



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

To: Elementary and middle school educators, parents and community members

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

Date: November 2, 2005

Subject: **Michigan English Language Arts Standard Setting Committees**

One important aspect of finalizing the assessment scoring process for the Michigan Educational Assessment Program (MEAP) is to establish the performance standards on each assessment for each subject and grade assessed. The standard setting committees identify the minimum scores necessary to achieve performance levels of Exceeded Michigan Standards, Met Michigan Standards, and Performed at the Basic Level on Michigan Standards. We need Michigan educators and other community members with practical knowledge about education in Michigan to participate in this important review.

These performance standards have important implications for students, parents and educators. They help parents know how their child is progressing in knowledge and skill related to the Michigan English Language Arts curriculum framework. Educators are guided to provide student instruction and to improve curricula based on the MEAP results. Establishing grade appropriate performance standards in relation to the content will impact schools as MEAP results are translated into public reports for Adequate Yearly Progress and the State accreditation report cards.

Participants selected to be part of the MEAP English Language Arts Standard Setting Committee will work over the four-day period from January 4 to 7, 2006 under the leadership of nationally recognized assessment professionals. Participants will be trained to apply their knowledge of reasonable expectations for students.

The OEAA is offering compensation of \$250 per day (if permitted by your school district policy, minus any district expenses for substitute teachers) plus mileage, hotel expenses, and meals. 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 the MEAP English Language Arts assessments.

I hope that you will seriously consider joining this exciting and challenging effort. To apply, complete the application by the due date of November 30, 2005. Please contact Joseph Martineau at martineauj@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)
English Language Arts Standard Setting Committee Role Description

1. Desired Membership:
 - a. Experienced English Language Arts teacher currently teaching (grades 2-8); **or**
 - b. Current school/district assessment coordinator; **or**
 - c. Current school/district English Language Arts curriculum coordinator; **or**
 - d. Parent of elementary or middle school student(s) with practical knowledge of Michigan education; **or**
 - e. Community member actively involved in the practical aspects of education; **or**
 - f. Teacher, parent, or community member familiar with the unique needs of English Language Learners or Students with Disabilities.

Committee members must have **no previous experience** on MEAP Content Advisory, Bias/Sensitivity, Range Finding or any other MEAP committees.

2. Time Commitment: Four days (January 4 - 7, 2006)
3. Duties:
 - a. Attend standard setting 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.
4. Reimbursement:
 - a. Travel and meals will be reimbursed to the member at approved state rates for required meetings. Overnight lodging, if required, will be paid directly to the hotel by the administration contractor.
 - b. A stipend of \$250 per day to the member for each meeting day (if permitted by your school district policy, minus any district expenses for substitute teachers when necessary).
5. Application Process:
 - a. Complete the standard setting membership application.
 - b. Obtain Administrator Recommendation (see last page of this application).

Application Form for Membership on the Michigan English Language Arts Standard Setting Committee

Directions: You may (1) type responses directly into the PDF file and then print or (2) print the application and fill in the form. The demographic information is needed for NCLB documentation only, and will be used in an aggregated form only for reporting.

After completing the form, return it to the address at the bottom of the next page.

Applicant Name: _____

Home Telephone: _____

E-mail: _____

Work Telephone: _____

Preferred Mailing Address

Alternate Mailing Address

Gender
 Male
 Female

School/District Location
 Rural
 Suburban
 Urban

Age
 Less than 21
 21 to 35
 36 to 50
 Greater than 50

Experience with Special Populations
 Students with Disabilities
 English Language Learners

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

Annual Household Income
 Less than \$30,000
 \$30,000 to \$40,000
 \$40,001 to \$50,000
 \$50,001 to \$60,000
 Greater than \$60,000

Highest Education Completed
 High School Diploma
 Post High School Certificate
 Bachelor's Degree
 Master's Degree
 Doctorate

Occupation(s)

Languages Other Than English

Religion

Place any additional comments here.

I am applying to be a member of the following Standard Setting Committee.
 Reading Writing

Continued on page 2

Application Form for Membership on the Michigan English Language Arts Standard Setting Committee (page 2)

Applicant Name: _____

I am applying for membership on the English Language Arts Standard Setting Committee. My role is:

- Teacher, currently teaching at
 - Grade 2
 - Grade 3
 - Grade 4
 - Grade 5
 - Grade 6
 - Grade 7
 - Grade 8
 - Grade 9
- Assessment Coordinator
- Curriculum Coordinator
- Parent
 - elementary school student
 - middle school student (incl. grade 9)

Briefly describe your experience in K-12 education.

- Community member

Briefly describe your involvement in K-12 education.

I agree to attend four days of standard setting meetings as a member of this committee, to work collaboratively at meetings, and to comply with confidentiality and other requirements of the Michigan Department of Education. I will obtain approval from my supervisor. I am committed to establishing quality English Language Arts assessments for Michigan students and accountability for Michigan schools.

Applicant Signature

Date

Return this form by November 30, 2005 to:

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

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

Administrator Recommendation Michigan English Language Arts Standard Setting Committee

Directions for Candidate: Please type or write your name and school district of residence in the space below and provide this form to an administrator in the District where you reside.

Dear Administrator:

The candidate named below is applying for the opportunity to establish the performance standards for the MEAP English Language Arts Assessments. The Michigan Department of Education, during the process of developing assessments for the MEAP, asks Michigan educators and community members to identify the minimum performance necessary to achieve a score of: Exceeded Michigan Standards, Met Michigan Standards, and Performed at the Basic Level on Michigan Standards for each MEAP assessment.

Please answer the questions 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: _____ District of Residence: _____

Have you seen this candidate work in groups or on committees?

Yes No

Does this candidate express ideas clearly?

Yes, most of the time Yes, some of the time Occasionally

Does this candidate listen to the opinions of others and work collaboratively?

Yes, most of the time Yes, some of the time Occasionally

Does this candidate's behavior facilitate the effectiveness of groups or committees?

Yes, most of the time Yes, some of the time Occasionally

Place any additional comments regarding this candidate's qualifications to do this work in the space below.

I recommend that this candidate be considered for the Michigan English Language Arts Standard Setting Committee and understand the time commitments for committee members.

Administrator Signature: _____

Date: _____

Administrator Name: _____

Position: _____

Work Telephone: _____

E-mail: _____

Return this form by November 30, 2005 to:

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

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