

**Data & Reporting Systems Task Force**  
**February 2, 2007    Novi, MI**  
**Minutes**

- 1) *Approval of Minutes* of November 10, 2006
- 2) *Members Present:* Jill Bestman, Tania Butkowski, Judy Cock, Donna Kapelanski, Mary Marcil, Sue Muzzilo, LeVena Paquette, Dean Smith, Kim Thinnes, Gary Tweddle, and Erika Nakfoor.
- 3) *Response from Department on Recommendations:* Dianne Duthie – Data is the foundation for all we do. You don't perform, you don't get the \$.
- 4) *New Definitions* – Tania  
No action
- 5) *Annual Report* – Mary & Dean
  - Draft of report was presented to committee. Comments and suggestion are made on the report.
  - Kathleen and Dianne reviewed and it will be presented to Adult Ed staff for suggestions.
  - Suggestions – Do presentation on doing an Annual Report – develop a boilerplate for directors.
- 6) *Corrections concerns* – Jill
  - Current data is exceeding expectations.
  - Discussion on post text vs. progress test. Educational gain will be difference between 1<sup>st</sup> test and last test.
  - Come out best with waiting and selecting best test.
  - Now trying to start batching in January so there is some data, instead of waiting until end of year.
  - Ladean George – used Destinations, being phased out.
  - Steck Vaughn program used for prisoners with lower level in 45 facilities.
  - Getting away from computer-based instruction cannot use Nova Net due to web-based application.
  - Prison has 7,000 to 10,000 students on any given day.
  - Prisoners struggle with computer based instruction. Looking at Plato (caters to lower level learners according to Dianne) and Read On.
  - LaDean – data in Corrections – Improvement Plans. Does Batch process – four times a year.
  - Issues with enrollment date – need to establish policy on how to use. 1<sup>st</sup> time in system that is the date
  - When prisoners move from different facilities treats as new enrollment instead of transfer
  - Some prisoners have to wait 6 months for get a seat in class once they move to a different facility. Put new checkbox – Transferred yes/no, inactive yes/no
  - Jill - Only have three different assessment they can use and is there a way to take data from assessment software and be able to import into MAERS

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- 7) *Distance Learning Surveys* – Erica, Jill, Judy
- Student survey. Recommendation to have survey on-line. Put “optional” for demographics info. Made changes to several of the questions and added several questions. Will go out soon.
  - Questions – How will you be able to compare a traditional GED classroom with the NOVA Net program? How can we compare the data? MAERS seems to be the key. Flag students in MAERS. Then cross-reference with data in GED system.
  - May need to add Distance Learning Pilot checkbox in MAERS for just the 10+ programs that are offering the service.
  - Curriculum – how does curriculum of distance learning compare to traditional classrooms? The quality aspect of the distance-learning program should be a curriculum issue, and we should deal with the data aspect.
- 8) *Will we become just an ABE & GED program in Michigan? Analyzing data, trends ,etc. in Adult High School Completion* – Donna
- Smaller programs are having trouble being all things to all students. Some are just becoming a GED only program. HSC is becoming a very expensive delivery system.
  - Concern with ABE with 450-hour max. Can you double fund students?
  - What is the track for ESL, do they go into ABE, GED or HSC?
  - How long can we afford to offer all our services – ESL, ABE, GED, and HSC?
  - Distance Learning is helping with offering the services but is too early to see if it works.
  - Concerns with legislature telling us what we can offer.
  - Need data to support what you are doing. Adult Ed designs a pilot to collect data to determine what a HS grad I earns this much, and compares to a GED grad.
  - Another issue is completion from independent learning centers ie Ross and community colleges.
  - Adult Ed programs are expensive and many times when competing for services, lose getting contracts to independent agencies or Michigan Works.
  - LaDean – Prisons have standardized the curriculum and the way they teach in each prison. We as an Adult Ed program needs to report out as one entity because we report to one governor, one legislature, and one budget director.
  - We need to get information on dropouts, wages, outside of MAERS.
  - Need to look at prisoners – what is ed level, drops outs, those with diploma, Return on investments – how do we show – Dean & Erica will work on.
  - Develop pilot concept for delivery of programs. Cooperative arrangements with Michigan Works and Adult Ed – Kim, Mary, & Donna
- 9) *Professional Development opportunities for August 20 & 22, 2007 Mt. Pleasant, MI*
- Manipulation Data for Program Improvement – Karyn & Tania

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- How to create information about your program from MAERS data using Excel and Omni Form
- Garbage in Garbage out
- EFL Making Gains in Corrections- Jeff but Jill will attempt. May have to make slight adjustments to this session.
- TABE & CASAS-manipulating data from on-line – Dean-can't do
- How to Do Local Annual Report – Mary and Dean. Disk template also provided at this session. Demonstrate how to gather data, produce report. Gary has CD burner and grant money can be used for the disks.
  
- Discussion on how to serve the participants in the workshops. Do we feel best serving two smaller groups as last year or one large group? (Segment audiences such as Secretaries and Administrators.) Will visit again at the next meeting.

**10)    *Response to Accountability Task Force recommendations on APL***

- Change to page number 3 – from “Total # of Credits Earned During Enrollment period” to “Total # of Credits Earned toward Diploma” - approved by all.
- Change to page number 5 – HSC section – change “during enrollment in the program” to “toward graduation” - approved by all.
- Changes on ALP to match MAERS on the last page submitted by Acct. Task Force – approved by all.
- Copy of this form for minutes, Data agrees with all changes.

**11)    *Recommendations to Department***

- Student Survey
- Identify programs without data in MAERS, MDLEG make contact with those programs- what help do they need regarding MAERS.

**12)    *Agenda items for next meeting***

- Administrator NovaNet Survey Form
- Teacher NovaNet Survey Form
- Work Force Pilot Discussion
- Batch Prison System for MAERS
- Professional Development

Next Meeting: Grand Rapids, Friday, April 20, 2007

Respectfully submitted: Mary Marcil and Kim Thinnas