



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

JEREMY M. HUGHES, PH.D.  
INTERIM SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**To:** Interested Local Educators

**From:** Edward Roeber, Senior Executive Director  
Office of Educational Assessment & Accountability

**Date:** May 9, 2005

**Subject: Michigan Content Advisory Committee Application**

One important aspect of developing test questions for the Michigan Educational Assessment Program (MEAP) is assuring that each item written is accurate, developmentally appropriate, and adequately measures the intended content. We need Michigan educators to participate in this important review.

Participants selected to be part of the Content Advisory Committee (CAC) will work over the course of the coming year under the direction of MEAP staff, the new MEAP item development contractor, and other curriculum and assessment specialists. Participants will learn to assess test questions for technical quality, developmental appropriateness, and match to intended content. One CAC will be organized at each grade span (elementary school, middle school, and high school) for each content area (English language arts, mathematics, science, and social studies).

Applicants selected as reviewers will be asked to attend nine days of item review meetings each year of a two-year commitment. Most of these meetings will take place during the regular school year. Meeting dates will be established with input from members. The OEAA is offering compensation of \$250 per day for up to nine days, plus mileage, hotel expenses, and meals. In the event that a school district has to hire a substitute teacher for any meeting participant, the amount paid by the school for the substitute teacher will be deducted from this compensation amount. In addition to monetary compensation, you will also receive the satisfaction of knowing that you have helped us assure the quality of the next generation of MEAP assessments.

I hope that you will seriously consider joining this exciting and challenging effort. To apply, complete the application by the due date of June 30, 2005. Please contact Bill Brown at [brownbill@michigan.gov](mailto:brownbill@michigan.gov) with any questions. Thank you in advance for considering this opportunity to assist us in this important activity.

**Office of Educational Assessment and Accountability (OEAA)  
Content Advisory Committee (CAC) Role Description**

1. Desired Qualifications:
  - a. Experience teaching English language arts, mathematics, science, or social studies.
  - b. At least a minor in English language arts, mathematics, science, or social studies from an accredited college or university.
  - c. Recommendation by building principal or district superintendent that applicant meets the participation requirements.
  - d. Ability to work collaboratively in a highly diverse group.
  - e. A commitment to accurate measurement of student performance.
  - f. Access to a personal computer (Windows or Macintosh) and experience with e-mail and online information sharing.
  
2. Time Commitment:
  - a. As many as nine days for required meetings.
  - b. Written approval from building principal or district superintendent to attend meetings during the school year.
  
3. Duties:
  - a. Attend required CAC meetings and contribute constructively to discussions.
  - b. Put forth best effort to assure accurate and appropriate measurement of student achievement.
  - c. Encourage and respect the input of all committee members.
  - d. Be receptive to feedback from other committee members.
  - e. Comply with confidentiality and other requirements of the Michigan Department of Education.
  - f. Successfully complete the CAC training.
  
4. Reimbursement:
  - a. Travel and meals will be reimbursed to the CAC member at approved state rates for required meetings. Overnight lodging, if required, will be paid directly to the hotel by the item development contractor.
  - b. A stipend of \$250 per day to the CAC member for each meeting day (less district costs for substitute teachers when necessary).
  
5. Application Process:
  - a. Complete the CAC membership application accurately.
  - b. Provide your building principal or district superintendent with a copy of the recommendation form to be submitted directly to OEAA.

# Application Form for Membership on the Michigan Content Advisory Committee (CAC)

**Directions:** You may (1) type responses directly into the PDF file and then print or (2) print the application and fill in the form. After completing the form, mail to the address at the bottom of the page.

Applicant Name: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

School District: \_\_\_\_\_

Preferred Mailing Address

Alternate Mailing Address

Gender

- Male  
 Female

Ethnicity

- American Indian, Alaskan Native, Asian/Pacific Islander  
 Black, not of Hispanic Origin  
 White, not of Hispanic Origin  
 Hispanic  
 Other

Languages Other Than English

\_\_\_\_\_  
\_\_\_\_\_

Number of Years of Teaching Experience

\_\_\_\_\_ Elementary School

\_\_\_\_\_ Students with Disabilities

\_\_\_\_\_ Middle School

\_\_\_\_\_ English Language Learners

\_\_\_\_\_ High School

\_\_\_\_\_ Teacher Education

Place any additional comments here.

\_\_\_\_\_

Preferred Grade Span(s)

- Elementary School       Middle School       High School

Preferred Content Area(s)

- English Language Arts       Science       Mathematics       Social Studies

I agree to attend up to nine days of CAC meetings each year over a two-year period as a member of this committee, to work toward consensus at meetings, and to comply with confidentiality and other requirements of the Michigan Department of Education. I will obtain a recommendation from a building principal or district administrator. I am committed to establishing quality assessments for Michigan students and accountability for Michigan schools.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Return forms by June 30, 2005 to:  
Dr. William Brown Michigan Department of Education/OEAA  
P.O. Box 30008 Lansing, MI 48909-0008

## Administrator Recommendation Michigan Content Advisory Committee

**Directions for Candidate:** Please type or write your name and school district in the space below and provide this form to your administrator.

**Dear Administrator:**

The candidate named below is applying for the opportunity to review the quality of test questions developed for one or more MEAP Assessments. The Michigan Department of Education, during the process of developing test questions for the MEAP Assessments, solicits input from Michigan educators regarding the accuracy, developmental appropriateness, and content match of MEAP test questions. Participants selected to review questions will be required to attend up to nine days of meetings throughout the course of a school year.

Please complete the comment sections below related to the candidate's qualifications to do this work and send this form to the address at the bottom of the page. Your comments will not be shared with the candidate, so please feel free to comment honestly on the candidate's qualifications.

Candidate Name: \_\_\_\_\_

School District: \_\_\_\_\_

Comment on the candidate's teaching qualifications.

Comment on the candidate's experiences with large-scale assessments and group interactions.

I recommend that this candidate be considered for the Michigan Content Advisory Committee. I further understand that committee members may be required to attend as many as nine days of meetings during the school year.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Position: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Return this form by June 30, 2005 to:

Dr. William Brown  
Michigan Department of Education/OEAA  
P.O. Box 30008  
Lansing, MI 48909-0008

FAX: (517) 335-1186  
E-mail: brownbill@michigan.gov