

**Data Task Force
Minutes
September 22, 2006**

Members Present: Jill Bestman, Tanya Butkowski, Judy Cock, Karyn Goven, Donna Kapelanski, Mary Marcil, Sue Muzzilo, LeVena Paquette, Bert Quinn, Dean Smith, Kim Thinnes, Gary Tweddle

1. Approval of Minutes: Levena motioned to accept the minutes, Mary seconded. Minutes approved.

2. Introductions:

- Room and Reservation: A list will go by each meeting please sign up for room reservation for the November meeting. If you cancel, you need to do this prior to the meeting or else you will have to pay out of pocket.
- Travel Expense Sheet: This has to be turned in at the end of each meeting. Task force will pay for mileage. Gary reviewed how to fill out form. Mileage is at 38.5¢. Each member needs to bring map quest with mileage from your work or home to the meeting place, otherwise you will not be reimbursed. If you do not bring it, you can fax at 517-335-3630 to Janice. State will pay for dinner at \$16.50.
- If you have any miscellaneous supplies or other costs incurred, please bring the original receipts to the meeting for reimbursement, or mail them to Janice Vernon for reimbursement.
- State will pay for room and self- parking, not valet
- Attendance: We have 4 meetings. By joining the task force, you have made a commitment to be here. If you cannot attend, please contact Gary and Kathleen. Do not forget to take care of your room reservations if you need to cancel.

November 10th at Mt. Pleasant,

February 2nd -TBA

April 20th - TBA

March- 26-28 State Conference

- Expectations of group: We are open for discussion. We will all have jobs to do. Task Forces are directed by Diane. She takes some direction from Advisory Board. We have set tasks and we always add tasks. Expect to work at each meeting.

3. Response from Department on Recommendation:

We send a letter to Diane after each meeting if we have items that we need approval or action. At the beginning of each meeting we review the response. Nothing was done at the last meeting.

**Data Task Force
Minutes
September 22, 2006**

4. Definition of Terms: *Tanya*

Terms and definition. We will come up with terms or definitions that maybe new or needs clarification. Form our group, it goes to Connie at Accountability. And eventually to the administrative guide with definitions and acronyms . It can be found through a help link at MAERS that links to the Department.

- ❖ *OSMIS*: One Stop Management Information System. It is DLEG client tracking system. MAERS is a subset.
- ❖ *Monitoring*: The DLEG process for measuring and assessing funded programs for compliance with state and federal adult education regulations.

5. Review of MEARS workshops:

- Email from Ken Walsh, 289 regitered for the workshops. MACAE did registrations. Discussion on evaluation.
- Student Release Form still out.
- Overall, people were pleased with the workshops.
- Should handouts be on website to put on MAEPD website? It was decided not to do this because it would have to be updated. Also, time would be spent on trying to attach notes so they would understand the handouts.
- Repeat at State Conference: March breakout? No will have new information to do.
- Plan on an August Conference: Will look at 3rd week of August. August 21 and 22nd 2007. Mt. Pleasant-central location. Need to look at facilities. CMU? Have 2 -1 day sessions. Will look at a workshop that specifically deals with MDOC. \
- Concerns: Registration time not clear. Many people came early

We listened as Jill told us about Correction programs. It is great she is our group. We will get a different perspective of data collecting.

- There are 40 different prison school programs scattered throughout the state.
- In Sault Ste. Marie they have 1200 students.
- Prison program pushes GED program. They have some ESL, ABE. 70% are ABE, less than 5% are ESL. Rest are GED.
- Most have Learning Disabilities and general behavior problems.
- Turnover 30% a month.
- 5 levels of security. Level 5 Maximum no services. Level 4: Very structured, Level 3 most of transfers occur down or up levels in system. Level 2: bulk of graduates, most stable. Level 1 program (camp level), prisoners work outside, not much programming for them.
- Requires prisoners to get GED before release. Part of probation.
- Do you release because of crowding? Not really and probably will be less due to publicity.
- Two women's facility in state, most are men. However, women population is growing.

**Data Task Force
Minutes
September 22, 2006**

6. New Director Mentoring System: We reviewed list from Diane with new Directors.

Kim Thinnis-Eric Adams
Jane Rudisill-Garth Cooper
Kathy Betts-Judy Greer
Mary Marcil - Ray
Tanya Butkowski - Andrea Holt
Fran Foote-Amy Kerr
Karyn Goven-Mary Korpi
Judy Cock-Aggie Kubrak
Kelly Miscikowski-Mary Hoppes
Gary Tweddle-Henry McCurry
Paul Brunell - Heidi Palaka
Jeff Rohrer - Nancy Paris
Pat Hardy - Pat Timmons
Jeff McNeal - Peggy Randall
Carol Edinger - Matt Williford
Carole Wells - Broderick Williams
Donna Kapelanski- Jay Young
Maryanne Thorndycraft - Bert Quinn
Cherie Reed- Kathy Boike

We will send a letter for those who are mentors and mentorees. Letter will include phone numbers and email addresses. Face to face will take place at MACAE Conference. – President’s Reception. Gary will call Diane to get an approval.

7. GED Distance Learning NovaNet & Ed. Options/Pilot programs - *Bert*
Ed. Options-Godwin, Rochester, Orchard View
NovaNet- Hazel Park, Kalamazoo, Godwin
Gary will check to see what other pilots are out there.

What do we want to collect for evaluation of program? Blank sheet. Info on Students, teachers, administrators

Gains? Policy – Procedures?

- Recommendation: Sub Committee- will meet at MACAE conference at 3:30-4:00 p.m. Thursday, October 13. Elected chair-Bert Quinn to report November 10.
- Judy suggested we need to look at Pre and Post test to compare working with computer vs. teacher.
- Compare with a traditional program? What is a traditional?
- What are we looking for?
- Ideas of questions: Student and Staff Satisfaction survey. Gary passed out a survey from S. Carolina. We can use that as a base for the survey with students and staff.

**Data Task Force
Minutes
September 22, 2006**

We need two groups: One with traditional and one on-line.

Items to answer:

- Completion rate,
- EFL's gain,
- Completion time.
- Time on Task.
- Requirements for Teacher Certification, bookkeeping.
- Is it prescriptive?
- Equipment cost (labs),
- System downtime.
- Training and support.
- Is it user-friendly?
- Grade award(Pass/Fail and %)
- Urban/Rural

Control Group:

Orchard View: Mary Marcil GED & HSC? Traditional will check

Hazel Park: HSC traditional,

Rochester: GED traditional,

Kalamazoo: GED traditional.

We need to establish standards before we can answer questions above.

Standards will include:

- Grade award- Pass Fail
- Time on Task
- Prescriptives
- Other ideas so that every program will be equal.

Begin by seeing if Dean can add a box for distance learning in program enrollment.

“Instructional Delivery Method” for label header. This will eliminate some data collection for evaluation.

9. PD opportunities: Regions, through task force. Money is available through the DLEG Office of Adult Education.

A. Manipulation Data for Program Improvement: Spring Conference

- Show people how to take MAERS data and to change to a database with graphs. Step them through excel.
- Put templates on disk for everyone.
- Show how you can make reports for Annual Report and Board of Education for districts.
- Analyzing and looking at your data too. Review your program for marketing.
- Dean will come up with bogus “data” to manipulate.
- Tanya and Karyn will do this.

**Data Task Force
Minutes
September 22, 2006**

B. Annual Report: *Mary Marcil*

- Report is what we did 05-06.
- State will pull data from MAERS.
- How many programs state wide.
- Use negotiated goals compared to state average.
- We would include HSC, GED, ESL, ABE with description.
- Section on task force.
- Looking at completion,
- EFL gains,
- Student characteristics,
- Enrollments,
- compare to negotiated goals.
- State compared nationally.
- Average cost/student.
- Return on investment.

Mary will meet with Dean during conference to confirm data and see what they can manipulate. Due by February so it can be handed out in March conference.

Gary will talk to other Task Forces. They will include deliverables 05-06, workshops, anything that they did, they did and email info. to Mary.

9. 3 Deliverables for Task Force:

- Workshops in August
- Annual Report
- Workshop at spring conference/CD
- Button on MAERS
- Standards for Distance Learning
- Implementation of Mentor system

10. Recommendations for Department:

- Get the terms and definitions out on line. Last update was 2004.
- See if Dean can add a box for distance learning in program enrollment.
- Statewide meeting in Mt. Pleasant annual training included with Diane's yearly update on the 3rd week of August.

11. Agenda items for November meeting:

- Corrections agenda item added
- Term Monitoring update
- Other

Next meeting November 10 at Mt. Pleasant Holiday Inn.
See you there!

Respectfully submitted-Karyn Goven