

Data and Reporting Systems
Task Force Minutes
March 19, 2004

1. Welcome: Meeting called to order at 8:55a.m.
Members present: Tania Bulkowski, R.W. Campsmith, Kathy Johnston, Linda Cabose, Pam Montana, LaVena Paquette, Gary Tweddle, Tony Lagos, Dean Smith, Linda McMillian, Donna Kapelanslin, Ken Walsh, Ben Williams, Karyn Goven
2. Approval of Minutes: Pam made the motion to accept the minutes, LaVena seconded, motion passed.
3. Dual Enrollment update: They are still working on it. Dean hopes that it will be ready to go in March. Next week they will start testing the system. They mimic a district and put in problems to see if there are any glitches.

Recommendations for Department:

MAERS new one page student report. A one page report that would have student demographics as well as goals and assessment. Dean said he would look into it.

Use of Social Security Numbers: We will make a recommendation that we should put use it. However, it will be optional as some districts still do not like the idea. They would use their own student number.

MAERS joint to include 107 compliance report: If we could add one new field next to the hours it would make the compliance form easy. Just add # of classes passed. This would be added to Table 4. Dean will look into this.

Soft Exits: It would be nice to have a reminder as to when we should generate a report.

There is no mechanism available to generate reports for everyone, but can send to program Directors a reminder. It is important fix soft exits so that information will be correct. After reminder in June, you will have time to complete before your program ends on June 30. Also, a reminder in August will let programs make sure there are no errors. Reminder will be June 1 and August 1. It is advisable to generate a Missing Data Report too.

Batch in a consistent manner: Discussion was held regarding when would be a good time to batch. Dean said they are going to the system of batching quarterly. This will catch all programs. 24 programs including prison batch. Major problem with batching is dual enrollment.

It is important to do it periodically versus only once because many times legislatures want information regarding how many are attending and to see what is happening....

It will give time for programs to check for errors.

Last batch will give the program 10 days to fix errors for soft exits.

Definitions:

It was agreed upon that we would use the definition of enrollment from our previous minutes.

Enrollment: A participant is enrolled if he/she has:

12 hours of attendance

Completed the appropriate standard assessment procedure and is placed in an initial functioning level based on the lowest sub-test score.

Registration form has been completed by student and dated up to 90 days prior to program year.

Exited: none needed

Completion: Discussion was held on what the definition of completion.

Completion: Student complete class time, pre and post test, instruction? We cannot put a definition in because we are not sure of placement. The question was raised regarding pre-testing of HSC students and GED students who have had passed one or more GED tests.

Dean Smith will talk to Linda Thompson about which definition should be used. It was discussed that if we were to be accountable, we should align ourselves with the definition and actions according to NRS guidelines.

It was also discussed that perhaps completion had 2 different meanings. Completion according to MEARS is completion of class. Completion according to NRS is improving an EL or remaining in the level.

d. Dropped: A student who left the program or received no services for 90 consecutive days and has no scheduled services.

6. Dean Smith and Linda McMillian

Review items

Task force review new MEARS manual-no new manual. Just update which is available on line.

With all they have to do, it was brought up that it would be nice to have a “team” of field members or MEARS user group. They could help people, train and support Dean.

7. Larry Condelli: Larry is from the American Institute for Research who helped write the NRS.

He was unable to attend this meeting. Gary will draft a letter with questions and give it to Diane Duthie to review and give to Larry.

Why do we need to post-test GED students? Ben stated that all states are questioning that policy.

We cannot use GED test because of availability. Anyone can get a practice test. Virginia does not allow purchasing. It also does not assess grade level.

If GED is considered the same as a HSC to colleges, why can that not be the outcome instead of showing EL gains. It is not their goal.

What is more important - goal of GED or EL gain?

Question to ask - Can we have more than one outcome? You can have 2 goals, primary and secondary. Secondary or unexpected outcome you can write job, retain job, doesn't mean anything. Report will show on Table 5

Concern and discussion regarding of placement and testing of students who have taken GED tests and those students who have HSC credits. Do we need to test? Tony read information from NRS and it can be interpreted different ways. It may be best not to ask the question to Larry. Regardless, we do need to have a consistent answer as to placement for those students.

Final Product for Data Committee: We discussed that it would be nice to have a final product for MEARS users.

Handbook would be 4-5 pages in length

Guidelines of definitions-Dean will work on this part

Background with NRS information

Information on each report and how to use them and goals
Contact numbers for those who have questions-support
Information on the web page for looking at the MEARS manual
Information on the new List Serve with GED answers and questions.
Karyn will put it together and mail it to Gary.
Bob will put together NRS information
Sheila and Pam will put together info. on MEARS reports
Dean will put together a List Serve with questions and answers.

State Plan: Discussion was held on reviewing the State Plan. Concerns with:
Page 7: "...will be administered a standardized pre-post-test to determine entry levels....
Replace with "standardized assessment procedure in accordance with NS guidelines."
Concern with Performance Measures. Tony wanted to make sure they realize with
changes in testing, it may be reflected in outcomes.
Page 15: Concerns with how they came about with appropriations with the funding
formula. It is similar to PAL. How will this effect distribution of funds.
Page 16: Noticed open entry and open exit programs. How does this affect us?

Meeting adjourned at 2:20 p.m.
Next meeting on April 30, 2004 in Grand Rapids
Have a nice Spring Break.