

Minutes Data Task Force

October 5, 2007

Members Present: Jill Besteman, Tania Butowski, Judy Cock, Karyn Goven, Donna Kapelanski, Mary Marcil, Sue Muzillo, Erica Nakfoor, LeVena Paquette, Bert Quinn, Dean Smith, Angela Steele, Kim Thinnes, Gary Tweddle

Welcome:

Housekeeping: Passed out Travel Reimbursement, Sign in Sheets and Minutes

Introductions: Introductions with new member Angela from Kent County Literacy.

Meeting Called to Order at 8:45 a.m.

Dean moved to **accept the minutes** from April 20, 2007, Donna seconded, minutes approved.

III **Response from Dept.** None

IV. **Open Issues**

- a. Definitions: Always need to update if new information is out.
 - i. CMS: Cash Management System: It is education system to MEIS for federal payments, drawing down grant funds. Tania will review and send it to Accountability.
- b. Review August MAERS workshop. Great Conference, thank you for Mary and Tania
 1. *Response to MAERS concern at Conference:* Training for new people still a concern. Possibility of Regional aspect if you need help with MAERS. Work through MACAE regions. Need to find someone to be represented for region. Karyn will get regional info. to Dean so he can determine MAERS contact person. We will recommend to Dianne that we develop a MAERS support group through MACAE regionals.
 2. *MAERS Manual:* Erica passed around the MAERS manual. Need to add Follow-up and new reports. Glossary will be a link to definitions. Will electronically send to members. Want input from field. Sue and Erica worked on it throughout summer. Decided to start over with manual as parts were redundant. Sue and Erica will e-mail in November after Dean has a chance to review it. Dean will be doing MAERS training in January in Lansing hopefully new manual will be completed.
 3. *Tutorial on line:* State department has brought it up and have contacted Deb Hargrove. We will make a recommendation to Dianne that we develop MAERS training on-line as well as MAERS support group through MACAE regionals

- c. August Training 2008: All training through Task force will be the last two weeks of August. GED trainings and workshops will be included. Date works as it is before school begins. Will hopefully work through MACAE .
 - 1. Do we want to participate?
 - 2. Kathleen do a training with CASAS in writing.
 - 3. Each task force will write tentative dates with ideas for workshops and coordinate dates with other task force groups.
 - 4. We do not want this to be a conference.
- d. Pilot Surveys: Decided to use as a link on maepd so you can fill out on-line or as a hard copy. Erica needs to contact Deb to see if SurveyMonkey is still available. Student survey for summer school pilot will be out right away.

Summer School Pilot Survey

Pull down for Districts

1. How many weeks was the summer school program?
2. Please list hours/days of operation:
3. How many total hours of instruction during the summer school program?
4. Did you use the July participant membership count date Yes No
5. Number of:
 - a. New Participants (non-K12) _____
 - b. Total number of participants (non-K12) _____
 - c. What is your average cost per participant served
 Total Number of participants served ___ / Awarded Grant amount ___ = Cost per student ___
6. What was your Average Daily Attendance? _____
7. Did you run your summer school program as:
 - traditional Online Learning Center
8. What type of program(s) did you offer to your participants (non K-12)? (Check all that apply)
 - ABE ESL GED HSC Job Training
9. Is your facility air conditioned? Yes No
10. Rate the success of your program:

1	2	3	4	5
No way				Sure Thing

Please Comment with anecdotes of participants and staff:

11. Would you do it again? _____ Why or Why not?

Teacher Survey

Please circle the product you used: NOVANET NOVELSTARS PLATO

Please answer each question by circling the number you feel best describes your experience.

5 - Strongly agree 4 - Agree 3 - No Opinion 2 - Disagree 1 – Strongly Disagree

#	Questions						n/a
1	The management system was easy to use.	5	4	3	2	1	
2	Creating class, rostering participants and making assignments were easy to manage.	5	4	3	2	1	
3	I understood how to locate participant data.	5	4	3	2	1	
4	Reports are easy to create and use.	5	4	3	2	1	
5	The program provides the ability to export report data for communication with administration and/or participants.	5	4	3	2	1	
6	Participant were able to successfully navigate the program.	5	4	3	2	1	
7	The program offers rigorous course content	5	4	3	2	1	
8	The program provided a diagnostic format that prescribes to the objective level.	5	4	3	2	1	
9	The program provides individual instruction based on diagnostic assessment of course objectives	5	4	3	2	1	
10	The program offered self pacing to encourage participants to take responsibility for their learning.	5	4	3	2	1	
11	The program provided an easy to use, real-time chat feature for teachers to have questions regarding the management system answered immediately.	5	4	3	2	1	
12	The program provided an online help menu that was easy to use.	5	4	3	2	1	
13	The program provided training materials that are easy to read and use.	5	4	3	2	1	
14	The reliability of the program met participants and staff expectations.	5	4	3	2	1	
15	Vendor addressed issues quickly and effectively	5	4	3	2	1	
16	Vendor support was adequate.	5	4	3	2	1	
17	I would use this program again.	5	4	3	2	1	

Pilot Administrator Survey

(Person responsible for day to day operations of distance learning pilot)

Please circle the product you used: NOVANET NOVELSTARS? PLATO

Please answer each question by circling the number you feel best describes your experience.

5 - Strongly agree 4 - Agree 3 - No Opinion 2 - Disagree 1 – Strongly Disagree

#	Questions						n/a
1	The management system was easy to use.	5	4	3	2	1	
2	Reports are easy to create, export and use.	5	4	3	2	1	
3	The program offers rigorous course content	5	4	3	2	1	
4	The program provided an online help menu that was easy to use.	5	4	3	2	1	
5	District infrastructure adequately supported piloted software system.	5	4	3	2	1	
6	Vendor provided adequate professional development.	5	4	3	2	1	
7	Vendor support was adequate.	5	4	3	2	1	
8	The piloted software system met program expectations	5	4	3	2	1	
9	The reliability of the program met participants and staff expectations.	5	4	3	2	1	
10	I would use this program again.	5	4	3	2	1	

11. What model of distance program did you offer at the center?

Pure Total/Distance Hybrid Distance Classroom

a. Total participants (non-K12) served in pilot _____

b. What is your average cost per participant served

Total Number of participants served ___ / Awarded Grant amount ___ = Cost per student _____

12. What type of program(s) did you offer to your participants (non K-12)? (Check all that apply)

ABE ESL GED HSC

13. . What do you see as a benefit of offering a distance learning option at our center?

14. What do you see as a challenge of offering a distance learning option at the center?

15. What was your average EFL gain for participants registered in pilot program.

16. Of the pilot how many participants:

a. **Gender** Female _____ Male _____

b. **Race** _____ African American _____ Asian _____ Hispanic _____ Native American _____ White-Non Hispanic

c. **Age** _____ 20-24 _____ 25-35 _____ 36-50 _____ 50+

17. Number of participants who achieved their goal. _____

- e. *Snapshot 2006-2007*: Need to do one for the spring conference for the 2006-2007 year. Mary will pull it together with data and ask Kathleen for any further information that needs to be placed on snapshot.

V New Business

- a. *Mentors*: 20 new mentorees reviewed names and will contact each person. Have assigned some with a mentor.
- b. *May conference*: Conference in May: First day ½ day workshop on Annual Report(pre conference) Idea is to bring your data and bring your disk and work in computer lab. Other ideas will move to Agenda in November 30th
- c. *Separate Prison Data & Regular Data*: Dean can run separate data sheet but cannot pull that data out for each facility because it is batched. Dean will bring data for November 30th. What can our group do to help, as in a recommendation? Ideally, it would be nice to separate data from total prison data to see by facility. Facilities can use their own data to track students and to see if there is an EFL gain. As it stands, if student is pre-tested at another site, they cannot get the information. Issues are students moving, released, duplicating students from one facility to another. Dean is working with that and other issues because facility cannot get a snapshot. Can we do a workshop for corrections? Facilities are mainly GED oriented, they attend maepd workshops. Will look and see if they need MAERS. Doesn't look like it is needed.
- d. *Literacy Issues*: Open enrollment program. MAERS is set up for schools. Volunteers meet weekly and should not be compared with long term students because they are not making gains like a school district. Should they be held accountable because funding is tied to performance. Look at MAERS to change have a box to check. Dept. knows if it is a literacy council, distance learning and corrections will help when looking at goals and gains. Next meeting, Dean will separate MAERS data for literacy councils. We will discuss trainings that will be helpful to literacy councils.
- e. *Review Data collection at 65%* Sanctions are not to begin until this year's data. Will look at 06-07 and hope we will see improvement from 05-06 data in pre and post test rates and other data.
- f. *Ad-hoc committee* pulled together to redo participant and pupil manual. Members have been selected and approved. First meeting will be November 1st. If you have any concerns or would like to address an issue on the Audit manual contact Gary.
- g. *State Plan*: 6 year process. Eventually it will flow through the committee. Advisory Board is working on Program standards.

VI Other

- d. Dean noticed an interesting trend. When he closed out for the 2006-2007 year, Soft exit went down, but dropout rate went up!
- e. November 2: New GED examiners workshop. May conference will not host the new examiners workshop.
- c. Googledocs. Post document on the website and everyone has access to it. You can edit and get everyone's input as it is a living document.
- d. GoTo meeting: Everyone can participate while looking at a document. It is set up as a conference call. Deb Hargrove has paid for the program, so we may be able to use it sometime in the future without a fee.

VII Recommendations for department.

- ☺ Online MAERS training
- ☺ Regional support for MAERS
- ☺ Kathleen trained in CASAS for writing

VIII Next meeting Agenda items:

- ☺ MAERS manual review
- ☺ Summer school survey results
- ☺ Annual Report
- ☺ Administrative Survey
- ☺ MAERS table-prison and literacy pulled out
- ☺ Literacy update on workshops
- ☺ Check boxes for literacy, corrections and distance learning

Respectfully submitted,

Karyn Goven