

**Data Task Force Committee
Minutes November 10, 2006
Mt. Pleasant**

Members present – Mary Marcil, Tania Butkowski, Judy Cock, Kimberly Thinnes, Donna Kapelanski, Jill Besteman, Erica Nakfoor, Lavena Paquette, Kathy Andre, Karyn Goven,

Housekeeping – Discussion on next Task Force meeting, Nov 2 – meet evening before workshops we will be doing for March Conference. Will ask Kathleen or Dianne for room arrangements.

Approval of minutes – Donna & Tania

Recommendations for Dianne:

Diane approved:

Statewide workshop for Data Task Force – third week of August.

Adding box in MAERS for distance learning

Getting definitions on line.

New Definitions

In-Kind: Lots of discussion on what is allowed and what is required for all funding – State, Federal, etc.

Recommendation: to get actual definition from Linda McMillan, local business managers, and/or grant overseers. Will ask Accountability Group to define.

Discussion on Total Adult Ed Budget Reports

Sandy Thelen stopped-in for discussion. Do not submit the two budgets (Part 4 – Total Adult Ed Budget and Part 5 – Section 107 Detailed budget) with Program Operation Form. Unfortunately there was no Cover Sheet, no training, and no instruction for completing the reports. There is a sample on the website that models a budget from Federal perspective. Sandy talked about a possible new system for Federal Grants – E-grants. DLEG will be working on rolling it out soon, some tweaking needs to be done - links with payment system, etc. Option for programs can be to just attach Federal ABE grant budget and 107A expenditures for the reports that are due on the 13th.

End-of-Year Workshop at March Conference – Sandy and her group will be doing - Beginning to End – 107A

In-Direct

Discussion as held with Sandy Thelen. Indirect information is not required for Adult Ed budget this year, but will be required for next year. Sandy will offer some type of training and/or resource on this issue.

New Director Mentoring System

Seven new Directors do not have anyone to mentor them. Susan Pittman has the sign-in sheet from the New Directors' Workshop that was held during the MACAE Fall Conference. That list will indicate other names of persons who may need a mentor. Tania & Kim brought up concerns with mentoring – mentors need to act as more of a resource, referring their mentee to appropriate contacts, ie – DLEG, MAERS, etc. Mentors are not official reps from DLEG. Karyn will email those who do not have mentors.

Kathy Andre from Hazel Park remarked on the Task Forces – made everyone more approachable. “You’re a big family now!” We are considered stepchildren within our districts but from within our programs and the Adult Education community we are a “Family of Friends”. Kudos goes to Dianne Duthie and Kathleen Sullivan for making Adult Education more approachable.

Discussion on Annual Report

Kathleen Sullivan will meet with each task force to get info for report. The information will be passed on the Mary Marcil. She will work with Dean Smith to compile a draft report for Dianne.

Corrections

Jill Bestman was concerned on how to get data and information to DLEG. She is on this committee representing Corrections. Decisions made on Task Force committees effect them such as requirement for completing the ALP's . For example, ALPS are meaningless for Corrections. They must use their own forms. Currently, they must complete quarterly student reports, rating them using an internal Correctional system – OETS - Offender Educational Tracking System. They are now are hoping for one page ALP form where they can fill it out and put in file in case of audit. They must now TABE test 4 times a year due to the every 90 hours of instruction (attendance). Jill's suggestion was that the data from the long form of CASAS and TABE is everything you need for NRS tables, why not take that data and flow directly into MAERS. Everything else that is required on the ALP and is mandated by DLEG, makes us test instead of teach. Corrections staff are doing much more paperwork and much more testing. Tania uses a program called Omni Form that puts info from other program and puts them together to make forms that she can place on her ALP.

Another recommendation from Jill from conversations with other correction sites was that each program site would like to know their MAERS data and EFL gains.

TABE Locator

Kim Thinnis raised some concerns about the TABE locator is showing not to be a good evaluation of student skills. Many times you have to test a student multiple times to get an accurate assessment. Others in the group expressed concerns over the TABE locator.

Distance Learning

NovaNet & Ed Options – Gary & Burt are working on this, unfortunately, neither was able to attend the meeting. The programs include Nova Net for GED and Ed Options for credit recovery. Tania passed out info on SurveyZ! Erica passed out surveys used by DLEG for Distance Learning Pilots – 4 sites last year. Data Committee made some recommendations for changes in the student survey. Surveys for teachers, administrators, and student and will be online based.

See attached surveys Homework – make recommendations for Teacher and Administrative Survey.

Next Meeting

- ALP tweaks will be discussed at next meeting.
- Changes from the Accountability group.
- Possible MAERS reports for Corrections

Professional Development

Those highlighted in yellow will need to have Presentation Forms filled out and submitted to Kathleen.

- Workshops for Corrections – will look into. Some workshops will be offered by Connie & Jeff
- Workshops for Conference –
 - How to Manipulate Data for Program Improvement – Tania discussed how she uses Sturec – Tania & Karyn
 - Annual Report – Info from each Task force will be combined for the narrative, Mary and Dean will get #'s for each of the academic programs for the State
 - Round Table, “Bring it to the Task Force” discussion on any topic – Dean, Kim, Jill, Lavena, & Gary
- Workshops for August
 - EFL Gains in Corrections – Jeff
 - How to create forms using Excel or Omni Form
 - Garbage In – Garbage Out - revision
 - And many more!!!!!!!!!!!! – just kidding

Agenda Items for February

- Annual Report – final draft copy will be presented to each Task Force for tweaking
- Definitions
- New Director's Update
- Corrections concerns
- Distance Learning Surveys – bring your recommendations
- PD – for Conference and August
- Response to Accountability Task Force recommendations on ALP
- Dean – TABE & CASSIS – manipulate data from on-line
- Analyzing data, trends, etc. in Adult High School Completion. Will we become just an ABE & GED program?

Recommendations to Department

- Corrections have ability to view MAERS report
- Evening Before next meeting – Thurs 7 pm - meet in lobby for discussion on March Conference Presentations

Next Meeting – Friday, Feb 2, 2007