

**Illinois Community College Board
Adult Education and Family Literacy
Advisory Council
Thursday, June 9, 2005
10:00 a.m. to 2:00 p.m.**

Members Present:

Andrea Fiebig
Armando Mata
Becky Hale
Christy Post
Cyndy Colletti
Cynthia Zumwalt
Evelyn Santana
Gail Fox Adams
Gay Graves
Helen Richardson
James Darden
Judy Bates
June Hickey
Laurie Martin
Mark Burgess
Marcy Thompson
Kathy Mattingly
Raemarie Oatman
Rhonda Serafin
Ruth Sutton
Tanya Thomas
Terry Irby

Staff Present:

Brian Durham
Jennifer Foster
Sarah Hawker
Don Wilske
Kristy Morelock
Annie Fisher
Nathan Wilson
David Baker
Marilyn Schmidt
Rod Lane

Other Attendees:

Vicki Hinkle

Members/Staff Not Present:

Peggy Heinrich
Pat DeHesus-Lopez
Lavon Nelson
Gina Ruther
Gwen Koehler
Kathy Lively
Rick DaVault
Senator Miguel del Valle

Rhonda Serafin opened the meeting at 10:10 a.m.. She welcomed Mark Burgess from DCEO to the council in place of Lyle Neumann who has recently retired. Brian Durham welcomed Rod Lane, Region III Program Support, who has been in his position for six weeks.

Rhonda reviewed the minutes from the March 24, 2005 council meeting. James Darden made the motion to approve the minutes and Armando Mata seconded. The minutes were approved.

ICCB Staff Updates:

Sarah Hawker -

- The transfer of the GED Testing program to the ICCB passed out of the House and Senate. The ICCB will hire a consultant to work with staff on transition issues. The ICCB will possibly undertake a cost study that will help determine costs associated with

- operating GED Testing in local programs as well as statewide.
- Legislation has been passed to accept funds from other states for those who wish to use GED Illinois in their state's Adult Education programs. These funds will offset the costs associated with GED Illinois as well as expansions.
 - Don Wilske will be retiring from the ICCB and will no longer participate as a staff member on the Adult Education Advisory Council - Don was thanked for his years of help and assistance as it related to the budget and funding.

Don Wilske -

- The State of Illinois passed an FY06 state budget and the ICCB was able to receive flat funding.
- No final numbers have been generated from the Federal Government - possibly \$200,000 less than what was received last fiscal year.
- Implementation of new funding formula will be rolled out in next fiscal year.

Jennifer Foster -

- A letter to programs is anticipated to be sent out prior to July 1, 2005 to inform them of their status on funding for the upcoming fiscal year as it relates to their continuation plans that were received.
- Continuation plans are in the review process and will be finalized in the next couple of weeks.
- Performance negotiations are still underway with the Office of Vocational and Adult Education (OVAE)
- The final FY2003 Monitoring Visit Report was received from OVAE recently. A routine two day targeted follow-up visit on monitoring activities has been scheduled for August 2005.
- GED Pretest Study final recommendations are due to the ICCB by July 31, 2005. This will provide an excellent source of information as the GED Testing program is transitioned to the ICCB office.
- The Adult Education State Plan was submitted in April 1, 2005. There were minor changes since the AEFL Act has not been reauthorized.
- Area Plans have been submitted and reviewed and contacts will be made to chairs of those plans that may need revisions.
- STAR Project Part I training will take place in August at Lincoln Land in Springfield. Part II will take place in November 2005.
- Information sessions on the implementation of the Funding Taskforce recommendations will be conducted in June in all four regions of the state.

Brian Durham -

- Post-Test Alert e-mail has allowed programs to continue to work to reach goals to aid in raising our overall performance rate. FAQ's on post-testing can be found in the most recent copy of the Adult Education newsletter.

Annie Fisher -

- All end of year STAIRS and expenditure reports will be due on July 30, 2005.

David Baker -

- Administrators Meeting will be held on August 4-5, 2005 in Matteson, Illinois.
- 223 Leadership Grant dates for FY06 will be announced soon - those programs that did not receive grants, but wish to obtain an overall review of their proposal can contact David Baker to obtain that information.

Marilyn Schmidt -

- The list of FY06 programs to be monitored is complete and letters will go out in the next week and a half.

Nathan Wilson -

- Thanked everyone who attended the new data system focus group meetings that were held at the beginning of June - good feedback was provided.

Rhonda and Jennifer recognized those Advisory Council members whose terms have expired. They include: Gay Graves, June Hickey, Andrea Fiebig, Armado Mata, Gwen Koehler, Terry Irby, Becky Hale, Rhonda Serafin, and Kathy Lively.

Plaques will be distributed for each member at the administrators meeting in August. The new chair will continue to represent ICCB Adult Education at the Board Meetings.

Committee Reports:**Policy Studies - Christy Post Chair**

- Finalized the Data Quality Standards Self-Review Overview/Instruction, Data Quality Program Improvement Plan, and the Data Quality Standards Self-Review.
- Process for these documents would be for the next fiscal year and possibly rolled out with the NRS Phase III training.
- Programs would be asked to submit an improvement plan on any measure rated below a three which in turn would be submitted back to the ICCB and to the local Service Center to work with programs on support and possible training.

Armando Mata made the motion to the advisory council to approve and implement the three documents (concept) to be included in the NRS Phase III training. Judy Bates seconded. Motion approved and concept of documents will be forwarded to ICCB staff.

Next Steps/Recommendations

- Continue to review Data Quality Review process in next year.

Student Support Services - Chairs Tanya Thomas and Helen Richardson

- Reviewed results of survey
- Findings: programs claimed money on a line item but did not claim support services, and programs who claimed support services, but no money on a line item.
- Programs are having confusion and fear of double dipping between ICCB and SOS - not

clear on what is allowable. There is a need for concrete definitions from ICCB/SOS on allowable and non-allowable activities.

- Some programs charging literacy line what would be charged to instructional.
- Programs not clear on what checking the box in STAIRS for literacy services means.
- ICCB is missing out on any support services gains for those receiving tutoring outside of an ICCB class, but is funding coordination out of literacy line.

Next Steps/Recommendations

- Obtain definitions of allowable and non-allowable activities.
- Need for different definitions between volunteer literacy, family literacy, and workplace literacy.
- Determine what is needed for new data system - clearly showing support services claimed for appropriate literacy service.
- Focus will center around volunteer literacy - looking at common threads in the future point to combine volunteer literacy, family literacy, and workplace literacy.
- Follow up with programs who have not yet responded to survey and compile results again and distribute to committee.

Workforce Coordination - Chairs Terry Irby and Kathy Lively

- Identified priorities for next year.
- Significant changes anticipated in the membership due to term expirations and new incoming members.

Next Steps/Recommendations

- Continue to improve the training of adult education directors/representatives so that they are prepared to provide information as to the services that adult education can provide.
- Complete the adult education power point that the committee has been developing and provide it to the Adult Education representatives.
- Identify best practices from adult education providers and present at adult education meetings and conferences.
- Identify ways in addition to those outlined to develop better communication with the One Stops.

Professional Development - Chair Raemarie Oatman

- Reviewed current staff development planning process.
- Define an ideal staff development planning process.
- Perform initial "GAP" analysis.

Next Steps/Recommendations

- Examine the staff development planning process and how it is aligned with program and individual goals.
- Make recommendations regarding realistic changes in the Illinois Staff Development planning process to make it an even more effective system.

Curriculum and Instruction - Chair Gay Graves

- Discussed and reviewed data Nathan gave committees about the attendance hours between pre and post- test for the level gains by educational functioning level.

Next Steps/Recommendations

- Would like to request specific data on the state testing so that the committee can further refine recommendations

Rhonda summarized the past year's accomplishments by the council. The first meeting of the council for the new fiscal year will be in September.

Meeting adjourned at 1:40 pm