

**Illinois Community College Board
Adult Education and Family Literacy
Advisory Council Meeting
Thursday, March 13, 2014
10:30 a.m. - 2:00 p.m.**

MINUTES

Members Present

Dorie Fornero
Stephen Alderson
Beth Paoli
Karen Jealouse
Mike Moline
Jason Lancaster
Tawanna Nickens
Christine Boyd
Dawn Hughes
Bevan Gibson
Sue Barauski
Dan Deasy
Rhonda Serafin
Becky Hale
Laura Benhoff
Christina Hutcheson
Reni Mitkova
Margaret Cooper
Jeff Tinley
Kim Kunce

Staff Present

Jennifer Foster
Marilyn Schmidt
Jay Brooks
Nora Rossman
Nelson Aguiar
Suzanne Reese
Ben McDaniel
Amanda Corso

Members Not Present

Sara Escatel
Caprisca Randolph-Robinson
James Darden
Audrey Jacobs
John McClure
Felicia King

Introductions and Opening Comments

Advisory Council Chair, Tawanna Nickens

- Introduction of new members
 - Laura Benhoff (ROE #3)
 - Margaret Cooper (Kankakee Comm. College)
 - Dan Deasy (College Of DuPage)
 - Felicia King (YWCA Elgin)
 - Kim Kunce (Prairie State)
 - Reni Mitkova (High School D113)
 - Rhonda Serafin (High School D214)
 - Jeff Tinley (Centro Romero)
 - Becky Hale (IACEA)

- Amanda Corso (ICCB)

Review and Approval of the May, 30, 2013 minutes

Minutes Approved by Christine Boyd (IDOC)

Second by Mike Moline (World Relief Chicago)

ICCB Staff Updates

Jennifer Foster, Associate Vice President for Adult Education and Workforce Development

- There are exciting changes happening at the ICCB and these changes will greatly benefit Adult Education.
- We have implemented the two new ad-hoc committees
 - Career Pathway Committee – The first meeting was 9/18/13 and there were a lot of activities and ideas. There will be a total of 3 meetings. The final approved project will be an evolving document that will help to articulate to individuals the pathway through Adult Education.
 - High School Credit Committee – The first meeting is 9/23. There will be a total of 3 meetings before the end of 2013. They will report out findings of those issues prevalent to High School credit programs.
- Jay Brooks is now a Director of Adult Education and his focus will be regional support, program compliance and data and accountability.
- Marilyn Schmidt will be focusing on curriculum and instruction.
- They will be working together on a lot of different projects and specifically how to automate the course approval process.
- Fall Administrators Meetings coming in November
 - We will roll out the 2nd phase of NRS – focused on elevating performance targets.
- Three Colleges will be participating in the Mater Teacher Induction Field Test to develop a master teacher model.
 - Elgin
 - Heartland
 - Lewis and Clark
- The Learning Excellence Academy (LEA) is in its 2nd year. Any questions on the LEA should be directed to Marilyn Schmidt.
- On November 7th a Career Pathway Forum will be taking place in Minnesota. Jennifer will be doing a presentation on Career Pathways. This program would be very beneficial to all of our programs.
- National Adult Education Week is September 17 – 23, 2013. Please contact Marilyn Schmidt to let her know what your program is doing to celebrate. A joint press release will be sent out on September 23rd.
- PIACC – to be released on October 8, 2013
 - This is a survey that will determine where our country falls in terms of literacy, reading, numeracy and problem solving in technical rich environments.
 - There will be a lot of press when the results of the survey are published.
 - OVAE will be drafting a response to the survey.
 - In case you are asked questions, ICCB will send out information to all of the local programs. You should talk about things like Bridge, Common Core and College Readiness, Accelerating Opportunity, etc.

The Alliance for Quality Career Pathways (AQCP)

Tim Harmon, Consultant – Center for Law and Social Policy (CLASP)

- Provided an overview of a new measurement tool to capture data on career pathway programs.
- The goal of AQCP is to identify a framework that defines high quality career pathway systems.
- PowerPoint presentation will be sent out to the Adult Education Advisory Council.

FY2014 Adult Education Advisory Council Structure, Responsibilities and Committees

Marilyn Schmidt, Director for Adult Education and Family Literacy

- ICCB was determined to establish an Adult Education Advisory Council. In order to do this we look at all types of programs, geographical areas, state agencies – a comprehensive group.
- The advisory council looks at issues on policy, practice and future direction.
- Outside of the 3 in-person meetings we have each year, there will be committee meetings in between via conference calls

Possible Legislative Changes

Jennifer Foster, Associate Vice President for Adult Education and Workforce Development

- Computer based testing will roll out in January of 2014.
- We will be making a change to the School Code. We want to change the GED language to Illinois High School Equivalency Certificate to make sure we are in compliance with procurement process.
- Individuals will no longer need to reside in the area where they test. Will be making changes in the School Code language to reflect this change.
- Changes will be made in the School Code to say ‘Executive Director’ wherever it now says ‘President/CEO’.
- ICCB would like your input on the \$3.00 per unit of instruction fee charged to Adult Education students. We will be talking to the ICCB Board and the Governor’s office soon for some continued dialogue on this and then will send out a survey to the field.

Committee Reports

Curriculum and Instruction – Chair, Christina Hutcheson

Agenda Items:

1. Challenges of incorporating ESL, ABE and ASE standards into curriculum and instruction.
 - a. A training for all new staff on all standards and refresher training for old staff
 - b. Teachers do not have expertise to create lesson plans or just don’t do them
 - c. Administrators don’t know standards and do not have curriculum and instruction expertise
 - d. Lack of resources for additional instructor training and instruction prep time – varied contractual requirements and HR policies.
 - e. Multi-level, multi-content classrooms – lack of continuity and scaffolding.
2. Determine what is needed to ensure teachers are implementing standards into instruction.
 - a. Administrators need training
 - b. Administrators need an instructions observation checklist as a guide

Next Steps:

- Items will be e-mailed to group for additions, deletion, corrections.
- Feedback will be collected and final copy distributed to all.

Next Meeting Date:

Conference call date TBD via e-mail

Transitions and Accountability – Chair, Bevan Gibson

Agenda Items:

To examine the NRS requirements and define the criteria for a transition course.

To determine how to successfully meet the NRS goal of a post-secondary education transitions (includes appropriate students as defined by NRS in all programs)

To determine administrator requirements in Adult Education, including professional development, etc.

Next Steps:

- To gather data on existing transition courses outside of ICCB adult education in non ICCB programs and out of state. What programs do we currently have in the state?
- Also present information on the David Connelly model and Wright College assessment.
- To consider financial aid aspects, to consider math and numeracy requirements or aspects, possibilities of scholarship, also persons without social security number.
- To examine possible assessments in a transition course – Work Keys, COMPASS, either for entrance and placement or for post test to exit program.
- To send information by October 15th.

Next Meeting Date:

November – conference call

Committee meeting wrap up

Next Meeting

Individual committee conference calls – week of January 27, 2014

Motion to Adjourn – 1:55 p.m.

Motion carried by Bevan Gibson (SIPDC)

Second by Mike Moline (World Relief Chicago)