

**Illinois Community College Board
Adult Education and Family Literacy
Advisory Council Meeting
Thursday, January 19, 2006
10:00 a.m. to 2:00 p.m.**

Member Present:

Ruth Sutton
Kathy Mattingly
Jay Brooks
Cindy Zumwalt
Gail Fox Adams
Evelyn Santana
Raemarie Oatman
Judy Bates
Laurie Martin
Vicki Hinkle
Tanya Thomas
Joan Hornby
James Darden
Helen Richardson
Pam Leas
Rebecca Hale
Bob Fittin
Marilou Kessler
Rosella Wamser
Lizzette Richardson
Ruth Ann Evans
Gay Graves
Kathi Lee

Members Not Present:

Gina Ruther
Lavon Nelson
Marcy Thompson
Cyndy Colletti

Staff Present:

Sarah Hawker
Jennifer Foster
Brian Durham
Kristy Morelock
Annie Fisher
Pat DeHesus-Lopez
David Baker
Marilyn Schmidt
Jeri Dixon
Nathan Wilson

Guests:

Mark Shaffer - for Cyndy Colletti
Valerie Roberson

I. Introductions of staff and members

II. Overview of minutes

Judy Bates made the motion to approve the minutes and Vicki Hinkle seconded.

III. Staff Updates

Sarah -

- Scott Richardson recently left the agency to work full-time at Purdue University.
- Approval was granted from the Governor's Office to hire two additional Regional Support positions as well as a GED Director.
- The ICCB budget request included additional funds for adult education as well as administration/operation funds for the GED Testing Program.
- The GED Transition Committee recently surveyed Testing Centers including Regional Offices of Education and Cook County to obtain information on the actual cost to operate a GED testing site. A report of the information should be complete at the end of February.
- Sarah announced her retirement at the end of February and her appreciation to all those who support adult education.

Jennifer -

- Acknowledged and thanked Sarah for her leadership and guidance while serving at the ICCB.
- The GED Transition Committee has explored fee and feasibility study as well as expanded access to the GED test for students.
- DAIS-I system development is underway with six pilot sites testing the new system.
- The NRS report was submitted to OVAE at the end of December. Pending approval, Illinois met its performance goals for AEFL.
- At the federal level, adult education funding is level. However, all federal programs may suffer a 1% decrease across the board.
- The STAR project is underway and the 10 pilot sites and 19 teachers continue to be engaged in implementing the Reading Tool Kits in the classroom.

Pat -

- ESL Content Standards are currently being used by fifteen pilot sites with a total of 23 teachers currently teaching in their classroom. A report of the findings will be completed sometime in June.

Annie -

- STAIRS Reports are due January 30th. In order to receive mid year payment, the 40% generation rate must be obtained.
- APC reports are due January 31st.

David -

- The Adult Learner Gateway is online. Thousands are using the Adult Education Locator and viewing the success stories. Submission of more success stories is strongly encouraged.
- Submission of news and achievements as well as news from other agencies is encouraged for the upcoming newsletter.

Nathan -

- FTP site data is available and 2nd quarter data will be posted by mid-February.
- NRS Educational Functioning Levels data have improved. This is a result of various initiatives by programs, the Service Center Network, Program Support. These efforts are paying.

Committee meetings began at 11:00 a.m. and the entire council re-convened at 1:30 p.m. with a committee reports.

COMMITTEE REPORTS

Policy Studies, Research, and Accountability - Christy Post Chair (Report out by Becky Hale)

Agenda Items:

- Reviewed FTP site components in regards to making it more “user-friendly” to programs.
- Drafting an e-mail to be sent to programs of what can be added or possibly excluded from the site.
- Analyzed information that is included in the yearly Annual report.
- Reviewed priorities for the upcoming meetings.

Next Steps:

- A conference call will be scheduled to determine priorities for the remainder of the fiscal year.

Curriculum and Instruction - Ruth Sutton, Chair

Agenda Items:

- Developing a guidance document to assist providers in developing local testing policy regarding pre- and post-testing.
- Developing a chart that providers can use to compare local testing data with statewide testing data.

Next Steps:

- A conference call will be scheduled in February to continue work on developing a guidance chart for providers.

Student Support Services - Tanya Thomas, Chair

Agenda Items:

- Reviewed memo from Cyndy Colletti at Secretary of State’s office as Part I of addendum to the Volunteer Literacy Services portion of the manual. ICCB will be reviewing the memo and creating a joint response addendum to clarify allowable reporting and spending on the Literacy Services Line (specifically looking at explaining the claiming in contract hours from funds spent on Literacy line.)
- Working with ICCB to clarify Literacy Services definition in the manual. (“Instructional programming” - does this consist of students enrolled in ICCB funded classes only? Do students receiving one on one tutoring count?)
- Discussed allowable and non-allowable costs for the Literacy line in relation to Volunteer Literacy Services, in particular.

- Discussed if professional development for Volunteer Coordination would be acceptable on the Literacy line or would have to remain under Improvement of Instruction - The same question was posed for supplies and materials for tutoring.....Is this allowable on Literacy Services line?
- Discussed what may be non-allowable costs. Compared SOS and ICCB budgets to verify what programs can claim that receive funding from both.
- Recommended same costs (allowable services) between the ICCB and SOS and was as a list of non-allowable services. They include:

Allowable Services

- Coordinator - for training, salary and benefits
- Materials and supplies for training
- Materials and supplies for tutoring instruction for adult education students
- Consultant training
- Professional development for volunteer tutors and coordinators

Non-Allowable Services

- Salaries and benefits for/pertaining to classroom instruction
- Overhead
- Childcare
- Transportation
- Substitute Teachers

Next Steps:

- Define transition activities in Illinois and in other states. Will e-mail the focus regarding transition activities and gathering research for the next meeting from at least the 4 APC's and other areas.

Professional Development, Training and Marketing - Raemarie Oatman, Chair

Agenda Items:

- Finalized plans for distribution of survey to adult education providers.
- Reviewed proposed objectives for statewide New Teacher Orientation as presented by the Service Center Network.
- Reviewed the proposed statewide Professional Development plan as proposed by the Service Center Network.

Next Steps:

- Distribute the survey with request for provider response by 1/30/06.
- Contact programs who do not respond to the survey.
- Review survey data.
- Next meeting will be held on 2/1/06.

Workforce Coordination - Ruth Ann Evans, Chair

Agenda Items:

- Provided an update on the virtual one-stops that are currently being piloted by 3 sites throughout the state.

- Reminded group of the April 7th Summit on Healthcare in Springfield.
- Survey to be distributed regarding workplace literacy.

Next Steps:

- Workplace Literacy Survey.
- Title I/Title II Directors Meeting.
- TWL Update.
- WIA reauthorization update.
- Other issues - attend 4/7/06 health conference.
- Next Steps for the committee.

James Darden suggested that at the next meeting ICCB staff address the status of the new data system. Possibly invite Peggy Heinrich to attend to present.

James Darden made the motion to adjourn the meeting and Jay Brooks seconded. Meeting was adjourned just before 2:00 p.m.

Next meeting Thursday, March 23, 2006.