

**Illinois Community College Board
Adult Education and Family Literacy
Advisory Council Meeting
Thursday, September 29, 2011
10:00 a.m. - 2:00 p.m.**

MINUTES

Members Present

Peggy Heinrich
Nancy Koll
Sue Barauski
Kay Fleming
Lyn Buerkett
Shannon Callahan
Bevan Gibson
Jeri Dixon
Tawanna Nickens
June Hickey
Rebecca Walker
Donita Kaare
Terri Cusick
Shannon Callahan
Shari Crockett
Nicky Chan

Staff Present

Jennifer Foster
Marilyn Schmidt
Nathan Wilson
Nora Rossman
Rob Kerr
David Baker
Jay Brooks
Nelson Aguiar
Dawn Hughes

Members Not Present

Angela Hite-Carter
Don Zabelin
Cyndy Colletti
Cindy Zumwalt
Jane Ellen Stocker
Chuck Chamberlain
Jason Tyszko
Herbert Moreno

Introductions and Opening Comments

Advisory Council Chair- Peggy Heinrich

- Welcome and individual introductions
- Glad to represent the Adult Education population at the ICCB Board Meetings as part of her job as Advisory Council Chair.

Review of the May 6, 2011- Minutes

- Shari Crockett moved to approve with a second by June Hickey.

Updates

Tawanna Nickens, ICCB Unit Cost Committee

- This group met to discuss the current funding formula and the problems associated with it.
- The FY11 funds were based on the FY10 formula
- There is no new funding and running the current formula will result in less state money.
- The committee recommended that we continue with one year freeze and a new cost calculation – this recommendation will go to the President’s committee and the ICCB board.

Peggy Heinrich, Performance Based Funding Committee

- This group is talking about performance funding for community colleges as a whole.
- IBHE has a taskforce to determine how to create performance based funding in Illinois.
- ICCB developed a subcommittee for recommendations for the community college portion.
- We have had success getting adult education incorporated into formula.
- Recommendations will be presented to IBHE at the end of October

ICCB Staff Updates

Jennifer Foster, Senior Director for Adult Education and Family Literacy

- We have moved forward with the Evidence Based Reading Instruction (EBRI) recommendations from the Curriculum and Instruction committee
 - The ALRC is developing a plan to move EBRI throughout the state and meetings will be held in each region.
 - We will be asking programs to develop a plan for EBRI for their students.
 - We are also looking at developing more STAR trainers in Illinois. We feel STAR/EBRI is something that will help move students at the intermediate level forward..
- We have moved forward with the ROI and Tipping Point information recommended in the Research, Data and Accountability committee.
 - This will take time but we have had preliminary discussions with contractor.
 - We will provide information from Washington State and McGraw/Hill.
 - We are currently looking at pricing and will be using some WIA incentive funds for this recommendation.
- We have not yet been able to develop any plans for the Assessment recommendation regarding CASAS.
- The ESL task force has also brought forth recommendations and we did some research with OVAE to make sure that CASAS (ESL) will be an item that moves forward for a 7 year approval.
- We will put this recommendation on hold until we have long term approval.
- Accelerating Opportunity Grant
 - It has been a lot of work but the design phase is coming to an end.
 - The implementation RFP is due on October 14th and we hope to be one of five states chosen.
 - If we are chosen for implementation, we will be asking all of eight programs to continue in the implementation phase.

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- Forum for Excellence
 - It was a wonderful meeting that brought together CTE, Perkins directors and Adult Education.
- Bridge Programs
 - We are moving forward with the Healthcare and Manufacturing curriculums that have been developed.
 - Four sites have agreed to pilot test the new curriculums and we will be sending the curriculums to all programs soon so that you can adapt it to your specific needs.
- GED Testing Update
 - Will be implementing the computer based testing (CBT) module and the cost will be \$120.00.
 - The new test will be more rigorous and will align with the Common Core and College Readiness Standard. I Pathways and CARS to help individuals prepare since these are both computer based.
 - In 2014, we are not quite sure whether the cost for CBT will remain at the 120.00 level or increase.
 - We will be hosting a GED Examiners meeting October 6th and 7th and will have officials from GED Testing Services to answer questions.
- Content Standard Alignment
 - We are working with the Central Service Center to align the Illinois Adult Basic and Secondary Education Standards with common core and college readiness standards and other areas.
 - We put out an application to programs for individuals to participate in this alignment process. We will be announcing these individuals soon.
 - In January we will start looking at professional development and curriculum institutes in order to be ready for the April deadline that we have established.
- Transition Plan
 - We are working on a transition plan that includes more professional development, career awareness and career pathways sessions.
- Policy Memo
 - We will be putting out a policy memo soon regarding our service to 16 and 17 year olds.
 - Programs should not be serving this population unless you **definitely** have a signed release form in their file that says that they are no longer enrolled in secondary school.
 - If this signed form is not in the students file, programs will not be allowed to serve that student.

Committee Structure

Jennifer Foster, Senior Director for Adult Education and Family Literacy

- We will continue to our work from last year but we have prioritize some of the areas and have added a couple of things.

Committee Reports

Curriculum and Instruction – Chair, Kay Fleming

Skills included in EKS of the 16 career clusters should be incorporated into the adult education and ESL classrooms. The effects of incorporation will be evident in the areas of instruction, course development and intake. Addressing these issues the committee recommends:

- Combine EKS into the
 - ABE/GED content standards
 - ESL content standards
 - Alternative high school curriculum
- Professional development that will
 - Teach programs to develop curriculum and how to incorporate the EKS
 - Provide a menu of activities, lessons, suggestions about how to
- Adjust intake to include the “extras” that are included in the adult education classroom. Discussing goals and soft skills.

Next Steps

- Review workplace assessments already being utilized to help programs evaluate their efforts.
- Identify the most common soft skills taught in workplace readiness programs.
- Share information gathered

Data, Research and Accountability – Chair, Rebecca Walker

Discussion

Goal

- Framework for what data needed to drive decisions – questions:
 - How currently answering?
 - What else is needed?
 - How to use it?
 - How is it actually being done?
- NRS changes and training needed to support changes
 - Phase 1 – info – initial who/what/how (by cohort?)
 - Phase 2 – implications and strategies to address (by cohort?)
- Research topics to help improve instruction
 - Students exposed to I Pathways
 - Is it affecting success rates?
 - How, at what level/intensity?
 - For purpose of program design, how can we pull data by
 - Intensity of instruction
 - Duration
 - Frequency
 - By type of course/course level

Next Steps

Survey Monkey

- How do I decide which courses to offer?
 - Frequency
 - Intensity

- Duration
- How do I evaluate the success of program change?
- What data are you actually using when you want to know _____?

Assessment – Chair, Tawanna Nickens

Summary of Committee Discussion:

Post-Secondary Education: assessments identified: Compass and Accuplacer entry have requirements and cut off scores.

- Committee will review Compass cut off scores

Identify current crosswalks:

- Jefferson County, KY and compare to the crosswalk to determine how to help prepare our learners to bypass developmental ed.
- TABE to Compass crosswalk.
- Donita Kaare will look into finding other crosswalks.
- David Baker will post on the NIFL Assessment listserv to see if other crosswalks exist
- Once the information has been shared, we will review the crosswalks and recommend additional work – defer until PARCC assessment results are available in 2014.

Assessment, Orientation and Placement

- Identify key areas:
 - Focus must go beyond reading if we truly want to prepare learners for post-secondary education
 - Additional assessments:
 - Math, writing, technology skills, workforce
 - Speaking, listening assessment may be included
 - Screening question – speech and language
 - Research orientation process
 - Other items that influence what happens in the classroom:
 - Diagnostic information to guide instruction
 - Conduct cost analysis

Next Steps

- Schedule Go To Meeting with CASAS re: diagnostic tools and workplace
- David Baker will talk with Todd Jorns (with guided questions) on technology assessments
- David Baker will compile information from FY12 continuation plans on orientation processes of local programs to determine minimum elements the committee can recommend all programs should follow.
- Rob Kerr will send committee members data compiled a few years ago on the cut scores used by community colleges in Illinois.
- Jeri Dixon will research out of state orientation process for committee to review.
- Committee will use the guiding questions as we go about our next steps.

General Discussion and Announcements

Jennifer Foster, Senior Director for Adult Education and Family Literacy

Next Meeting – Thursday, January 26th, 2011 – Phone Conference

- This meeting can be held any day of the week of January 23rd. This is at each committees discretion.
- Please be sure that you e-mail Nora Rossman (Nora.L.Rossman@illinois.gov) to let her know the date so that she can send you the phone in information.

Adjourn – 1:38 p.m.