

Data & Reporting Systems Task Force

Minutes 11/18/05

- 1) Approval of Minutes of 9 / 9 / 05
- 2) Members Present: Tania Butkowski, Warren; Robert Campsmith, MicroData; Karyn Goven, Willow Run LaVena Paquette, Hazel Park; Dean Smith DLEG Gary Tweddle, Hazel Park.
- 3) Response from Diane
Follow ups: Feds are mandating quarterly reporting.
Question 1: What is the result if it's not done? Monitoring by the Feds is not for a few years.
Question 2: Reason for collection of Teachers name/room #'s, Feds don't collect this data. Dean suggested we use the first teacher a student sees.
Question 3: Dates for Maers; Training will be coming per Dean
Question 4: Can we have no as a default in MAERS? We will need to put it in writing to Diane.
Curriculum for High Schools (DLEG will be pro-active but at this time, requirements are not yet defined.
- 4) New Definitions – Tania No new definitions at this time
- 5) Work shops for Spring Conference-
 - A) Frequently Ask Questions [From Help Desk]-Dean
 - B) "What if" sheet for data entry into MAERS- Dean
 - C) Fill Out the Forms, Why? - Bob
 - D) Others- AllTopic selected was A DAY WITH DEAN, Dean will check with his staff on frequently asked questions to be used as a handout.
Dr. Bob Campsmith will be submitting a session on Filling out the forms (ALP and Registration forms) correctly and why they are important.
The data task force would like to present a workshop on additional reports from Maers designed by the task force.
Mon, GED Examiners
Tues, Support Staff
Wed, Instruction
Thurs. Administration
- 6) Adult Ed. Mentors – Karen presented a fact-sheet outlining the definition of a mentor and what process may look like for selection. The fact sheet included Questions to think about, needs to look at to meet a match, areas for help and steps to implement.
- 7) Follow-up process –
Dean is working with Kathy Polis and Lennox McClendon (MAEPD) on changes to the follow up system. They are presenting a training on the follow up system the end of Nov and beginning of December in different locations.
Suggestions from Dean on Follow up:
Keep track of transfers by keeping a log
GED match for GED goals (Dean will look into GED data matching)
Next school year we will have data matching for employment
- 8) 107-10% form on-line – Dean Form is on line
- 9) Electronic Grant submission
Diane is looking into on line grants and fill-able forms
- 10) Recommendations for Department
- 11) Ask Diane about
Adding UIC for matching
Can the defaults be programmed to no for MAERS data entry?
When can we expect the reports the task force has designed to be available? This is a possible presentation for the March in-service.
Is there a possibility of running reports periodically for local results?

Additional Discussions:

Gary asked about entering students who had less than 12 hours into Maers if they received funding. These students are not counted for NRS but may have received 107 funding. Do they need to be entered into Maers?

Possible ways to encourage responses for follow up. \$25.00 fee for registration with refund for completion of assessments and follow-up.

DLEG office is working on a credit recovery system with the focus groups.

Teachers and Administrators "On Line Learning" will be available.

Dean will look into adding MAERS Input person on consortium sheet-

- 12) Agenda items for next meeting
- 1) Approval of Minutes of 11/18/05
- 2) Introductions
- 3) Response from Diane
12 hour rule
- 4) Curriculum changes (Credits for Adult Education Graduates)
- 5) New definitions – Tania
- 6) Workshops for Spring Conference
- 7) Adult Ed. Mentors – Karen
- 8) Follow-up process – Dean
- 9) Electronic Grant submission
- 10) Maers Input person on consortium sheet – Dean
- 11) Recommendations for Department
- 12) Agenda items for next meeting

Next meeting: Friday, January 13, 2006

Kalamazoo, Radisson