

**Illinois Community College Board  
Adult Education and Family Literacy  
Advisory Council Meeting  
Thursday, March 14, 2013  
10:00 a.m. - 2:00 p.m.**

**MINUTES**

**Members Present**

Rick Clute  
Mike Moline  
Karen Jealouse  
Don Zabelin  
Christina Hutcheson  
Jason Lancaster  
John McClure  
Dawn Hughes  
Sara Escatel  
Tawanna Nickens  
Jeri Dixon  
Christine Boyd  
Stephen Alderson  
Audrey Jacobs  
James Darden  
Bevan Gibson  
Sue Barauski

**Staff Present**

Karen Hunter Anderson  
Jennifer Foster  
Marilyn Schmidt  
Jennifer Miller  
David Baker  
Ben McDaniel  
Nelson Aguiar  
Nora Rossman

**Members Not Present**

Shannon Callahan  
Jason Tyszko  
Charles Chamberlain  
Jane Ellen Stocker  
Doreen Fornero  
Beth Paoli  
Shari Crockett  
June Hickey

**Introductions and Opening Comments**

Advisory Council Chair, Tawanna Nickens

- Has given two board presentations since the last meeting that include reports on each committee.

**Review and Approval of the September 27, 2012 minutes**

Minutes Approved by Bevan Gibson

Second by James Darden

**Updates:**

Dr. Karen Hunter-Anderson, Vice President for Adult Education and Institutional Support

- Introduction of Jennifer's new title – Associate Vice President.
  - Her new title means the agency has the opportunity to bring divisions and content areas together.

- A chance to align adult education with other parts of the system
- We are moving into significant areas of workforce development, along with career and technical education and academic affairs – so far this has been very successful!
- We've won some small battles in that are significant.
  - DCEO grant for regional partnerships – we made certain that this grant would be inclusive of AE partners.
  - Working on integrating Adult Education with the P-20 council including a sub-committee on Post-Secondary Workforce Readiness –provided updates as to what AE has accomplished.
  - We are also knocking on the door of many statewide and national initiatives.
- Budget cuts coming for the system. We are going to have to work hard to minimize the affect.
- Good news on the national front – there is movement to reinstate the 'ability to benefit' provision of the Pell Grant. We are thrilled but cautious. It puts an emphasis on integrated programs.
- Even though we are also fighting budgets from a budgetary perspective, we are moving ahead with the programs. Thanks to you!

Bruce Bennett, Director for Finance and Operations

- Good news – Adult Education is level funded at the State level and we don't anticipate cuts.
- At this point, the base operating grant is down about 5.2% - this is a significant cut. Overall grants in our system are down by 5.8%.
- We know that a concern is actually getting your money – right now the comptroller has only paid about 20% of what has been sent to them and they are reporting that the backlog is getting worse.

Jennifer Foster, Associate Vice President Adult Education and Workforce Development

- The federal budget just approached sequestration at Adult Education stands to lose about 5.1% (1.1 million). CTE will also lose. These are significant losses and will have some effect on our programs. This has taken us back to 2003 levels of funding.

David Baker, Associate Director for AEFL Professional Development

- The Administrators Meeting will be held on April 10<sup>th</sup> and 11<sup>th</sup> at the Springfield Hilton. ICCB will be sponsoring one person from each program.

Marilyn Schmidt, Director for Adult Education and Family Literacy

- All APC's have been submitted and staff has begun reviewing them. Please make requested changes quickly so that we can get the approved APC on file and your program can receive funding.
- Release/Return of funds e-mail went out on March 4, 2013. If you will not be using your resources please release the funds so that those who need them can put them to good use.

Jennifer Foster, Associate Vice President Adult Education and Workforce Development

- Introduction of Ben McDaniel, Associate Director for Program Compliance
- Suzanne Reese, former ESLTP Program Associate Director has moved to the Chicago office and is now the Associate Director, Regional Support – Region II.
- Illinois State Plan –
  - Has to be submitted to OVAE by April 1, 2013
  - The Plan outlines the activities in FY14, this will include:
    - Performance Targets (we negotiate each year until WIA Reauthorization)
  - Have included some of our index of need tables – this assures OVAE that we are using census data to determine allocation of resources.
  - Besides being submitted to you, the Advisory Council, this document will also be submitted to the Governor's office and the ICCB Board for comments and suggestions.

- Accelerating Opportunity is going well.
  - Transitions Academy on July 30 and 31<sup>st</sup>, 2013 at the Springfield Hilton.
  - An application will be released for new cohorts.
- GED Update
  - NY be using a new test that is being developed by McGraw/Hill. Nothing has been developed yet and there are a lot of concerns and questions.
  - It is unlikely that we could get the funding to develop a new test, although we will continue to look at alternatives even after the January 2014 release date.
  - We are continuing to move forward in converting our paper based sites to computer based testing centers.
- We would like your help debunking the myth that ICCB is not concentrating on serving the lowest level.
  - The funding formula weights those at the lowest level
  - We are aware of the barriers to reading and literacy and we are supporting that through Volunteer Literacy and EBRI
  - We would like to see career development at every level!
- We are working on the two required actions that were given to us by OVAE at our Federal Monitoring Visit.
  - They want our data to reflect what's actually going on in our system.
  - We have to be sure we are meeting our goals.
- Common Core
  - The Federal Government has examined the Common Core standards and what is relevant to Adult Education.
  - As high schools have increased their rigor in terms of common core so will the GED test in 2014.
  - We have aligned with the common core standards and will review the OVAE standards to determine where we start.
- Affordable Care Act
  - There are significant fines involved if rules are not followed
  - We hope to address the issues at the Administrators Meeting in April.
- The SAC (Student Advisory Commission) have taken on the charge of Adult Education. They want to include our AE students in their advisory commission.
  - April 17<sup>th</sup> is the SAC Lobby Day and Marilyn Schmidt with IACEA will be doing a presentation for their group on how to lobby for AE.
  - April 18<sup>th</sup> is the AE Student Lobby Day.

### **Committee Meetings and Structure of the Recommendations**

Tawanna Nickens gave a brief explanation of the structure the recommendations should take.

### **Committee Reports**

*Data, Research and Accountability* – Chair, Christina Hutcherson

### **Agenda Items:**

- State and Local report card format finalized – will be:
  - Front devoted to state level reporting
  - Back devoted to program level reporting
- Professional Development Continuum Plan – establish guidelines for mastery level PD in 3 separate categories:
  - Program management
  - Instruction
  - Data management

**Next Steps/Recommendations:**

- Christine will plan to submit revised PD plan continuum to all committee members for notes and comment
- Will combine PD flow-chart with PD rubric previously devised by committee

**Next meeting date:**

April 16<sup>th</sup> – conference call

*Curriculum and Instruction* – Chair, June Hickey (absent) Sue Barauski (substitute)

**Agenda Items:**

- Finalize reports and visual documentation of elements of good instructions practice
- Visual tool to evaluate instruction
- Use plan, do, check, act model to align with adult ed processes – format to fit our own model.

**Next Steps/Recommendations:**

- Chart of information to describe what research based, measurable descriptors, research source and best practices
- Process wheel of how to implement preparation, delivery, measure outcomes, evaluation – revise or adapt.

**Next Meeting Date:**

May 30, 2013

*Assessment* – Chair, Bevan Gibson

**Agenda Items:**

1. Orientation process possible recommendation.
2. Technology skills checklists for students and technology standards for instructors (checklists & matrix) review

**Next Steps/Recommendations:**

- Group will look over the tech skills checklists and standards for instructors and use to answer the 6 bullets for considerations for recommendations at final meeting.
- Came up with a recommendation re: the orientation process of successful AE program – recommendation will be finalized at May meeting

**Next Meeting Date:**

May 30, 2013

**Next Meeting – Thursday, May 30 at 10:30 a.m.**

**Motion to Adjourn – 1:54 p.m.**

Motion carried by Mike Moline  
Second by Rick Clute