

**Illinois Community College Board  
Adult Education and Family Literacy  
Advisory Council Meeting  
Thursday, September 27, 2012  
10:00 a.m. - 2:00 p.m.**

**MINUTES**

**Members Present**

Dorie Fornero  
Stephen Alderson  
Karen Jealouse  
Don Zabelin  
Christina Hutcheson  
Jason Lancaster  
Shari Crockett  
Dawn Hughes  
Sara Escatel  
June Hickey  
Tawanna Nickens  
Catherine Porter  
Jeri Dixon  
Christine Boyd  
Becky Hale  
Rob Kerr  
Audrey Jacobs  
Shannon Callahan  
James Darden  
John McClure  
Tauheedah Abdullah  
Beth Paoli

**Staff Present**

Karen Hunter Anderson  
Jennifer Foster  
Marilyn Schmidt  
Jennifer Miller  
David Baker  
Jay Brooks  
Nelson Aguiar  
Nora Rossman

**Members Not Present**

Jason Tyszko  
Charles Chamberlain  
Jane Ellen Stocker  
Mike Moline

**Introductions and Opening Comments**

Advisory Council Chair, Tawanna Nickens

- 19<sup>th</sup> year in Adult Education and the 3<sup>rd</sup> year on the Advisory Council
- Has seen how the policies and procedures we make are implemented in the programs.
- New members introduced –
  - Stephen Alderson – Instituto del Progreso Latino
  - Audrey Jacobs – YMCA of Metropolitan Chicago
  - Karen Jealouse – World Relief Aurora/DuPage
  - Mike Moline – World Relief Chicago
  - James Darden – Shawnee Community College
  - Sara Escatel – Illinois Valley Community College

- Christina Hutcheson – Rend Lake College
- John McClure – Kennedy King College
- Doreen Fornero – Regional Office of Education #40
- Jason Lancaster – Henderson/Mercer/Warren ROE #27
- Christine Boyd – Illinois Department of Corrections

**Review and Approval of the May, 31, 2012 minutes**

Minutes Approved by James Darden (Shawnee Community College)  
Second by Shari Crockett (Monroe/Randolph ROE)

**Presentation – Wonderlich -Gain Assessment**

Bradley Olufs, Director for Adult Education and Workforce  
Ken Silber, Executive Vice President-Sales

**ICCB Staff Updates**

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

- This is going to be a crazy year for all of us!
- We are victims of our own successes and people are paying attention! Some of our key successes are:
  - 5 year Adult Education Strategic Plan
  - Benchmark Project with CLASP
  - Development of collaborations with Career and Technical Education
  - Workforce Innovation Fund participation – this will allow increased professional development and we will be able to roll out the Career and Academic Readiness tool to more providers.
  - Presentation to Trustees Association and the response was overwhelming. Trustees are saying, “we have to pay more attention to Adult Education in our colleges”
- We have a responsibility to get the 1.8 million in Illinois that don’t have a degree back into the ‘pipeline’.
- We are currently working on getting the ‘ability to benefit’ back! It could come up for a vote as early as February.
- We have been working closely with the P-20 Council to integrate Adult Education into the education pipeline.
- She recently participated in a Governor Quinn initiative – “Budgeting For Results” and Adult Education was advocated for so strongly that it will be included in the initiative.

Jennifer Foster, Senior Director for Adult Education and Family Literacy

- We will be calling on all of you to participate in different meetings and initiatives related to Adult Education that will be held throughout the state.
- The presenters from Wonderlich answered questions previously raised regarding the GAIN Assessment and so the Assessment committee will be asked for the future direction.
- GED testing
  - The board met and approved us moving forward with the CBT although they are concerned about the high cost of the test (\$120.00).
  - We have looked into alternatives, but none will be ready in time.
  - There will be 3 pilot sites – Sauk Valley, Elgin and Frontier
  - We will be looking at resources to help students supplement the cost of the test.
- There are several trainings going on throughout the state right now
  - Curriculum institutes
  - EBRI trainings

- Bridge Program trainings
- Several of our agencies are working together as part of a 12 million dollar Federal grant to advance manufacturing.
- Congratulations to Waubensee Community College who received a 2.8 million dollar grant to develop career pathways.
- Will be going to Washington, DC to participate in a national panel on Career Pathways.
- A new EL/Civics taskforce
  - 13 – 14 individuals that are looking at competencies and helping programs identify what needs to be included in instruction.
- Regional Conferences in November
- Learning Excellence Academy
  - 15 individuals will participate beginning in October
- OVAE Connection
  - Adult College Completion Tool Kit – can be found on the OVAE website
- Jennifer is the new President Elect for the NAEPCDC and will begin her official role as president in July of 2013.

Marilyn Schmidt, Director for Adult Education and Family Literacy

- Due dates
  - 9/25 – budgets were due. Program support will be contacting programs soon regarding your budgets.
  - 10/19 – any changes that need to be made to your RFP. If there are no changes to the attachments, a program should include a statement of “there are no changes to the original submission” for each attachment.

### **FY2013 Adult Education Advisory Council Structure and Responsibilities**

Marilyn Schmidt, Director for Adult Education and Family Literacy

- Provided a brief overview of the Advisory Council for FY2013.
- Attendance is an important part of this Council.

### **Committee Reports**

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

### **Agenda Items:**

State & Local Report Cards

Mastery Certifications - Statewide

### **Next Steps**

Jay will send us report cards already collected by 10/5/12. We will respond with likes and suggestions by 10/19/12. We will determine what other states we want to explore (states like IL).

Jay will e-mail committee members last year’s committee document. We will work collectively on a google document to put skills required for different positions in written form by November 19<sup>th</sup>.

### **Next meeting date:**

1/10/13 at 10:00 a.m.

## *Curriculum and Instruction* – Chair, June Hickey

### **Agenda Items:**

Benchmark system to measure progress periodically other than assessments – may not get GED but how to unsure they are still progressing.

Team building/Project Based Learning in Adult Ed blended learning – online class, solely CBT. Social skills – incorporate skills at all levels.

Career awareness.

Employability skills.

Enrollment types – open, fixed, managed.

Support Services – tutoring, volunteers in classrooms.

### **Next Steps**

Analyze similar benchmark standards – accelerating opportunity example and use content standards to develop benchmarks.

Use ESL competencies to aid in benchmark development.

Survey to field to identify best practices.

Research articles.

Identify studies, obtain research that supports our ideas or negates our line of thinking.

OVAE

### **Next Meeting Date:**

Research due 10/15

## *Assessment* – Chair, Bevan Gibson

### Summary of Discussion and Recommendations:

- 1) We recommend to not pilot the GAIN until Wonderlich can be re-certified in February 2013
- 2) In order to identify elements of good assessment and good orientation, we will gather information from the top 20% performers in Illinois, and from a selection of states nationally
  - a) Jay Brookes provides a list of the top 20% performers and David Baker shares information from the RFPs, regarding their orientation procedures.
  - b) We will call the four largest states, plus Ohio, and Washington, and the top 5 performing states for their policies regarding orientation, assessment, and goal setting. Nelson Aguiar will assist in making calls to state directors or state reps.
- 3) We will have a conference call on Weds Dec 5<sup>th</sup> to discuss the information we gather and see what the trends and characteristics are.
- 4) We will work on the Matrix of career inventory assessment during the March meeting, concentrating on our first two agenda tasks (practices in assessment and orientation) until then.

Bevan – We want to answer the question of whether to use the GAIN or not

Objections – Price seems artificially low

Questions about the presentation “Who is NRS?” American Institute for Research

Becky questioned cost and investment of training lots of programs, etc;

Stephen recommended small pilot

David – you guys need to see your recommendation

David – recommend table all discussion until re-certification

### **Our recommendation - Identify elements of good assessment practices**

Further discussion about value of having the test as an option,

Becky again concerned about time and resources investment

Jeri – likes paper option and low cost, likes investigating the GAIN, TABE costs about \$8.50 (+ post = \$17.00);

Rob Kerr would like to see more co-relation with college readiness; Not enough evidence

Continuing with 3 assignments from formal agenda,

Identify Elements of Good Assessment

Identify Elements of a good orientation

Develop a matrix of career inventory assessments that may be used in adult education (and coming up with a visual depiction of all of these.

Sherri, said our answer should be very specific, do we test one week before, or three days after,

Bevan – How can we get existing information from the field, what do the RFPs show, what are the programs doing; Take information from top 20% of programs,

What are the orientation practices of the top 20% performing programs, obtain information from Jay Brooks about which programs are the “top 20%” performance indicators, and then using information from the RFP have a conference call, discuss the information, regarding orientation,

Recommend also examine the process of goal setting and how that has changed, if possible as part of the examination of orientation.

Also take into account the national picture, the top five or six performers nationally such as West Va.; so we would like to survey the four big states and the top performers,

David Baker – What information are we seeking?

Bevan – 3 questions, what is the orientation process, assessment, and their goal setting process. The recommendation is to gather information and then look at it to draw some conclusions,

Bevan – What about Washington state and career pathways programming, other leading states, Ohio, not Florida,

Bevan – Recommend that we table the third bullet point, and work on the first two, gathering information, and reacting to that information first.

### **Next Meeting Date:**

Next Conference call – December to discuss our findings and information; Wednesday December 5<sup>th</sup>;

### **General Discussion and Announcements**

Jennifer Foster, Senior Director for Adult Education and Family Literacy

- Confirmation from the whole group that they are in agreement with the Assessment Committee that we will wait on GAIN’s recertification before we considering a pilot.
- Thank you to all for being part of the Advisory Council and welcome to our new members.

### **Next Meeting – Thursday, January 31<sup>st</sup>, 2012 – Phone Conference**

- This meeting can be held any day of the week of January 28<sup>th</sup> · This is at each committee’s discretion.
- You must e-mail Nora Rossman ([Nora.L.Rossman@illinois.gov](mailto:Nora.L.Rossman@illinois.gov)) to let her know the date so that she can send you the phone in information. Nora will contact Council Chair Tawanna Nickens to let her know of each committee’s meeting date and time.

### **Motion to Adjourn – 1:57 p.m.**

Motion carried by June Hickey

Second by James Darden