

## **Data & Reporting Systems Task Force**

### **Minutes**

**4/20/07**

#### **Members Present:**

Tania Butkowski, Judy Cock, Karyn Goven, Donna Kapelanski, Mary Marcil, LeVena Paquette, Bert Quinn, Kim Thinnes, Gary Tweddle.

#### **Approval of Minutes:**

LeVena moved to accept the minutes. Mary seconded, minutes passed.

#### **Response from Department:**

Recommendation-

- Student survey. It is an on-line form. It had a few corrections that Jerry and up and running.
  
- We wanted to identify programs do not do MAERS so that maybe we can help with training. Department is going to take care of that.

#### **New Definitions and Terms:** Tania

*MEGS*: Michigan Education Grant System: Electronic system provided by the state to submit grant applications, budgets and expenditures.

*OSMIS*: One Stop MAERS Information System: Will have Dean review definition and check

*Indirect Costs*: Definition not an easy read. Add to: Cost that is not readily identifiable or easily calculated. Example: You cannot figure the cost of payroll or HR who works for an entire district as well as your program. It is not to be confused with in-kind costs such as electrical, telephone, plumbing or building usage. (Spell out OMB)

*In-Kind Contributions*: Okay with that definition.

Will email this to Tania & Dean so they can review.

#### **Review Conference Workshops:**

1. Talk to the Task Force: Overwhelming response was positive. It was open and easy to ask questions
  
2. Annual Snapshot: 6 people attended. (Memory sticks being shared to get copy) Conflicted with the 107 program
  
3. Follow Up: 1 person showed up. Conflicted with 107 session.

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**Conference update:**

- ✓ Sessions such as 107, MEGS, Cliff's grant were too filled and conflicted with other breakout sessions.
- ✓ The MEGS could have been done with just Linda.
- ✓ Do not have keynote after lunch on last day.
- ✓ Need to have major speakers during the a.m. and breakout in p.m. Readjust or repeat important sessions.
- ✓ Task force should be reimbursed for copies.
- ✓ Hard to get away from office for that long of time.

**Administrator Nova Net/Ed Options Survey:**

Erika was not present, so we did not have the administrator/Teacher survey. Tabled until next meeting.

**New Survey:**

Summer School Pilot: Pilot for all classes

Need to think about what data you looking to gather:

How long is the program?

Hours/days of operation:

How many total summer school hours of instruction?

Did you use the July membership count date?

Number of students bridged? Number of new student? Total:

What is your ADA?

Did you run it as traditional, on -line, or learning center?

Tuition?

Check all programs that are appropriate:

ABE            ESL            GED            HSC            Job Training

Is your facility air conditioned?

Rate the success of your program:

1	2	3	4	5
No way				Sure thing
Student Response:				
1	2	3	4	5
Hated it				Will tell everyone
Teacher Response:				
1	2	3	4	5
Hated it				Will do it again
Response from Administrators?				
1	2	3	4	5
Hated it				Will do it again

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Comments:

Will send to Erika so she can fix it up and make it presentable.

**MAERS Workshop**

August 20 in Mt. Pleasant:

9:00 a.m. – 10:30 a.m. Manipulating Data for Program Improvement –Tania, Karyn, Mary

9:00 a.m. – 10: 30 a.m. Corrections – Dean, Jill

10:45 a.m. – 11:45 a.m. Annual report Mary, Tania

10:45 a.m. – 11:45 a.m.. Corrections-Dean

10:45 a.m. – 11: 45 a.m. New Directors-Mentors review & MAERS Gary and Karyn

Lunch: 12:00-12:30 p.m.

Ask CASAS Practitioners 12:30 pm.- 1:30 p.m. LeVena, Linda C. Tania facilitating, Mary will find someone, Donna will find someone

Ask the Task Force 12:30-1:30 p.m. Mary, Karyn Dean, Kim, Gary facilitating

12:30 – 1:30 p.m. Corrections

Ask TABE Practitioners: 1:30 p.m. – 2:30 p.m. Bert, Linda C., Judy, Donna, Mary will find someone

Follow Up: 2:30 p.m.-3:30 p.m.: Gary & Karyn

August 22 in Mt. Pleasant:

9:00 a.m. – 10:30 a.m. Manipulating Data for Program Improvement –Tania, Karyn, Mary

9:00 a.m. – 10: 30 a.m. Corrections – Dean, Jill

10:45 a.m. – 11:45 a.m. Annual report Mary, Tania

10:45 a.m. – 11:45 a.m.. Corrections-Dean

10:45 a.m. – 11: 45 a.m. New Directors-Mentors review & MAERS Gary and Karyn

Lunch: 12:00-12:30 p.m.

Ask CASAS Practitioners 12:30 pm.- 1:30 p.m. LeVena, Linda C. Tania facilitating, Mary will find someone, Donna will find someone

Ask the Task Force 12:30-1:30 p.m. Mary, Karyn Dean, Kim, Gary facilitating

12:30 – 1:30 p.m. Corrections

Ask TABE Practitioners: 1:30 p.m. – 2:30 p.m. Bert, Linda C., Judy, Donna, Mary will find someone

Follow Up: 2:30 p.m.-3:30 p.m.: Gary & Karyn

Tania has already started on templates for the data manipulating. Information taken from reports and will be put in excel spreadsheet. The info. will automatically create the chart.

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**August 20 and 22 Workshop**

<b>Time</b>		<b>Room 1</b>	<b>Room 2</b>	<b>Room 3</b>
8:30-9:00 a.m.	<i>Registration, Continental Breakfast</i>			
9:00 -10:30 a.m.		<i>Manipulating Data for Program Improvement: Tania, Mary and Karyn</i>	<i>EFL Gains in Corrections Jill and Dean</i>	
10:45-11:45		<i>Annual Report: Mary, Tania</i>	<i>Corrections: Jill and Dean</i>	<i>New Directors: Mentors and MAERS Gary &amp; Karyn</i>
12:00-12:30	<i>Lunch</i>			
12:30-1:30 p.m.		<i>Ask the Task Force Mary, Dean, Kim, Karyn, Bert, Judy, Donna, Gary facilitating</i>	<i>Ask the CASAS Practitioners: LeVena, Linda C, Mary and Donna will find someone. Tania will facilitate.</i>	<i>Corrections Jill &amp; Dean</i>
1:30-2:30 p.m.		<i>Ask the TABE Practitioners: Bert, Linda C., Judy, Donna, and Mary will find another person</i>		
2:30-3:30		<i>Follow Up Gary and Karyn</i>		

**Batch System for Corrections**  
Tabled, Jill & Dean not in attendance

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**Review of Task Force Accomplishments:**

- ☺ MAERS Workshop
- ☺ Release of Information form
- ☺ New Director's Mentoring Program
- ☺ Distance Learning Surveys
- ☺ Summer School Survey
- ☺ Change MAERS screen – distance learning box
- ☺ Definitions added
- ☺ Produced Snapshot for State
- ☺ Presentations at Spring Conference
- ☺ Bridge corrections with traditional adult education programs.
- ☺ MAERS – Pop Up Staffing form
- ☺ Ad hoc Committee meeting to review state data, recommendation for improving MAERS data collection
- ☺ Progress tests will be automatically become post tests if none given.

**Plans for next year:**

- ✖ August workshop
- ✖ Reviewing Data collection 65%
- ✖ Will ask people at Workshop for concerns

**Recommendations for Department:**

Dianne to review the Augusts Workshop so we can move forward.

**Member Review**

Everyone wants to stay!

New person to join from Grand Rapids Literacy Council

**Next Meeting:** Gary, Karyn, Tania, Mary, Jill and Dean

June 12: 9:00 – 12:00 am. Location TBA

July 31: 9:00 a.m.-12:00 p.m.

Gary will check with Kathleen and Dianne on location