

Michigan Adult Education Practitioners Task Forces
Curriculum Task Force
11.30.2007, Ypsilanti, MI

- I. Call to order at 9:00 a.m.
- II. Roll Call: Mary Hemmen, Gloria Henry, Jim Hunt, Jaffiria Leach-Orr , Susan Ledy, Christy Luckey-Nelson, Lee McKenzie, Jo Pamment, Marilyn Reichardt, Bob Rickard, Jane Rudisill, Bill Sherb, Mary Anne Thorndycraft, and Carole Wells.
- III. Motion to approve the minutes from last meeting made by Carole Wells and seconded by Gloria Henry. Motion carried.
- IV. Open Issues
 - A. Housekeeping:
 1. Mileage sheets: Reminder to submit to Christy with Mapquest attached.
 2. Corrections made on Task Force Membership List – Personal Information
 3. Sign-ups made for accommodations needed for **next Practitioner’s Task Force meeting, February 29, 2008 at the Henry Center, Lansing, Michigan.**
 4. Collection of travel/mileage sheets
 - B. Update from ABE Content Standards/Literacy & Curriculum Subcommittee: members Carole Wells, Mary Hemmen, Susan Ledy, and Lee McKenzie.
 1. Recommendations:
 - a. Ask Literacy Committee if a literacy group had been included in the pilot group.
 - b. Ask Literacy Committee to look at content standards especially Literacy and Beginning Basic Education levels.
 - c. Are Benchmarks and applications in Beginning Basic appropriate for grade levels 2 – 4?
 - d. Ask Literacy Committee if Literacy Council tutor training (LitStart/Pro-Literacy) prepares tutors for understanding the benchmarks and applications.
 2. Will be ready for roll-out at the state conference
 - C. Update from Curriculum – Marketing Subcommittee: members Laura Gates, Cindy Glore, Gloria Henry, Marilyn Reichardt, Kathleen Sullivan, and Katie Wolfe
 1. Kathleen Sullivan has volunteered to chair the committee.

Michigan Adult Education Practitioners Task Forces
Curriculum Task Force
11.30.2007, Ypsilanti, MI

2. A spread sheet will be generated that will lay out the tasks, strategies, protocol, responsible parties, budget item, and dates or time to accomplish.
 3. This document will be presented to the Curriculum Task Force at the February meeting.
 4. It will be sent to the DLEG office in March anticipating applications of some/all of the subcommittees' recommendations.
 5. A few of the tasks discussed were:
 - a. Highlighting a student and his/her teacher at the state conference.
 - b. Bringing students to legislative day (MACAE) to give testimony to the congressmen.
 - c. Creating a newsletter (electronic) for practitioners to promote/share/ideas.
 - d. Student creation of an adult education logo.
- D. Review/Finalize – Plan to Format/Revise Content Standards as a Living Document. Subcommittee members: Jeff McNeal and Mary Ann Thorndycraft
1. Document will be emailed to task force members.
 2. You will be asked to make changes (different color) and return to Christy.
 3. She will incorporate the changes into the document.
 4. The document in its final form will be presented at the February meeting.
- E. Review Changes to the Crosswalk between TABE 9/10 and GED Content Standards. Subcommittee members: Bob Rickard and Jane Rudisill
1. Suggestion: to rearrange opening page to include a technical assistance paper (example of how to use the document).
 2. Suggestion: to add available resources that matches skills with what the student needs. Email any suggestions to Bob.
 3. Suggestion: to do something at the conference to show the value and usefulness of the document.
 4. Document will be presented at the next meeting for approval.
- F. Discussion - Crosswalk between GED Content Standards and CASAS
1. Crosswalk between GED Content Standards and CASAS cannot be done since they cover different venues.
 2. Cross walk between ABE and TABE needs to be done.

Michigan Adult Education Practitioners Task Forces
Curriculum Task Force
11.30.2007, Ypsilanti, MI

3. Cross walk between ESL and TABE needs to be done.
 4. Cross walk between ESL and CASAS needs to be done.
- G. Update High School survey. Subcommittee members: Bill Sherb and MaryAnne Thorndycraft.
1. Suggestions were made
 2. Document will be presented at the next meeting for approval.
- H. Plan for state conference: tentative schedule
1. Rollout ABE Content Standards (1hour)
 - a. Panel to share how created, here is your copy, how they can be used.
 2. Implementation of ABE Content Standards: how to use with ABE students. (1 hour).
 3. Implementation of ABE Content Standards: how to use in Literacy classes. (1 hour)
 4. GED Content Standards and crosswalk with TABE
 - a. Two sessions offered consecutively
 1. What the document is. (1 hour)
 2. How to use. (1 hour).
 5. GED Math: Stage 2 – Strategies for teachers. (3 hours).
 6. Literacy: topics to be determined. (3 hours).

Motion to adjourn made and approved by all. Meeting adjourned at 3:05 p.m.

Next Practitioner's Task Force meeting: **February 29 at the Henry Center, Lansing, Michigan**

Respectfully submitted,
Marilyn Reichardt