

Data & Reporting System Taskforce
April 18, 2008

I. Call to order at 8:45 a.m.

Members Present: Tanya Butowski, Jill Besteman, Judy Cock, LaDean George, Karyn Goven, Mary Marcil, Sue Muzillo, Erica Nakfoor, LeVena Paquette, Bert Quinn, Dean Smith, Angela Steele, Gary Tweddle

II. Approval of Minutes: Tanya moved to accept, LeVena seconded, motion carried.

III. Response from Department:

- We have discussed the issue of aggregating data for corrections.
- Dean discussed this with Dianne and she agreed that it should happen. They will pursue it.

IV. Open Issues

A. New Definition: Reviewed and sent definitions to Sandy. New additions have not been uploaded into Guidebook. Approved at the Accountability committee.

B. May Conference:

- Question if breakout rooms will have internet connections. Rooms will not have internet connection, will have screens.
- 501 registered as of today. The goal is to have over last year's attendance record.
- Snap Shot: Will be put to print on Monday. In black and white. Will be available for conference as well as for the breakout session. Mary finalizing as a disclaimer needs to be added to where the data is from. Will have snapshots for those who attended and then give the rest on Friday.
- Annual Wizard: Tanya getting ready. Can we contact those who signed up so they will bring their MAERS reports? Tanya purchased the flash drives for those who participate.
- CASAS & TABE for Corrections: Questions and Answers. Kim: TABE, LeVena CASAS, Jill TABE, Donna, CASAS.
- Follow-Up: Will give powerpoint to Dean for Friday. Will stress 2nd goal using it for employment.

C. MAERS Manual Review: Erica & Sue:

- Met last week to review.
- Still needed to do report and follow up section.
- Federal people coming in May 13. The Advisory group, met with Cliff. The numbers were not right so we came up with a letter and recommendation.

- A possible scenario will be for a group to sit down with the advisory committee, the state (DLEG) people, and with the federal group so they can hear directly from us.
- Will book a room on June 16. ½ day for manual, ½ day for August workshop.
- Manual will be sent to us via email before we meet in June.
- Erica will check with Sandy with updates on Definition.

D. Snap Shot: Mary Marcil

- Disclaimer on page 2: Michigan Adult Ed. Student information. Under the heading. “Based on Michigan Adult Education Reporting System-MAERS”.

E. Summer School Results: Erica

- Last meeting we reviewed surveys, Erica compiled the data so it is all consolidated.
- If funding is available, will they offer it again?
- Great stats on \$273/participant to run summer program.

F. MAERS Cheat Sheet.

- Sent to Traverse. Will have 1200.

F. Corrections Letter:

- Gary drafted a letter with Dean to give to Corrections. It stated the idea that individual centers need to be able to input information and have access to their site reports.
- Mary described the consortium issue and wondered if it could be used for corrections. The federal ABE grant in the Muskegon Area is a consortium. 8 different locals that are all together. ISD is the fiscal agent. Each district is the provider, so they handle their information and can generate their reports. Would the system work for corrections?
- LaDean. Technically different. Do not have internet at the schools. No internet access in secure area. Secretary would have to leave the area to input data. They already input into 2 different systems. And they maintain 2 to 3 data bases.
- Main problem: Prior to this new dept. each system could do their own contracting and individualize needs.
- LaDean wants to see if batch system into MAERS works. A committee was formed because of the issues of data last year and they are hoping that the Offender Education Tracking system has been adjusted.
- Need to remember that data is for the person in system and not location.
- Some times names are double entered, so it looks like there is about 6-8 thousand participants.
- Maybe if it came from higher up such as Keith Cooley, Andy Levin, data issues can be helped.

- Oklahoma scoring with prison numbers, has it's own code, their prison id number. Prisoners change names, information not accurate. Andy wants accurate picture. It might not hurt.
- In the end data is important and it makes a difference. We need to make sure that the higher ups in Department of Corrections and DLEG work together.
- Recommendation: Wait on batch.
- Update on corrections: Cliff and Dean met with Julie and LaDean during lunch on Data issue, again recommendation is to continue with the batches. Cliff will initiate meeting with DIT, DIT with DLEG, DLEG and corrections people.
- Corrections will develop a plan for data submission and hopefully it will be done by May 12.

G. Literacy Concerns:

- Angela emailed Patty and Christine. Biggest concern: School district or agency "adopt a literacy council."
- Compile data together, through partnerships also support money wise to help councils.
- Dean: If they don't get funding, they are not required to collect data. Patty thought the biggest problem-lowest level ABE to work with schools. Again the thought to "Adopt a council".
- Patty 54 councils statewide. Only 7 receive federal funding.
- Another idea multiple consortium. Central and Northern looking at doing a consortium.
- Was there issues with MAERS with literacy council. No follow-up.....so they adapt.
- Award money is not a minimum, so many councils get little amounts.
- Another issue is that literacy councils are competing with adult education programs.
- If money awards is based on EFL gains, can't do it, tutors meet year round. Post testing may be only 13 hours. Less instruction time, lower level.
- Cannot change EFL for literacy council as set by Federal guidelines.
- Will make sure that they are ready for the next grant cycle.

V. New Business:

A. Program pilots:

- Niles, Walled Lake, Flint, Livonia, Warren. Just awarded and will start. Surveys will go out so they can look at what data they need to collect.
- Possible: Rosetta Stone, Lexia, Ellis, Transparent Language, Mind Play, Cognitive Tutor, Key Training, English Discoveries

B. August Workshop:

- August 12-Curr, 13-Lit, 14-Acct and August 20 data.

- MAERS Manual will be distributed at each other workshops.
1. **Running an Effective Adult Ed Program:** Things that new director needs to know.
 - Gary: FTE-participant accounting
 - Tanya: MAERS/MEGS-timeline
 - Karyn: Support groups: regionals, different organizations, mentoring, task force, adopt a literacy program-list of councils
 - Reporting: Mary/Karyn
 - Bert/LaVena: Testing
 - State Dept. Guidebook, MEGS, ALP-Erica or Sue will talk to Dianne to see who would be available.
 - Question and answer
 2. Prep Meeting: June 16th
 - MAERS Manual 9:30-11:30 a.m.
 - August workshop: 11:30 a.m.-3:30 p.m.

C. Review Data Accomplishments for year:

- ☺ August Workshop-MAERS training, New Directors, TABE/CASAS Testing, Follow Up
- ☺ Created a CD “Annual Report Template”
- ☺ Mentor Program at MACAE fall conference
- ☺ Update Acronyms and New Definitions
- ☺ Pilot Survey and Evaluations –Student, Administration, Instructors: NovaNet, Summer School, Ed Options
- ☺ Efforts to Improve Corrections in Data Collection
- ☺ Request to have a check box in MAERS for aggregating information for corrections and distance learning.
- ☺ Work with DLEG and USDOE with employment related goals
- ☺ MAERS Manual Update
- ☺ Update Cheat Sheet
- ☺ State Conference: Annual Report Wizard, Garbage In Garbage out, CASAS/TABE Corrections, Snap Shot, Follow Up
- ☺ State Annual Report Workshop
- ☺ Data Sticks for Annual Report Wizard

D. Membership for Next Year: Anyone want to leave? NO!!

E. Items for next year:

- Corrections
- Literacy Council
- Pilot Project-results and new pilots
- What can we do to make people report.-report card, letter from practitioners.
- Follow up and reported goals-employment

- Analyze data to determine best practices

F. Other:

- Dean will be doing a MAERS Workshop on Monday.
- Deb will be doing a project for on-line tutorial for MAERS.
- Surprisingly, there are still areas who do not do MAERS.
- Many new staff are still not trained in MAERS.
- Snail mail with information needed for program updates.

See everyone in May at the conference, if not, have a wonderful summer!

Respectfully submitted,
Karyn Goven