

Data & Reporting Systems Task Force

Minutes from 9/26/03

Members Present: Gary Tweddle, Jeff Emde, Ken Walsh, Linda Cabose, Dennis Rottenbacher, Lavena Paquette, Kathy Johnston, Robert Campsmith, Donna Kapelanski, Karyn Goven, Tony Lagos

1) Identify Critical Issues (10:30 AM)

- a. The task force will survey their own staff's about strengths and weaknesses of MAERS—By **October 3** Linda will forward to Gary a sample survey for the Task Force to use as a sample to survey their staff. By **October 24** all Task Force members will return a completed survey to Gary. Gary will forward all surveys to Karyn by **October 25** for compilations. Karen will return all compiled results to Gary by **October 31** and Gary will send out copies to all Task Force members by **November 3** for review before the next meeting Friday, **November 7**, at Flint Holiday Inn.
- b. The Task force will ask administrators how they use the MAERS data. This will help determine if the data is being used in any manor by the field to assist with programs.
- c. What information collected by MAERS is required for the NRS and what is not?
- d. Make sure people understand why we are collecting the data.
- e. Is MAERS a record keeping system or a reporting system?
- f. There is a need for the same set of definitions for everyone when dealing with MAERS.
- g. Problem is the systems don't talk to each other MAERS-SRSD.
- h. Trainings- different than those in the past.
- i. **Bob** will go through all the tables and find out what data is being collected and review at next meeting.
- j. We need a provisional enrollment type – before we put a student into the system as ABE or GED etc.....
- k. **Bob** will send out PDF file on NRS to everyone.

- l. Collect SS#'s on students for employment follow-up as a heavy recommendation by the task force and have the state do the follow up not the local school.
- m. Analyze data in MAERS that compares growth in students that took TABE, CASSAS, ABLE.... Look at all data we are collecting and see what else is in the system that could be helpful to us.

2) Priorities issues

- 1. Weaknesses from surveys will be placed into 3 categories:
 - a. **Interface Problems** -Screens
 - b. **Procedural Problems** - Rule Based
 - c. **Philosophical Problems** - Feelings-Business Rules
- 2. Have Larry Condele meet with us to go over NRS Jan.04
- 3. Have Dean Smith meet with us
- 4. Training sessions
- 5. Using the data we already have

3. Questions that we can't forget

- a. GED where are they reported?
- b. What is subject to interpatation by the state?
- c. What do we want to do with all the data we collect?
- d. What happens to border town data on employment follow-up?
- e. Do we need to consider Michigan Works in our data collection or involvement?
- f. We currently use 2 EFL's should it be 1 EFL ?
- g. Do we want to talk to other task forces about test instruments?

4) Identify Deliverable Products

- a. Repairs to MAERS Screens
- b. Definitions
- c. Trainings
- d. Surveys

Adjournment 3:00PM

**Next meeting: November 7, 2003 @ 9AM
Flint, Gateway Holiday Inn**

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