

Michigan Adult Education Practitioners Task Force Meeting
Data & Reporting Systems
March 3, 2006

Members Present: Tania Butkowski, Gary Tweddle, Dean Smith, Karyn Goven, Mary Marcil, Lavena Paquette, Ben Williams

Meeting called to order at 8:45 a.m.

I. Minutes approved.

II. Response from Department on Recommendations:

- Response to Dean regarding reconciliation. We will be talking to Sandy. Problem, when inputting test scores, MEARS will put person into a program automatically based on TABE scores. Issue, some students may be in ABE, but in HSC. Does this affect count and reconciliation?
 - Sandy arrived at 11:00 a.m. to answer questions: When looking at the reconciliation, they are looking at the bottom number only to make sure it matches SRSD. Therefore, it does not matter that they change their program.
- Are local MAERS reports ready for the state conference? No - the session will be scratched off the agenda. March 22 @ 10:30 a.m. is canceled.
- Can we add the “confirm your successful completion of the GED.... to the ALP?”
 - Sandy needed to review this discuss this, again, put as a recommendation to Diane.
- UIC numbers? Can we add this to the ALP?
 - Sandy answered that it should be brought up to Diane as a recommendation and should be optional
- We would like to have a peer on the monitoring committee. Accountability group is working on the monitoring process.

III. Definitions: Tania-No

IV. Workshops for spring conference:

- Mentoring (and Glens 9-10:15 a.m.) “Crosswalk” (2:15 p.m. Glens 1) ALP and MEARS data “Crosswalk” still on. Need about 100 handouts
- Session regarding new reports is canceled. Not on MEARS.

V. Mentoring:

- Karyn was going to do this in PowerPoint but will just have handouts. No LCD projection machine.
- Will have information regarding mentoring, definition, process, application, evaluation....
- Will send a copy to Gary.

VI. New MAERS report:

- Everything that is starred will be done in 2006-2007 as it stands; we need to do the full survey for everything.
- Next year we should develop a training so that administrators can take text files from MEARS to import into excel so that you can generate your own reports vs. waiting for the state report.

VII. Follow Up process: Ben Williams.

- Can we do data match through GED and have releases signed so information can be shared between programs? Anything that is releasable information ie. demographics can be released.
- If it can be released it still needs to be checked by the attorney general. It is still up in the air with what is expected in MI as it is most stringent on the social security laws.
- Can students sign a release at the testing center? Can the test scores be released to the school district using the release? Ben does not know.
- We would like a release on the application at the district level and at the testing center. Again, Ben needs to get clarification with A.G.
- Can we use social security number to use that to match versus ossid#? Ben will check to see if we can because of new laws regarding ss#.
- Release needs to be specific for the particular student as well as the local district. Data Task Force will develop the release looking at what is used in Massachusetts. Once developed, we will give it to Dean and Diane with recommendations. Deb Lapine may need to approve. Eventually the attorney general needs to approve it.
- Survey Matrix revised and sent to members. They like the new survey. It makes it easy to see who needs to be surveyed.
- Dean passed out alternative contact information and Participant Follow Up Notice. Optional/Current. Dean will make and attach handouts for the March conference. It needs to be implemented by July 1, 2006, or April if you have bridging students.
- Need to have 50% response. Begins 2006-2007 school year. Even though Dean has had many trainings, people are not realizing the importance.
- Because of this, we have a plan for the conference. Tania will make stickers – “Ask me about Follow Up.” Each person will have stickers and then give them to the person who asks use about Follow Up. We will then give them stickers. They have to then tell someone. The goal will be to have everyone with a sticker and of course, for everyone to know about Follow Up.

VIII. Calendar:

- Calendar runs from July 1 to June 30th.
- Will review dates. Should be available in October.
- Discussion of it being on-line so people can print it themselves.

IX. Release: See attachment. Will recommend it to Diane.

X. Recommendations:

- Draft of definitions and acronyms on website.
- UIC option on ALP.
- Diane to email reminder to send out regarding follow up time schedule.
- Release to Diane (see attached)

XI. Agenda for next meeting, April 28, 2006:

- ASCII file-import MEARS into excel.
- Mentoring: Process-will begin.
- New MEARS reports? CD or template downloads
- Follow Up
- Each task force member asked to find out how many know about follow up - do your own survey-HOMEWORK
- Calendar who and what.
- What was our product? Review:
 - Matrix, FAQ, New forms for release for follow up, Mentor program
- Bring laptop with excel and wireless.

See you next meeting in April! Have a wonderful Spring Break.