

**STATE WORKFORCE INNOVATION COUNCIL (SWIC)
EDUCATIONAL REVIEW COMMITTEE (ERC)**

March 20, 2014

8:30 – 9:45 a.m.

Indiana Government Center South

Conference Room 4

Indianapolis, IN

Present: Dan Clark, Leroy Jackson, Dennis Rohrs, Rebecca Nickoli

Telephone: Derek Redelman

Absent: Tim Skinner

Also present from the Indiana Department of Workforce Development (DWD):
Marie Mackintosh, Monica Markovich, Brenda Johnson, Cory Mahon, Melinda McKinney,
Melissa Wafford, Cheryl Jones, and Donna Lovelady.

At 8:34 a.m., the meeting was called to order by Dan Clark.

The February, 2014 meeting minutes* were reviewed. Mr. Redelman moved to accept the minutes; Rebecca Nickoli seconded the motion. All approved and the motion was carried.

Adult Education (AE) and WorkINDiana Updates*

Marie Mackintosh presented updates for discussion on the following topics:

- **State Plan**

Marie Mackintosh reported that the Indiana Adult Education State Plan draft would be submitted to the U. S. Department of Education by April 1, 2014, as required to receive federal funding. The State Plan focused on transitions (postsecondary, WorkINDiana, employment), standards-based education, and a regional service delivery model. The plan will be submitted for approval at the June SWIC meeting.

- **WorkINDiana Updates and Allocations**

WorkINDiana now has 23 occupations and 30 certifications in the six industry sectors (Health Care, Hospitality, Advanced Manufacturing, Transportation & Logistics, Business Administration & Support, and Information Technology). The Indiana Department of Correction is a new partner this year. The allocation for Program Year 2014 (the first year this program was directly funded by the General Assembly) was reduced from 2013, when it was funded through DWD.

*Meeting handouts are available upon request.

Please include the meeting date, handout title(s) or topic(s) in your message: dlovelady@dwd.in.gov

High School Equivalency (HSE) Operations Update and Discussion

Monica Markovich updated the committee: 197 examinees have tested; 66% passed. After the first 1,000 examinees have completed testing CTB/McGraw-Hill will review the test results for proper weighting of questions and psychometrics.

Discussion included the question of assessment agreements if the HSE test proves to be much more rigorous than assessments that are typically taken after it, such as WorkKeys/ACT, military entrance examinations, and certifications. Another query concerned the math test and the possibility of passing it without knowledge of all types of math on the assessment. Ms. Mackintosh will follow up with Dan Lewis from CTB/McGraw-Hill on the math question. Ms. Markovich shared the Testing Program Procedures* with the committee. The instructions addressed the following issues and the steps to take in the event of an incident:

- Adding or changing testing sites and transitioning to computer-based testing.
- Site monitoring (risks, minor and major violations).
- Incident reporting procedures including test interruptions e. g. medical emergencies, cheating, severe weather, disruptive behavior; and test security compromises such as lost test materials or inappropriate viewing of test materials by unauthorized personnel.
- The appeals process for suspended or closed testing sites. All appeals will be reviewed by CTB/McGraw Hill for input and then sent to the Education Review Committee for a final decision.
 - Discussion on the appeals included: does closure of a testing site place more of a burden on the examinees (due to going farther to the next nearest site) and does this consideration weigh in the decision to suspend or close a site.
 - It was noted that a test security compromise has the potential to spread quickly and across state borders due to social media.

INTraining Update

Cheryl Jones presented a provider for review by the committee. Based on the report of the site visit and meeting all requirements, DWD staff recommended the approval of the Center Township Trustee's ReEntry Program, Inc.* Derek Redelman moved to accept the staff recommendation; seconded by Rebecca Nickoli. All were in favor and the motion was passed.

The INTraining Program Monthly Activity Report* was submitted by Melissa Wafford to the committee members.

No public comments were made.

The meeting was adjourned by 9:40 a.m.

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