

# Data & Reporting System Taskforce

## Amway Grand, Grand Rapids

April 3, 2009

Those in attendance: Gary Tweddle, Jill Besteman, Tania Butkowski, Judy Cock, Robin Dennis, Mary Marcil, Sue Muzillo, Erica Nakfoor, Bert Quinn, Dean Smith, Angela Steele, Kim Thinnis, LaDean Watts-George, and Lavena Paquette.

- I. Call to Order -Gary
  - II. Approved of minutes from 1/30/09
    - Dean motioned/Bert second = Approved
  - III. Response from Department –Garry
    - All task forces will get together to work on the coding/curriculum problem. They hope to have something finalized by August of 2009.
    - We had a short discussion surrounding why this is such a large issue. It has to do with scale scores, curriculum, differentiation, student's feelings, remediation, counting credits, 107 funding/counting, dual enrollments, what about using a NEW code "Pre-GED," etc.
    - Perhaps MAERS could determine the correct code of ABE based on the scale score.
    - The next issue will be making sure that each program is providing the correct instruction for each student.
  - IV. Open issues
    - a) Definitions –Tania
      - Tania delivered all of our definitions to Accountability
    - b) April Conference, Taskforce Workshop –Everyone
      - Speed-Dataing (20 min.) Tuesday, April 28 1:00-4:15pm
        - We are worried about our room reservation because the room will not fit 9 tables!
        - We have to set up the room to our liking at noon or 12:30pm.
        - We switched to 5 groups. There will be 2 topics per group. Each group will last 30 minutes.
      - Dean will be the time keeper and table switcher
      - Tania is making signs for each table. They can either be table tents or hang from the ceiling from a paperclip!
1. Follow-Up/Goal Setting –Karyn, LaDean & Jill
  2. Reporting/NRS Tables/Interpretation/Annual Report –Tania and LaVena, Mary
  3. Assessment –Bert/TABE and Angela/CASAS
  4. Outcomes -Dean
  5. Registration process/ALP –Robin & Sue & Kim

- c) New MAERS Manual Release Workshop – Dean, Tania, LaVena, Judy, Mary, Kim, Erica, and Sue. Bert and Gary will run around the room w/ microphones to take participant questions. Everyone else will be on the stage to answer questions.
- 10:15-11:30am on Wednesday, April 29 in the Large Auditorium
  - MDELEG is printing up the new MAERS manual. They are only printing 200 copies. It is also available for printing via the web.
- d) New Assessment Policy & implementation –Dean
- Did the Federal Government approve what Cliff submitted? Yes, it is not effective July 1<sup>st</sup>, 2009.
  - The Technical Assistance Paper was distributed to the group.
  - The Accountability Task Force did four presentations on this new policy.
  - Many agencies are going to need to switch to CASAS instead of TABE, but they do not have the funding to afford the switch. The good news is that online CASAS is only about .75, but online TABE testing is around \$8.00 per person.
- e) Snapshot –Mary
- Mary distributed an example to the group and asked for suggestions and corrections.
  - It will be printed for the April conference by DLEG.
  - The snapshot will also be on the website.
  - The snapshot will be distributed w/in the brochure w/in the bag.
  - Mary will be making changes to the document before DLEG prints it. It will be printed in COLOR! YEA!
- f) Data Collection for NWLB grant and MAERS –Dean & Gary
- A memo came out from Patty stating that the funding source should be labeled as “Other” for all NWLB participants.
  - Only 5 fiscal agencies were using “other” Dean called all 5 districts to ask if those could be reset and if “other” could be delegated for only NWLB.
  - “Other” will only appear for the 10 agencies that received the NWLB grant.
  - The grant was a blank slate, so each recipient needs to create their own view of how the data will be tracked. Anything that is a MAERS activity that can currently be tracked in MAERS will go into MAERS. All other activities will need to be tracked outside of MAERS and submitted to Erica Nakfoor quarterly. The reports will include student names and all other available data from their local database. Agencies not trained in MAERS will track outside of MAERS and submit quarterly. Only agencies that are already using MAERS will enter into MAERS.
  - Recommendation from the Data Task Force: Erica Nakfoor should communicate from those partners that are not using MAERS the data that she needs from them from their internal database. They need to know what they need to track. Erica will need a pre/post test score. They should be forced to use TABE or

CASAS because the crosswalks may not be accurate. They should be required to use the ALP even though they have a different funding source. Some of the activities are new and not necessarily MAERS ready. Cost per student needs to be of prime importance and should be tracked by each recipient.

- These are the items that we suggest should be tracked: contact information, wage, employment, social security number, demographics, at risk indicators, etc. Basically most of the fields on the ALP!

#### V. New Business

##### a. List of Deliverables:

- Kathleen will do a final report in June. We are being funded by a federal grant, so Kathleen needs to be able to report to them.
- August workshops (Lansing, MI) New Directors Workshop!
- MAERS manual update
- Follow-Up manual update
- Terms and Definitions (new and updated)
- Survey review and evaluation of Summer School, Distance Learning (Nova Net and Ed Options)
- April conference workshops (Garbage In/Garbage Out, Speed Dating, What Connects Us? The Adult Education and Literacy Council Link!, MAERS training, etc.)
- Mentoring Program for new directors
- Snapshot creation
- Secondary Employment Goals transition
- High School Curriculum verses ABE curriculum and participant education placement
- MAERS workshops in May and June (6 total)
- NWLB data tracking and planning

##### b. August Workshop ideas:

- They will be the week of August 10<sup>th</sup>. The Data Task Force's workshop will be on August 11<sup>th</sup>. The workshops must be full day, so that CEUs can be attached. They most likely will be in Lansing. What about a TopsPro demonstration?
- We could do the New Director's Training or New Administrator's Training again because there will always be new directors. We could include the testing information above here. New Director Mentors: What if people could be coupled up before August? This is not possible, because we don't get the information until the end of October. Could they instead be called Administrators instead or Directors to include more people?
- Online CASAS and TABE testing, quick cost analysis, grading, etc. Many people may be switching to CASAS due to the new assessment policy and they may want to see their options.
- Best Practices on Follow-Up without data matching as an option
- Annual Report Wizard
- Snapshot: Here is your data, here is how it compares to the state, these are the reports that you can pull, etc.

c. Next Year's Data Taskforce membership

Note: The MAEPD website needs to be updated w/ the current membership list. It is out of date.

-If you are no longer interested in being on the task force, please let Gary know.

-Gary will no longer be the facilitator, but he is interested in sitting on the task force.

-Karyn will be the new facilitator.

-Diane Duthie will decide who will be the new co-facilitator.