revise Content Standards as “Living Documents” established
6. Marketing Plan proposed
7. GED Math fall workshops recommended
8. Spring Conference
 - a. GED Math Stage 2
 - b. Cross walk between GED Content Standards and TABE 9/10
 - c. ABE Content Standards roll out

B. Goal Setting 2008-09

1. Create a schedule for Content Standards revisions
 2. On-going review of bulletin board comments
 3. Review of Curriculum Committee workshop evaluations
 4. Dissemination of ABE Content Standards to regional areas
 5. Develop a position paper on new High School Diploma requirements effect on Adult Education
 6. Revisit GED Content Standards
 7. Revisit ALP
 8. Review High School Completion Survey
- Carole moved to accept the goals for 2008-09.
Seconded by Jo. Motion carried

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- C. Divided into groups to plan state conference presentations
 - 1. GED Math Stage 2
 - 2. ABE Content Standards roll out
 - 3. Cross walk GED Content Standards and TABE 9/10

- D. Plan for August Meetings
 - 1. Motion by Jim Hunt, seconded by Susan Ledy: Curriculum Committee recommends that Marilyn Reichardt and Bob Rickard present GED Math Stage 2 on August 12. Motion carried.

Gratitude was express to committee members and facilitators for diligent work and accomplishments in the year 2007-08

Meeting Adjourned

Respectfully submitted
Marilyn Reichardt