

Data Task Force Meeting
Minutes
3/10/05

I Approval of Minutes: LaVena moved to accept, Joe seconded, motion carried. It was decided that the secretary will send minutes to members after review from Gary.

II Members Present: Joe Backus, Romeo; Tania Bultrawski, Warren; Linda Cabose, Grand Ledge; Robert Campsmith, MicroData; Karyn Goven, Willow Run; Donna Kapelanski, Livonia; Tony Lagos, MAPED; Mary Marcil, Orchard View; LaVena Paquette, Hazel Park; Dean Smith, DLEG; Gary Tweddle, Hazel Park

III Response to Department Request:

- A. *MAERS training:* Dean has been pulled for other jobs and has not been able to put together training for new users. Will try to have one in April.
- B. *Updates:* Letters have been sent to individual districts regarding why messages have been returned may be due to spam or viruses. As it turns out many districts firewall or block out Michigan domain due to high amounts of viruses. Will send an e-mail with a follow up letter to see if districts receive updates.
- C. *Links:* Have discussed with DELEG staff, do not see a problem received a verbal okay, will get it in writing. MAEPD is a go with the link to MAERS
- D. *Mirrors:* Finalize item. Debbie may have one that is slightly bigger on the bottom to fit more information. Will include: website, technical assistance number and e-mail address for help. Hopefully all will fit. Will be available May 9 and 10 for districts.

IV Templates, Follow-up data input by district-For users Dean will put information on how to request reports. Will be available for May meeting on distinct colors sheets

- A. *Report for Local Program summary:*
 - Change wording from agency to local in all areas
 - Put report period in and can choose any time frame
 - Do not use Federal Funds as a choice
 - Can be specific for each program
 - Change report for option of Fiscal Agent or Provider
- B. *Report for Local Staff:*
 - Okay as stands, again change report for option of Fiscal Agent or Provider
- C. *Report for Legislature:*
 - Change report for option of Fiscal Agent or Provider
 - Make sure you look at information when printing report as it may help your program or may not.
 - Don't hand it to your legislature without previewing.

D. NRS Table 7 and others:

- Dean does not see this as a problem with consortium agreements, but will verify with Sandy.
- Contact Forms, and Table 7 will run automatically when you open MAERS.
- Sept. 1 will be the date for consortium agreement and contact info.
- NRS table will be April 1st. Remember that information is for the current year.
- Designed to be annoying so information will be filled. Once filled will disappear.
- Dean will check to see if he can start it in Sept.
- Can print screen if you want a paper copy and if your clerk needs to get information to fill.

V. Cheat Sheets:

- Will be in card stock.
- Double sided with technical assistance information on back. Will contain information on how to correct student files with what you need to have on hand: Student name, DOB, Program of Enrollment, Enrollment Date, your contact name and district
- Will include List serve for MAERS number
- DELEG will be removed.
- Will get some font color.
- Laminate in sets of four.
- MAERS will be written out.
- Karyn will e-mail to Tony so he can make it happen!

VI Follow-up Process:

- Dean went to Washington to a conference regarding this information. There have been changes to 2005 as well as 2006. This came from the Office of Management and Budget and US Department of Labor.
- Mandated by Federal government, therefore by state, see guidelines in handout.
- Must do a survey with questions regarding GED/HSC completion, entering employment, retained employment and if entered post secondary education.
- Survey is best with telephone and with those who made contact and impact on student ex. Teacher (can be costly).
- Data match for Social Security number is not helpful as it is for job related goals only.
- Need to contact testing centers for GED completions.
- Can get info. from those students receiving diploma as districts will know who graduates.
- Must have 50% return rate for it to be valid. Regardless if we don't get it, we must submit and document attempts.
- Programs under 300 must survey all.
- Do not need to do it for ESL students.

- Must do it within the quarter after students leave. Due Oct. 25 of following school year-unless they reregister.
- Will be difficult for students who have dropped or no way to communicate.
- Linda uses grandparents as contacts as they are less likely to move.
- Dean will bring in sample questionnaires and we will work on formalizing one for adult education. Will discuss it on May 9 and 10 in GR.
- Donna will be in charge of gathering information of the best way to survey students.

VII Definitions:

- A. We will *review changes* that have C and G (Connie and Gary) to see modified definitions
 - Replace in column, the name of person or task force who compiled definition to date of last change.
 - Tania will be in charge of definitions, updating and sending it out to task force members as needed.
 - Will add acronym list to definitions.
- B. *Additional Terms:*
 - Keep definition of Scale Score
 - Adequate Yearly Progress
 - Raw Score-just use first sentence
 - Normalized standard score
 - ADD: Pre and Post test scores and include definition of alternate forms and example (TABE 9 and 10)

VIII Recommendations for Department:

- Get in writing recommendations for last meeting – links, training...
- Find what task force monitoring works through
- Make sure the three new reports are added
- Work better with batch vendors

IV Agenda Items

- Follow-up survey
- Donna with survey collection data
- Review terms – Tania
- See mirrors/cheat sheet
- Cover May 9 and 10 presentation