PACE GRANT

January 17, 2013
2:00 PM

Meeting Type:	**PACE Consortium Conference Call**		
Meeting Called By:	Chris McRoberts	**Written By:**	LaVeta Key

Attendees:

NWACC	☒ Chris McRoberts ☒ Lindsay Robinson ☒ LaVeta Key	☐ Other ☐ Other ☐ Other
College Roll Call	☒ Completed ☐ Not part of call	☐ Other
AATYC	☒ Mike Leach	☐ Other
New Growth	☒ Chris Spence ☒ Joel Elvery ☐ Holly Parker	☐ Other ☐ Other ☐ Other

MINUTES

Agenda item: **Workshops** **Presenter:** Mike Leach

Discussion:

Professional development for Reading and Writing is the end of January with coaches Peter Adams and Cindy Hicks. Dates are December 31 and February 1. The information has been sent to faculty and project coordinators regarding the location and times for the meetings. The email requests that attendees please register for the workshops so that food accomodations can be made. Please send questions to Mike Leach at AATYC.

The Math coaches are now communicating the openings for site visits. There are several dates and times available for February 4th and 5th. Please email or contact Mike Leach at AATYC for any questions.

Faculty will also have monthly conference calls with the coaches. The informaiton will be forthcoming from AATYC.

Action items	Person responsible	Deadline
✓ Reading and Writing Professional Development	Consortium Colleges	ASAP
✓ Math Coaches site visits	Consortium Colleges	ASAP
✓ Conference calls with coaches	Consortium Colleges	ASAP

Agenda item: **Data Submission Relating to End User Agreements** **Presenter:** Chris Spence, New Growth

Discussion:

The data being requested is acknowledged as confidential and New Growth is working on data and privacy concern issues. Work between New Growth, ADHE, ARC and NWACC to address the confidential nature of the data is being addressed through a Data User Agreement will require the signature of each institutional president. The purpose of the Data User Agreement is to allow New Growth to share in the data from ADHE and ARC. Existing data share agreements are already in place between each institution and ADHE and the new agreements will allow that same data to be shared with New Growth and the PACE Management Team for the purposes of the PACE Grant. The User Agreement is a very high priority. It complies with ADHE's view of the FERPA regulations and has been vetted. Each institution will have an user agreement to sign and when the user agreements are finalized, Dr. Ed Franklin, AATYC, will send to each college president for signature. Every Project Coordinator should be aware that it is coming. It is long and detailed with privacy and data definitions as well as the data submission timeline. New Growth, AATYC and NWACC are requesting a quick one-week turnaround on the agreements. The language in the user agreement is a template from ADHE and the Arkansas Research Center for data sharing to cover all the consortium members for the

data share.

The federal government has laid out the guidelines on what personal identification can be utilized. The data share will be used as it relates to two groups: 1. The data evaluation required of federal grant programs and 2. On Strategy I - the basis is the study exception which allows for use of data to improve instruction and improvement. The user agreements are specific to the data.

While New Growth will be getting student level data, by the time the data is seen, the student identifiers, including student identification numbers and social security numbers will have been removed.

Action items	Person responsible	Deadline
✓ Transmittal of Data User Agreements to individual college presidents	Dr. Ed Franklin	Week of January 22, 2013
✓ Return of Data User Agreements to AATYC	Consortium Colleges	January 25, 2013
✓		

Agenda item: **Revision for Data to be Provided to Evaluators** **Presenter:** Joel Elvery

Discussion:

All project coordinators should have received an email from Chris McRoberts, addressing the revisions to the data the colleges are to provide for Fall 2012 and going forward (attached). The email depicted the changes and answers for frequently asked questions.

Change 1: Add college-specific student ID to all files that request student name and SSN.

This change will enable New Growth to track students who do not provide social security numbers across semesters within each college. It also provides another ID in case of mistakes in the social security number collection. If a college does not have a college-specific ID number (college_id on data provided to ADHE) then this column can be left blank. Add the College ID column to the right of the SSN in the original spreadsheets in DataFromCollegesFinal.xlsx.

Change 2: Further guidance on assessment scores and placement levels.

Wherever asked to provide placement levels, such as math, English, and reading asessment score placements, use the following rules:

a. Report assessment scores and placement levels as of census day for the semester.
b. Use rules to assign placement level in place for Spring 2012.
c. Use program specific rules to assign placement level, not ADHE rules.

These guidelines will make it possible to compare student placements to prior years and will address issue of students retaking assessment tests mid-semester.

Change 3: Need student-level data about students enrolled in redesigned developmental education courses or other courses substituting for dev. ed. courses.

The redesign of how developmental education is delivered is a key component of the PACE project. Given the many ways that colleges are changing the way that dev. ed. is being delivered and the absence of the assessment scores in past ADHE data, it is necessary to collect data on all students participating in redesigned dev. ed. courses and other courses substituting for dev. ed. The workbook DataFromColleges_DevEd.xlsx provides a table of variables needed for these students.

The data included in DataFromCollegesFinal.xlsx are due on January 22, 2013. The newly requested developmental education participant data in DataFromColleges_DevEd.xlsx is due on March 13, 2013.

Questions while preparing the data submission should be directed to Joel Elvery, jelvery@newgrowthplanners.com or (212) 375-6777.

Action items	Person responsible	Deadline

✓	College specific ID numbers for students	Consortium Colleges	ASAP prior to data submission
✓	Workbook DataFromColleges_DevEd.xlsx	Consortium Colleges	March 13, 2013
✓			

Agenda item: **Submission and Naming for PACE Data Files** **Presenter:** Joel Elvery

Discussion:

Instructions for PACE data files submission to ADHE were emailed to all consortium members. Project coordinators were asked to use the Instructions for Submitting PACE Data Files that was emailed from Chris McRoberts. (Attached)

Spreadsheets should be renamed from DataFromCollegesFinal.xlsx to PACE-Main-Fall-12-ABRV.xlsx. Where ABRV is a commonly used abbreviation for each individual college.

The data is to be submitted via each colleges Institutional Research office or person responsible for submitting data to ADHE and ask them to use their account on the ft.adhe.edu to securly transfer the data file to ADHE.

Then this same person, who handled the file transmission, should notify via email Rick Jenkins at Rick.Jenkins@adhe.edu to inform him that the file has been transferred along with a cc to Chris McRoberts at cmcroberts1@nwacc.edu

This will be the same method for submitting the Dev. Ed. data due on March 13th. The naming convention for the Dev. Ed. data will be changed from DataFromColleges_DevEd.xlsx to PACE-Dev-Fall-12-ABRV.xlsx, substituting a commonly used abbreviation for your college in place of the ABRV.

Project coordinators were asked if there were any questions relating to the data naming convention. There were none.

Action items	Person responsible	Deadline
✓ Initial data submission of file DataFromCollegesFinal.xlsx following data naming convention	Consortium Colleges	January 22, 2013
✓ Initial data submission of file DataFromColleges_DevEd.xlsx following data naming convention	Consortium Colleges	March 13, 2013
✓		

Agenda item: **Budgetary – Financial Updates** **Presenter:** Lindsay Robinson

Discussion:

December financial reimbursement requests have been received by most colleges. There are a few that are still outstanding. All financial reports are requested ASAP - the quarterly report is due the week of January 21st.

A portion of salary and fringe of teachers that are teaching redesign classes from Strategies I & II can be paid by PACE. Also adjunct teachers also can be paid for teaching a PACE redesign class.

Technology and/or equipment requests can be submitted to PACE management's attention and effort will be given to accommodate the request.

Action items	Person responsible	Deadline
✓ December financial reimbursements	Consortium Colleges	ASAP
✓ Salary and fringe reimbursement requests for PACE redesigns		
✓		

This workforce solution is funded by a grant award from the US Department of Labor