

**Illinois Community College Board
Adult Education and Family Literacy
Advisory Council Meeting
Thursday, June 1, 2006
10:00 a.m. - 2:00 p.m.**

Members Present:

James Darden
Lizzette Richardson
Marilou Kessler
Rebecca Hale
Pam Leas
Raemarie Oatman
Kathy Mattingly
Gina Ruther
Laurie Martin
Gay Graves
Tanya Thomas
Kathi Lee
Ruth Sutton
Evelyn Santana
Judy Bates
Ruth Ann Evans
Jay Brooks
Lavon Nelson
Helen Richardson
Cyndy Colletti
Brenda Miller - for Marcy Thompson
Christy Post

Staff Present:

Annie Fisher
Brian Durham
Jennifer Foster
Rod Lane
Nathan Wilson
Marilyn Schmidt
David Baker
Jeri Dixon
Kristy Morelock
Kelly Danlow

Member Not Present:

Gail Fox Adams
Bob Fittin
Marcy Thompson
Joan Hornby
Rosella Wamser
Cyndi Zumwalt
Mark Burgess
Vicki Hinkle

Approval of Minutes

Motion made by James Darden
Judy Bates seconded the motion.
Minutes were approved.

New Staff Announcements

- 2 additional staff have been hired to fill open positions occupied for Regional Program Support Personnel from Regions 2 and 4.
- Kelly Danlow - Regional Program Support for Region IV
- Jay Brooks - Regional Program Support for Region II

Committee Reports

Curriculum and Instruction - Ruth Sutton, Chair

Agenda Items:

- Made recommendation that the following information be used to replace the 37.5 hour recommendation for Post-Testing in the Assessment section of the ICCB Adult Education Provider Manual.
- Test Publishers Recommendations
 - a.) TABE 7/8 - 60 hours of instruction.
 - b.) TABE 9/10 - 60 hours of instruction.
 - c.) BEST Literacy - Minimum of 60 hours of instruction;
Recommend 80-100 hours of instruction.
 - d.) BEST Plus - Minimum of 60 hours of instruction;
Recommend 80-100 hours of instruction.
 - e.) CELSA - 2 ½ months of instruction.

Ruth Sutton made the motion to adhere to the recommendation made by the Curriculum and Instruction committee. Laurie Martin seconded. Motion approved.

Professional Development, Training, and Marketing - Raemarie Oatman, Chair

Agenda Items:

- Discuss and suggest priorities for next fiscal year.
 - A.) Review statewide adult education marketing efforts including issues such as the legitimacy of some GED testing programs; the use of the annual report as a marketing tool; and the effective use of local, regional, and statewide media.
 - B.) Develop statewide staff development plan that includes a standard needs assessment and common resources of evaluation.

Next Steps:

- The committee recommends that the Advisory Council recommend that the ICCB AEFL staff include the following statement in the next provider manual:
- “ICCB requires teachers to obtain 6 professional development hours each fiscal year. Not all continuing professional development units (CPDU’s) will qualify for this requirement. For specific information regarding the CPDU system, contact the Illinois State Board of Education.”

Student Support Services - Tanya Thomas, Chair

Agenda Items:

- Discussion of research findings from other states regarding Adult Education learners transitioning into post-secondary education or other programs - in particular the Successful/Promising Practices.
- Need a response from providers in order to gather helpful information and disseminate.
- Ideas to improve our own transition activities, looking at our various provider types on committee (ex. ABE class for ESOL learners specifically; community college staff coming to other programs to share helpful information in pursuing further education.)

Next Steps:

- On-line survey - ICCB staff to select some providers to ask to share on a panel at the Administrators meeting in August.

On-Line Survey:

Anonymous, but we would encourage administrators to indicate their name and program for any clarification should follow-up be needed.

- 1.) What are some frustrations or barriers you have encountered?
- 2.) What are some transition activities that have worked well?

Please respond to one or more of the following types of transitions:

- Transition from Adult Education into post-secondary education.
- Transition into vocational programs.
- Transition into employment.
- Transition between Adult Education providers.
- Transition into other instructional types (ex. ABE, GED, etc.) within your own program or to another program.
- James Darden will create a summary handout of the articles and website information to share with programs at the session in August.

Policy Studies, Research, and Accountability - Christy Post, Chair

Agenda Items

- Follow up discussion of:
 - 1.) 3 day testing rule.
 - 2.) 5 day absence rule.
 - 3.) Evidence of progress rule.
- Mush discussion of fixed vs. open enrollment and the effects/implications from generation funding, persistence, etc.
- Discussed “leveling the playing field” between fixed and open classes in terms of how programs generate toward base funding.

Next Steps:

- Look more closely at issues related to fixed vs. open enrollment next year.

Workforce Coordination - Ruth Ann Evans, Chair

Agenda Items:

- Recommends workplace literacy as a topic for a 223 Leadership Project.
- Initial research by committee discovered that most of the workplace literacy projects were occurring in the Chicago area and involved a business or industry. The projects are supported by additional funding sources.
- Update on April 7th Healthcare Bridge Programs conference that was held at Triton College.
- Update on status of WIA re-authorization.
- Letter provided from DOL stating that 10% of WIA adult and youth funding may be used to support basic skills development for eligible clients.
- Virtual one-stop web site is operable on a limited basis: www.illinoisworknet.org
- Career resource specialist program is designed to staff such as adult educators who help their students access jobs and post secondary education programs.
- Immigration issue discussion and its impact on programs.

ICCB Staff Updates

Jennifer -

- Federal sources of funds has yet to be projected to the state.
- EL/Civics Competencies application is due to the ICCB on June 5, 2006.
- NRS Phase V training will take place in San Antonio, Texas on July 25-27, 2006.
- An additional phase of training for the STAR Project will take place with a more concentrated effort on the pilot sites. June 5-6, 2006, three teachers and one administrator will represent Illinois in Arlington, VA.
- New math initiative related to GED testing is being circulated in DC.

Next Advisory Council meeting will take place on Thursday, September 28, 2006 from 10:00 am to 2:00 pm.

Judy Bates made motion to adjourn meeting. Ruth Sutton seconded. Meeting adjourned.