

Michigan Adult Education Practitioners Task Forces
Data task Force Meeting Minutes
October 3, 2008

I Welcome

Members Present: Bert Quinn, Judy Cock, Kim Thinnes, Dean Smith, Donna Kapelanski, Robin Dennis, LaVena Paquette, Tania Butkowski, John Fonash, Gary Tweddle, Angela Steele, Erica Nakfoor, LaDean Watts-George, Sue Muzillo, Jill Besteman, Karyn Goven

Housekeeping: Reviewed the member list to verify if contact information is correct. Lunch time given, mileage sheets collected and information about restrooms and snacks given.

II Minutes:

Kim motioned to approve the April 18, 2008 minutes, LeVena supported. Motion carried.

III Response from Department. First meeting, no letter submitted.

IV Open Issues

A. *Definition: Tania*

- **ALWG:** Adult Learning Work Group
- **BWT:** Bureau of Workforce Transformation
- **DHS, MRS, DOC, CAP**—Do not need

B. *Review of August Workshop:*

- Thank you to those who attended. Reviewed evaluations. We learned a lot especially new directors-Michigan rules

C. *Snapshot:*

- Tania/Mary had an intense MAEPD workshop at the spring DLEG conference. Do we want to put it on the maepd.org website?
- Erica will contact Deb Hargrove to see logistics of putting it on the site.
- Tania is producing a video context snapshot. She will keep up posted when it gets completed.

D. *Corrections Reporting into MAERS.*

- In April discussed issues regarding misrepresentation of corrections in MAERS data.
- LaDean: It is getting there. There is improvement. Batching still has issues. She passed out information, 6,508 enrollments out of 10, 244 made it, in assessments: 5,579 assessments out of 13,322 were reported. Outcomes: 9,555 outcomes out of 10, 318 were reported.
- Dean: Issues 20% of population is moving. OTS (Offender Tracker System) tracks movement of prisoner but data does not follow the inmate. Department of Corrections has 47 schools but treated as one school through DLEG. Each transfer of an inmate is considered a “new enrollment”. Data when batched is

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in one “lump”. Each inmate may have multiple pre, progress or post tests, this causes issues in the system.

- Current system tests prisoners 4 times a year: Sept. 2 pre-post in June. With transferring, they may miss a test. May have more than one enrollment date. One enrollment date-pretest and one post test date. How can we fix this data?
- Dean: Recommendation to see if OTS can track records to avoid duplication. Dean would need a copy of the OTS file before submission for each prisoner (ID tracking). Will pull out duplicates of: enrollment date, pre test enrollment and last day post test. A computer program is available to do this. (Scrub)
- Can we do it this year? Can we find a programmer? Can DLEG find someone or outside contract to “Scrub”.
- Letter of recommendation to Dianne asking her to write a letter to see if this can happen, it may speed up the process. The question is, “How do we get data out of OTS into a file to be scrubbed and into MAERS?”
- Information Technology Center (ITC) can be an issue. Limited resources. Dean can work on what you want him to work on. Department of Corrections is a big State agency. Is it a priority?
- What about \$500,000 in 107-instructional-no it is for instruction only. Hire the programmer? Get a program in there to get the data out. Is there funding? It is a state issue that was captured in the audit and monitoring last year. 2500 earned a GED last year, yet not reflected in MAERS. They can collect correct data, but if it is not in MAERS than it is not reflected in NRS. NRS Original from 2000-2005 asked for progress. Not yet reflected.

E. *Pilot Surveys:*

- PLATO pilot. MEGS collects information so it may not be necessary to do a survey. Some questions not asked but may not be necessary. Pilot information is due on November 28th. Group decided no need to survey.
- Pilots coming up? Curriculum pilot list is generated from Preparing Workers-math. Districts who participated in reading will do the math pilot. Pilot between Oct. and Dec. This will give them time to get the year started.

F. *Adopt a Literacy Council:*

- We talked about this issue in the spring. We also discussed this at the August workshop. Angela passed out a list of literacy councils in Michigan at the workshop.
- Literacy councils do not use MAERS as it is difficult to track attendance as well as testing. When you look at NRS Table 4, it shows that more and more people test below 8th grade. All they are offering GED prep courses and are usually put in the program even if they are not ready. Those programs need to partner with literacy program.
- A great example of collaboration with literacy councils is in Southgate. They use 107 funding. It started in 1985- housed and linked to their adult education program. They use ABE/WIA money to pay for a portion of the literacy director’s salary. From this they have the use of free tutors. Southgate currently has 95 active tutors. Tutors help in ABE and ESL and help in Math and Social Studies. Some students are not counted because of low numbers but they still

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receive services as it is a marketing tool. Some students continue with the program as they move up in skill level.

- One correction program in Ionia also uses the literacy council. The program is “Fathers Who Care” and is geared for ABE learners. The program costs about \$25,000. Tutors are used and they meet with the inmates on the average 1 to 2 hours a week.
 - Kim is on the Kalamazoo Literacy Council Board, her program uses literacy support. They also refer out if a student is not successful in school.
 - Issues of literacy: Volunteer and student commitment. Testing is an issue. Can homework count? Other issues include huge waiting lists. Cannot test in 60 hours.
 - Under the new Adult Learner program –literacy councils are tied into collaboration so it may support Literacy.
 - We need to look at what does adopting a Literacy Council look like. May have a cost or it may in-kind. What can we do to help?
 - Angela will put together a subcommittee to come up with what a collaboration model. Collaboration may be a relationship on their board, it may be funds. It doesn't have to be \$\$ it could be space-in kind, or putting data into MAERS.
 - Collaboration may have levels. A: Board, \$\$, B. Space... Karrie Ballard is active with literacy councils in Gladwin will use her as a resource.
 - We will meet the day before the November 12 and talk about it. Angela will draft something, invite and create agenda. On the ad hoc committee is: Kim, Judy, Angela, Donna and Karyn.
- G. *New director's Mentor:*
- Pass around the list from DLEG of new directors. Karyn will send a letter to the mentor and new directors. They can meet at MACAE during President's reception.

V New Business:

A. *Conference:*

- Conference is in April. Will be at the Ypsilanti Marriott. The date is Tuesday/Wednesday/Thursday. April 28-30.
- Task forces are being asked to do an intensive 2.5 hours and a regular breakout about 70 minutes.
- Literacy council panel breakout “Adopt a Literacy Council”
- Panel discussion. MAERS?
 - i. Update on MAERS. Each table with specialized instruction with MAERS
 - ii. All day a.m. is Garbage In/Garbage Out
 - iii. .5 hours-28 minutes each 2 minute switch
 - iv. Topics:
 - Follow Up
 - Goal Setting

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- Data Entry-Garbage in/Garbage out
- Reporting/NRS tables
- Interpretation/Annual Report
- Assessments
- Outcomes
- Registrations/process
- MEGS

B. *New Pilots*: None from DLEG

- Gary wants to pilot Data Match for follow up using social security number. Many districts collect that information, some districts will not allow collecting the number. Follow up is difficult, why not give it a try? Recommendation for Dianne-
 - a. Issue: Transmitting Social Security with a name attached. As long as name is encrypted it shouldn't be an issue.
- Transitioning Pilot: Kim in Kalamazoo developed this program of having Adult education students transitioning into other program. It is not a requirement, just a service. No credit. This class is done before their 5th test in GED. Uses Michigan Talent Bank.

C. *Best practices uses MAERS data*:

- Dean can we look at MAERS data and see what programs are doing a great job? Can we talk to them? Find these programs, and bring to conference or workshop. Example is Hartford, good follow up, a comprehensive program that has 100%. Next meeting, you can go through and get numbers. Let's look at five programs and send letter from Data Task Force congratulating them and inviting them to present on their program.

D. *Visitation to sites to those who don't input into MAERS*.

- Funds currently frozen.
- Usually smaller programs. They will be receiving technical assistance. Sandy and Dean go out to support. Cliff is supporting with policy and procedure.
- Dean passed out data from first quarter. 172 programs, only 45 have started. We know this is a crunch time, we told them to wait after count day at the spring and August workshops. Let's look at report in November to see if all programs have inputted data.
- Feds are looking at the data input to see if programs are doing it at the quarterly schedule. Dean has to constantly show the report that they have to give to the feds.
- Discussion why MAERS does not do it all. We want a program that supports class, credits, attendance. Feds would like it too.
 - a. Concern does everyone count the same as in hours, classes.
 - b. Costs?
 - c. MDE is working with a company for a one state data base.
 - d. Florida has it as a model that incorporates a universal reporting system that is has class management system.
 - e. Recommendation to Dianne

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- E. *Adult Learner Update*: Erica did update this morning.
- Community College or MWAs will not take over. However, Adult Education will need to change.
 - Gary on Adult Ed. Learner Work Group. It was good to hear different perspectives on what they think about adult education. A lot of people didn't know what we did.
 - Community College, states that "our people" are not ready, it is really K-12. However no one wants to touch that issue.
 - Community College do not have uniform entry level. Remedial classes are rising. Pell Grant \$\$ is used. Students are hurt because money runs out.
 - They need to understand that it takes more time for us to move the student up and out.
 - Dean: From 32,000 we served last 06-07 year, of those 18,000 were ASC but half were at ABE level.
 - It is about working together and collaborating and supporting each other.
 - Nice and easy transition for student (adult learner) with the use of same test, application, ALP...
 - Look at barriers. LaDean we need to better demonstrate what we are doing. Look at person versus program. Corrections needs to give data on monthly basis.
 - Under the adult learner is a plan for regionalization. What is it? Different regions throughout the State. How would be determined and who is in it. Look at MWAs. ISD's.... Look at models of other places.
 - What is your thoughts, advantages/disadvantages? Over a hundred programs get 107 funding.
 - Next meeting is on October 13th to look at implementation process.
 - Need to think about programs not holding up to their part.
 - Be careful of large urban areas. Hard to work with larger entities.
 - Pickford regionalizes and it is an excellent program. Advantage: follow up, data, grant process.
 - Good guidelines need to be in place. Cooperation and collaboration. Like a consortium. Better programs, cheaper, downsizing.
 - Regionalization sounds like it is a done deal, we need to be proactive.
 - Do a pilot?

VI Other:

- A. Is April 3, 2008 an issue because of Spring Break? Group agrees to meet on the date instead of canceling.
- B. Marketing Representatives: We need representation from each Task Force. Tania Butkowski and Mary Marcil has volunteered.
- C. Assessment Policy:
- Will MAERS generate a new report of a 60 hour post test? We will do it once the final assessment policy is in place.

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- Accountability is working on the assessment policy. Conflict from DLEG and open entry quick time, and what practitioners use and what feds are requiring.
- Gary will talk to Doug, follow with concrete information. Policy may not begin this year with guidelines, it may be out next year.
 - Make a motion to send a letter from Data task force to Cliff with 60 hour requirement policy. Kim made the motion to write a letter to Dianne about the policy, LeVena seconded.
 - Suggested, not mandated,
 - 60 hour programs, can't test is missed a day. Perfect attendance, not retention issue or goal attainment.
 - TABE assessment policy from other States needs to be reviewed before making policy.

VII Recommendation for Department:

- A. Program for Corrections to “scrub” data for accurate MAERS data.
- B. Pilot in Data Match, Transitioning Adult Education Student Class
- C. Look at MAERS as being the one data system that is similar to Florida’s student system. We want a program that combines the ability of a program like Sturec and MAERS.
- D. Assessment Letter

Kim made the motion to adjourn. Seconded by Dean.
Meeting closed at 3:25 p.m.

Respectfully submitted,
Karyn Goven