

## TASK FORCE MEETING

September 9, 2005

Flint, MI

I Members present: Tania Butkowski, Joseph Backus, R.W. Campsmith, Karyn Goven , Dean Smith, Gary Tweddle

### II Changes in Task Force:

- Eliminated special task force
- Co-chairs
- Literacy group

### III Housekeeping:

- Reminder must have mapquest for mileage reimbursement
- Must tell Kathleen 24 hours in advance about room cancellation

### IV Goals:

- Spring Conference – 2/75 minute presentation: MOCK-ALP process
- Templates in MAERS
- “What if sheet” or FAQs
- Monitoring process
- Follow-up process
- Mentoring
- 107 reconciliation on MAERS?

### V New Definitions:

If new additions to definitions, Tania will discuss with Connie and add to the list for review.

### VI Templates Installed:

Dean submitted to the program person, however, he was pulled from the job and may be pulled again to do database for Katrina. Jobs are pending.

### VII Adult Ed. Mentors:

Discussion was held on how to choose who will mentor and matching. What criteria?

Do we need to look at:

- Size of program
- Grants
- What programs they run
- Location

Perhaps a Welcome site on the AE website for new directors with a list of volunteers and calendar.

VIII: MAERS Changes: MAERS is down until October 1, 2005 Sent through email to everyone.

- Ticklers: reminders
- NRS Table 7: staffing
- Buttons: More options with a creation of “menu bar” Cosmetic changes
- Educational Gain: Will have an anchor on the lowest score which will be the test to show gain. Must be careful as to what score you place in case other test areas show gain.
- Approved Assessments: Listed CASAS, TABE 9 & 10
- Data Entry Schedule: Quarter July 1-Sept. 30  
Oct. 1-Dec. 31  
Jan. 1-March 31  
April 1-June 30
- Test Forms: Require to input form #....
- Alternative Contacts: Suggested to put in, not necessary
- Enrollment process has many editions from number of school age children, maiden name, receiving public assistance, hourly wage, rural area, class name, instructor name, building name
- Instructional hours between tests

IX Follow Up-

Please review packet to discuss on Nov. meeting

X Recommendations:

- Archive old MAERS info and update. Still have '03 information.
- MAERS training
- Would like a correctional person on the task force
- On consortium letter a spot to include who the MAERS data input person is for training, helpful if new
- Discuss with the Feds why they need to have some of the NRS, MAERS changes ie class name and teacher name, quarterly update....

XI Agenda Items:

- Follow Up
- 107 Reconciliation
- “What if” Sheet
- Mentoring
- MAERS changes
- Follow up from Diana regarding meeting with in D.C.

Next meeting November 18 at Lansing Sheridan on Cyrets Road.  
See you there!

