

**Illinois Community College Board  
Adult Education and Family Literacy  
Advisory Council Committee Meeting Phone Conferences  
January 2013 Committee Reports**

**COMMITTEE REPORTS**

**Committee Reports**

**Assessment Committee** – Chair, Bevan Gibson

Participants: Bevan Gibson, David Baker, Nelson Aguiar, Don Zabelin, Jeri Dixon, James Darden, Shari Crockett, Karen Jealouse

The committee discussed the tasks of the committee as listed in the Advisory council handbook for the year. In preparation for making final recommendations, the committee discussed the final minutes from the December call listing all best practices the committee found to be significant to include for discussion in the development of final recommendations to ICCB regarding Orientation processes for adult education programs. The committee decided to have Bevan compile a list of suggestions using the information from the Best Practices and send to the committee for review and comments. The committee will then use this list in making final recommendations at the final meeting of the advisory council in May.

The development of Technology Skills assessments or checklists for students and instructors was discussed. It was noted that students will be needing technology skills to take the GED in 2014 when it goes to CBT. It was also discussed that Pearson Vue might be developing some type of assessment for this purpose. It was also pointed out that the IL ABE/ASE Content Standards and the Common Core Standards have references to technology and that students need to develop technology skills while attending adult education. It was further noted that many instructors are in need of technology skills as well and this need should be addressed in terms of professional development prior even to student need. Stephen will send a checklist for computer/tech literacy to the group and Bevan and David will work to create both a student and instructor technology checklist using the ISTE standards in the format provided by Stephen. They will send this to the group for review and comment by March 1, 2013.

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**Data, Research and Accountability Committee** - Chair, Beth Paoli

Participants: Audrey Jacobs, John McClure, Dawn Hughes, Dorie Fornero, Jay Brooks, Jason Lancaster, Christina Hutcheson, Beth Paoli

Agenda Items:

1. State & Local Report Card Recommendations:

The State & Local Report Card should be a two-sided document that includes words and graphics. At least one page should be devoted to state data; the second page could be totally or partially dedicated to program/APC data.

The STATE report should include:

- A. Illinois Challenge
- B. Are adult education students progressing? Level gains by year
- C. Are adult education students meeting their educational gains? #of GED grads/HS diplomas by year
- D. Are more adult education students advancing to postsecondary education?
- E. Return on Investment
  - a. Cost per student – grant funds only
  - b. Cost per student – average with instructional support
  - c. ASE/ABE vs. K-12

NOTES: The ROI Information should only be used if accurate data is available that will make a valid statement. Additionally, consideration needs to be given to level gains vs. NRS gains.

The PROGRAM/APC report card should include:

- A. Program (downstate) or APC (Chicago) Challenge
- B. Program data for downstate or APC data for Chicago
- C. Highlights of what your local program does well

2. Mastery Certification Document

The group discussed how this document can be most effectively used by program staff to inform required training. Based on the discussion, Christina will make an attempt to revise the document to incorporate content standards and develop questions to guide staff in knowing what training is required based on responsibilities to the project.

Next Steps/Recommendations:

1. Dawn Hughes will develop a mock up on our recommendation for the State and Local Report Card by 2/15 for presentation to the full council on 3/14
2. Christina Hutcheson will revise the Mastery Certification document to incorporate content standards and questions for this committee to review and provide final recommendations – by 2/22
3. The committee will respond to the group with suggestions/approval of the Mastery Certification document by 3/1
4. A final product will need to be completed prior to 3/14/13 for presentation at the next full Council.

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

Agenda Items:

1. Discuss our research findings regarding the elements of a good instructional process in adult education. Our group reached consensus on the elements of a good instructional process, which ranged from community ties and good community relationships to assessment; instructional content, methods and principles; supportive services; and testing to transitions.
2. Develop a visual depiction of what the process would look like. One of the committee brought to us a graphic that seems to work as our visual. Its four parts are plan, do, check, and act. We were discussing the most descriptive bullet points to use to list the elements of good instructional process under each of these categories.

Next Steps/Recommendations:

1. Finalize our report and visual of the elements of a good instructional process in adult education. We need to get clarification on exactly who our audience is and how our report will be used.
2. Develop a matrix of tools or elements that can be used to evaluate instruction.
3. Discuss recommendations regarding the elements of good instructional process and if we get far enough with evaluation, the elements to include in the evaluation of instruction.