

## **DATA & REPORTING SYSTEM TASKFORCE**

Minutes

February 29, 2008

I Call to order at 9:15 a.m.

Housekeeping

Members Present: Jill Besterman, Tania Butkowski, Judy Cock, LaDean George, Karyn Goven, Mary Marcil, Sue Muzillo, Erica Nakfoor, LaVena Paquette, Dean Smith, Kimberly Thinnes, Gary Tweedle

II Approval of minutes: Motion to approve by LaVena, seconded by Mary. Motion approved.

III Additions to agenda:

- Letter to Clifford in regards to data
- August Workshop

IV Response from Department:

- Sent a letter to Dianne. Dean is working on adding a check box if they are a literacy program and Distance Learning.

V Open Issues:

A. Definitions: Tania

- a. Tania will take current definitions she has compiled and add to definitions from the Audit Manual. When she puts it together, she will send it to the accountability group via Sandy Thelan. She will also cc it to Dianne Duthie.

B. May Conference:

- a. Need to have nominations for administrator, adult/community/literacy education, teacher of the year, tutor of the year, best practice, support staff member, partnership, lifetime achievement award and advocate for adult education.

b. Garbage In Garbage Out-LaVena and Tania.

c. Snap Shot & Annual Report-Mary and Tania

- i. Front and back completed. Will ask Dianne should it say students or participants throughout the snapshot? Discussion on who is the audience.
- ii. Review page 2: Keep chart with age and program breakdown.
  - 1. Delete Matches data from last year.
  - 2. Chart with comparison does not show any changes. Delete Comparison chart
  - 3. Add chart with ethnicity.
- iii. Review page 3:
  - 1. Bullets with information from Department of Corrections: Information is not correct. Will put in

basic information such as how many sites, camps, and instructors.

2. Literacy information is based on survey only. Bold or make “based n 2007 Literacy Council Survey” stand out.
  3. Change the box to read enrollment versus teachers
  4. Will do an ethnicity pie graph
  5. Place a chart of hours of attendance versus funding. Dean will get information to Mary.
  6. Table 4. Change yellow box to read: Performance measurers had a 28% increase from 2005-2006 Federal Performance Measures.
- d. Annual Repot Wizard: Mary and Tania/Erica and Sue. This will be a half day session on Wednesday.
    - i. Bonnie will contact Mary so she can contact those who registered so she can follow up on what they need to bring.
  - e. CASAS & TABE for Corrections: Panel discussion with Bert as facilitator.
    - i. Panel: Judy (TABE), Jill (TABE), LaVena (CASAS), Donna (CASAS), Kim (TABE), Tania (CASAS) and Kathleen (CASAS) if needed.
  - f. Follow Up: Gary and Karyn. Will have survey for programs to give.
  - g. Other? We were told to come up with one using the computer lab, we decided to have an open lab for people to check their emails. Tania agreed to facilitate ☺
- C. State Plan Update: Advisory board working on State Plan. Gary will do a presentation with about 3 strands depending on time. In the Fall, Gary and Cliff will go around the regions discussing the Plan and getting input from the field. He will also do a presentation at MACAE Fall Conference.
- D. Summer School Survey: Erica
- a. Completed and passed out surveys from administrators. She will compile the data and we will review it. Eventually it will be on the website so other districts interested in possibly running a program can review and learn from them.
- E. Administrative Survey-Erica
- a. Great survey, however, it doesn't compare products used. Not all participated in survey.
- F. Teacher survey/Student Survey:
- a. Discrepancy with how the gender question was asked. Again, Erica will compile data so we can review!
- G. Assisting Literacy Councils with MAERS:
- a. Angela was not able to make it due to the weather.
  - b. The concern was what was required for Councils to input data into MAERS and could they do it with great data results. Many Councils are not accepting money because of that.

- c. Sue discussed that many were interested in becoming a consortium, however, the grant is not open.
- d. Are Literacy and Corrections held to the same standards as K-12? They are worried that performance = \$\$.
- e. Cliff looks at each group separately and understands how they operate.
- f. 4 out of 10 Literacy Councils received incentive awards based on meeting performance standards.

H. MAERS Manual Review:

- a. Because of other projects, Sue and Erica were not able to complete it.
- b. Erica will email the manual. It is  $\frac{3}{4}$  of the way completed.
- c. Will meet with the Task Force on April 7<sup>th</sup> at 9:30 a.m. Site TBA. Plan on the whole day to review and complete.

VI New Business:

- A. Play Cards: Just a reminder to Bert that they need cards for an evening event at the spring conference. We are not giving them away.
- B. MAERS Cheat Sheet: LaVena and Kim:
  - a. Change MAERS/Manual/Follow Up Manual
  - b. Change to: "Not on our e-mail list? Call..."
  - c. Remove "email request to Dean Smith" to "Contact Help Desk"
  - d. Remove word, "inputting" to "entering"
  - e. Spell out ALP.
  - f. Add DLEG approved Pre and Post Test Scores
  - g. Local participant number
  - h. Funding source for participant
  - i. Program of enrollment for each Participant
  - j. Bullet primary and secondary goal
  - k. Follow up required: HSC, GED, Post-Secondary, Job Related Goals
  - l. Karyn has templates and will pull together and contact Bonnie. Will do in different colors.
- C. Data Sticks:
  - a. Tania found some at Circuit City for only \$3.99 each. Bert stated that the Coast Guard game them away, he will check and get back with Tania by Monday.
  - b. Information for the Wizard will be put on them so those attending will be able to have templates and save their information.
- D. Letter to corrections: oops. Gary will draft a letter to Dianne about how they need to have access to their MAERS data.
- E. Annual Report: Discussed above
- F. August Workshop:
  - a. Data Task Force will do a New Director's workshop based on things that you will need to know. MAERS, Pupil Accounting, Mentors, subject area, MACAE.
  - b. Dates: Curriculum: August 12. They will do GED teacher workshop
  - c. Dates: Literacy: August 13.
  - d. Dates: Accountability: August 20

e. Dates: Data: August 19

VI Recommendations for Department: None

Agenda items for April 18<sup>th</sup> meeting:

- Surveys from Erica
- MAERS Manual
- Conference, Update on MAERS correctional facilities.

See everyone at the Comfort Inn and Conference Center in Mt. Pleasant