

**Curriculum Practitioner's Task Force Meeting
Minutes of November 10, 2006
Holiday Inn – Mt. Pleasant**

Present: Tim Barsch, Linda Colagross, Cindy Glore, Mary Hemmen, Gloria Henry, Jim Hunt, Jaffria Leach-Orr, Susan Ledy, Christy Luckey-Nelson, Lee McKenzie, Jeff McNeal, Jo Pamment, Marilyn Reichardt, Bob Rickard, Jane Rudisill, Bill Sherb, MaryAnne Thorndycraft, Carole Wells

- I. Welcome and Introductions
- II. Housekeeping Items:
 - Approval of Minutes of September 22, 2006 meeting: Motion made by Bob/Carol to accept the minutes with one change: Add Jane Rudisill as present.
 - Corrections of Task Force List Personal Information: A list was distributed to make changes on and return to Christy.
 - Next Meeting Handout/Sign-up for next meeting: The form was distributed around the table and returned to Christy. The next meeting will be Feb. 2nd at Wyndham Garden Hotel in Novi.
 - Review of reserving rooms for Task Force Meetings
 - Mileage sheets: Reminder to attach Mapquest to the mileage sheet to be re-imbursed.
- III. HSC Survey:
 - There are 206 High School Completion programs in the State. Only 67 programs completed and returned the survey. Dianne will send out the survey again with a new cover letter stating the reason for the survey and an added Distance Learning question.
- IV. Annual Report:
 - Summary of the annual report will include ESL content standards along with a lesson plan template, GED content standards, ABE content standards to be completed 06-07, HSC Survey, the ALP being fully implemented and the purpose of the ALP. A list of the individuals who participated on the committee will be included. Christy will compile the information and send out to everyone on the committee to review. It is hoped that we will have the annual report to be turned into the State by Friday, November 17th.
- V. GED Content Standards Rollout:
 - Linda Colagross introduced the Standards at the MACAE Fall conference. Susan and Bonnie will present them at the State Conference in March along with representatives from our committee. Bob, Jane, Marilyn and Linda volunteered. It was suggested that a representative of the district where the standards were piloted should be included.
 - After the initial presentation in March, there will be 4 presentation sites across the State in April and May. A person from the committee should be at each site to add background. Cindy, Jane, Jeff and Bob volunteered.
 - The GED March conference committee will meet by teleconference the first week of Dec. Linda will set it up.
 - GED Math:
 - Marilyn and Bob will be doing 4 presentations throughout the State:
 - Jan. 10th at Holiday Inn West, Lansing
 - Jan. 11th at Holiday Inn West, Lansing
 - Jan. 19th at M-Tec, Dearborn
 - Jan. 26th at M-Tec, Kirtland Community College, Gaylord
 - These workshops will be at no charge to the participants.
 - The team will also be presenting a short introduction at the MAC2 Conference Dec. 1st in E. Lansing.
- VI. ESL Content Standards:
 - The ESL content standards will be presented at the Fall ESL Conference in East Lansing on Nov. 17th. Currently there are 130 registrations for the conference. Videotaping will be done and made available. The standards will also be on the State adult education website. The ESL committee will do a follow up presentation at the Spring State Conference.

- VII. Curriculum Task Force Presentations at the State Conference:
1. GED Content Standards
 2. ESL Content Standards
 3. Math GED
- VIII. Participant Auditing Manual - Distance Learning:
Bill Sherb and MaryAnne Thorndycraft went through the pupil accounting manual for distance learning and made changes. The committee reviewed the proposed changes to the pupil accounting manual for distance learning for the Participant Auditing Manual. Jim Hunt/Jeff McNeal made a motion to submit the revision as presented to the State. One opposed saying virtual needs to be more clearly defined, spell out non-traditional ways. Discussion continued. The motion was clarified by Marilyn/Carol to present the revision as written with the recommendation that the State review the wording of virtual/distance learning as it applies to computerized programs for adult education. The motion was approved with one dissent. It was felt it was good as it is without too many definitions. Pupil accounting officials have already reviewed this policy for pupils.
- IX. Small Group Discussions on ABE Content Standards
The group was broken up into 4 smaller groups representing each EFL level. The charge was to review the standards and make editing changes. The groups were also to review the Technical Assistance Paper. Each group reported out. Christy will make the changes and submit the document to the State ready for piloting.
- X. TABE 9/10: Jaffria brought to the table a discussion on the absence of the group report on the new TABE 9/10 that was very beneficial and needed by their program. She will compose a recommendation to the State.
- XI. Adjournment: Carol/Cindy made a motion to adjourn.
- Submitted by: MaryAnne Thorndycraft