

Minutes
April 28, 2006
Data Task Force

Members Present: Tania Butkowski, LaVena Paquette, Bob Campsmith, Dean Smith, Mary Marcil, Gary Tweddle and Karyn Goven

Meeting started at 8:50 a.m.

1) Approval of Minutes of 3/3/06

2) Response from Department on Recommendations- Gary
None

3) New Definitions – Tania

Literacy Task force is reviewing definitions, new definitions look at fall-monitoring and acronym OSMIS

4) Conference feed back- Gary

- Bob-Presentation went well. Over 30 people
- Gary and Karyn: only a few-conflicted with Dean's presentation-conference committee discussed that they are looking at time scheduling for next year.
- Meeting next week to discuss conference a suggestion was to get the conference info. before conference to preview.

5) Adult Ed. Mentors, Where do we go?- Karyn

- We have the forms developed, but because not many people showed up at session, we didn't get anyone to sign up. We have a process in place.
- Mary-had regional, Mentoring program was mentioned and many do not know about it. Will ask Deb can put it on the MAEPD website, look at holding workshop. Is the state doing anything in the fall? Gary will talk to Diane and see if we can go through MACAE.
- Also, we need to have a MAERS workshop for administrators, secretaries. Need to know history, importance do it in the fall. Discussion on MAERS and SRSD. People need to know about the ins and outs regarding goals, changing goals, test scores. Have administrators open panel with scenarios.
- Will put together a workshops once we get Diane's approval.

6) ASCII File-import MAERS into excel-Dean

- Mary Smith?? at conference has program that downloads MAERS into a program and compatible with SRSD. It also has templates that can be used. Why reinvent the wheel?
- Tania tried to make ASCII files and could not put it together.
- Dean did a cut and paste from state MEARS. We would end up having to teach people excel-may lead to other difficulties.
- 3 options: Templates done, Mary Smith, or teach Excel.

7) Follow-up-Dean

- Everyone talked to people regarding follow up, stickers all over.
- Need to send through listserv the information regarding follow up. URL should be for survey questions and survey directions.
- Each program should be sent with time lines, questions, dates and survey
- Pop up reminder on MAERS.

8) Calendar-Karyn

- Karyn didn't do it.
- MAERS dates and follow up dates should be added.

- Have MAEPD do the calendar for Michigan Adult Ed with dates of workshops and people can print it. This way dates will be current with new trainings and meetings with MAERS, Follow Up dates
- Gary will talk to Deb about it.

9) Release for student data release- Karyn

- Ben has not had an opportunity to meet with AG regarding if we need to use a release of information. Ben will talk to Bob Mason.
- It is in Michigan where it is harder to get releases.
- This should be at registration for all students. Release at locals and at testing centers. Form can be used as a transcript request.
- Make it your own local or testing center form and MAERS will match it off of Social Security, this way you may not have to follow up.
- Dean will place a check box on MAERS that we have a release form signed, we can do data sharing. Will take care of GED and job related skills.
- Follow up will be post secondary only.

10) Review of Data Taskforce 2006

- 2 workshops
- Follow up transcript release
- Follow up information
Definitions
- MAERS reports-templates
- Mentoring

11) Plans and tasks for 2007

- Workshops for August
- Follow Up-release and information
- MACAE Fall Conference-collaborating with workshops
- Mentoring
- Calendar
- Definition-mentoring
- P.D. Summer and Spring
- Templates and Mary Smith
- Workshop with vendors who deal with MAERS ie STUREC, how does their software work? Maybe it is a MACAE workshop.

12) Recommendations for Department

- Dean put check box on MAERS for data release form.
- Templates for MAERS status?
- MAEPD will put in website help wanted for experienced directors for mentoring
- Workshop for Follow Up for MACAE administrators
- Deb will also put an updated calendar with events. "Adult ed. Events calendar."
- Workshop for MAERS
- Listserv for Follow Up

Update with Diane,

Diane had a meeting with MACAE (Ken) and Bob regarding professional development. New Directors, new teachers, MAERS, we are looking at providing institutes through MACAE.

New Workshops:

- Q & A, walk through, ALP, one day 1.5 sessions, with last on data entry.
- Hints, tricks....Administrator and importance.

- Administrators involved and secretaries (data entry) involved.
- 6 hr.day.
- Run through MACAE with SUB CEU's.
- Make it required? "Highly recommended."
- 4 centers-Dearborn, Grand Rapids, Gaylord, Lansing.

Tuesday, Wednesday and Thursday

August 22, 23, 24

August 29, 30, 31

Hazel Park, Muskegon, Gaylord, Lansing

Meet at June 13 at 9:30 a.m. at MACAE office. Data group.

Meeting adjourned 2:50 p.m.