

DATA & REPORTING SYSTEM TASKFORCE

Minutes

November 30, 2007

I. Call to order

Passed out Travel Reimbursements, Sign in Sheets and Minutes

Members Present: Jill Besteman, Tania Butkowski, Judy Cock, Karyn Goven, Donna Kapelanski, Mary Marcil, Sue Muzillo, Erica Nakfoor, LaVena Paquette, Dean Smith, Angela Steele, Kimberly Thinnes, Gary Tweddle,

II. Approval of minutes from 10/5/07

III. Response from Department:

IV. Open issues

A. New Definitions/Acronyms – Tania

- NCEA – National Community Education Association
- CAT – Computer Adapted Testing
- RFP – Request for Proposal
- CBT – Computer Based Training

B. New Directors Match-ups – Karyn

- All members have received a letter. Bullock Creek does not have a mentor.

C. May Conference Planning (2-3)–Mary, Bert, Gary, Jill

- Wednesday a.m. will be pre conference Hands-on workshop, individualized attention. Need presenter help with workshop – Mary, Tania, Sue, Ericka, Dean, and Deb Hargrove. Need to create a checklist what participants need to bring to workshop. 3 hrs.
- December 13 next conference committee meeting
- Need 2 to 3 workshops per Task Force Committee
- Tania will look at 30 jumps to have at breakout so groups can save with information when doing their workshop.
- Annual Report Wizard – Turn your data into magic that will work for you. Need to encourage and publicize the need for participants to bring their data.
- Follow-up – Requirements & How to Make it Work for You. Yes, you have to do it! Regulations & tips how to get organized. Many still confused on process.
- Garbage in – Garbage out – Bring back the former workshop
- State Annual Snapshot on Thursday before lunch. Judy Cook tried to get copies of last year's report and had difficulty at Kinko's - Permission to reproduce
- CASAS & TABE for Corrections - Assessments for Corrections, others are welcome. Panel discussion.

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- Strategies for the Corrective Classroom – check with Jo Pamment and Carol Wells
- D. State Plan update – Gary
 - Coming along, should be presented to Task Forces in April. Lots of information. Each task force will look at different sections that relate to the group.
- E. Summer School Survey Results – Erica
 - Put out on Survey Monkey not due back until today. Will report on it at next meeting
- F. Administrative Survey – Erica
 - # 11 should include – choose only one. Define Hybrid Distance
 - # 15 – How many of your participant students had an EFL gain in your pilot program?
 - #17 – Number of participants who achieved their GED.
 - #18 – Report any significant findings
 - Will be available for summer school pilot programs

V. New business

- A. 2006-2007 MAERS Data Review (NRS Tables)
 - Had an opportunity to review the data Tables for the 06-07 year.
 - Dean pulled information from Literacy Councils and Corrections. While the ABE scores went up, issues revolved around the topics of Follow Up, losing literacy councils because of the mandates of reporting, and incorrect data from corrections. All these have an impact on the State data.
- B. MAERS table-prison and literacy pulled out – Dean
 - Letter to Dianne to have corrections have direct access to MAERS.
 - Data was incorrect. According to what was batched, there were no female inmates or Hispanic inmates. Out of 12,000+ only slightly over 4000 were reported.
 - Literacy council participant goals are not matching their level. Most chose GED but cannot attain. Need to put in short term as goal such as “improve literacy skills” instead of long term goal such as HSC or GED.
- C. Literacy update on workshops – Angela
 - Learning disability workshop in 3rd week August in Mt. Pleasant
 - May 2 breakout session idea: Advocacy for directors on how to establish community wide literacy.

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- Want to do a technical training on MAERS – however many are thinking of not taking Federal funds because of requirements. We should look at:
 - ✗ Combining with a consortium so that numbers on EFL gains will go up.
 - ✗ Taking regions with small literacy councils and combining so it is one consortium and helping them with the data. We do not want them to lose funds.
 - ✗ May be limited money on special funds this year, it will hurt programs.
 - ✗ Donna suggested she has money set aside, can she enter a consortium with her local literacy council? Districts need to work with councils. Can you change funding this year? Need to contact Cliff. Sue and Angela will look into it.

- D. Check box for literacy, corrections and distance learning – Dean
 - On his list to do. Will add to list of recommendation.

- E. Annual Report (Snap Shot) – Mary, Tania
 - Mary talked to Dianne during lunch. Mary would like a recommendation from the State to determine what the snap shot should include. We definitely want to have that for the spring conference. She will work with Dean to get the info, make recommendations after looking at State data on what should be highlighted.
 - Dianne has a lot of hats at this time to spend time on what data should be included so Mary will pull it together and then let her give any input so it will be completed by February 29th. We will send it to Dianne by January 14 for review and request a response by February 4th. We will assume that it is okay if Dianne doesn't want any changes by the given date. The task force group will then receive it for review by the February 11 and will give any feedback to Mary by February 18th. Mary needs to get information from Kathleen about task force accomplishments in 06-07.
 - Will do this over email for communication to group for input. It will be sent out as a PDF file.
 - February 29 will be the last look as group with Dianne so it will be ready to print.
 - Mary will send it to Karyn to send out to the email list so that we can give input.
 - Key points 2006 to include:
 - ✗ Jill will get accurate head count and how many GEDs were attained

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- × 1 to 60 ratio teacher versus student 200 teachers 12,000 students
 - × 40 different sites
 - Angela will talk to Patti and Chris for spot on snap shot for Literacy Task Force.
 - Increase in number served compared to 05-06
 - Demographics- percentage with age.
 - Breakdown by program type with specific data dealing with ABE and ESL levels.
 - Comparison with state data with 06-07 and put percentage increase overall.
 - Total attendance on instructional hours on enrollment.
 - Table 7 with staff count versus participants
- F. MAERS Manual Review
- Not completed will be on next meeting's agenda

VI. Recommendations for Department

Gary will make a recommendation for literacy check box on MAERS

VII. Agenda Items for Next Meeting : 2/29/08 at Henry Center, Lansing

- MAERS Cheat Sheet
- Summer School Results
- Workshops for May
- Report back on literacy
- Data Sticks
- Letter for correction
- MAERS manual
- Snap shot