

**Illinois Community College Board
Adult Education and Family Literacy
Advisory Council Meeting
Thursday, March 24, 2005
10:00 a.m. - 2:00 p.m.**

Members Present:

Andrea Fiebig
Becky Hale
Christy Post
Cindy Zumwalt
Evelyn Santana
Gay Graves
Gina Ruther
Gwen Koehler
Helen Richardson
James Darden
Judy Bates
Kathy Lively
Laurie Martin
Lavon Nelson
Lyle Neumann
Marcy Thompson
Pam Jurkoshek
Raemarie Oatman
Rhonda Serafin
Rick DeVault
Ruth Sutton
Terry Irby

Staff Present:

Don Wilske
Sarah Hawker
Jennifer Foster
Brian Durham
Kristy Morelock
Annie Fisher
Pat DeHesus-Lopez
David Baker
Peggy Heinrich
Nathan Wilson

Not Present:

Armando Mata
Cyndy Colletti
Gail Fox Adams
June Hickey
Marcia Medema
Senator Miguel del Valle
Tanya Thomas

Other Attendees:

Mark Burgess
Nancy Woodward
Vicki Hinkle

Rhonda Serafin opened the meeting with introductions and a brief overview of the last meeting as well as the agenda.

Rhonda proceeded to review the January 20, 2005 meeting minutes. Judy Bates made the motion to approve the minutes and Gina Ruther seconded. The motion was granted and the minutes were approved.

Rhonda recognized James Darden since his award was presented at the IACEA conference as the IACEA "Director of the Year"

ICCB Staff Updates

Sarah Hawker -

- Legislation has been written to move the GED program from the Illinois State Board of Education to the Illinois Community College Board.
- Senate Bill 463 - has been sponsored by Ed Maloney.
- Currently working with Regional Offices of Education to address concerns and gain support for this endeavor.
- ICCB staff have testified before committees to address the passage of this bill and answer questions.

Lavon Nelson -

- House Bill 27 and Senate Bill 9 address WIA.
- Infrastructure funding is still being discussed.
- Partners on the LWIBs would no longer be required to sit on local boards.
- Adult Education partners would still remain on the board.
- WIA consolidation is still being recommended in the House.

Don Wilske -

- On January 31, 2005 and February 1, 2005 the ICCB and IBHE respectively approved budget recommendations. (1.5 increase in adult education funding) - governor, however, only approved budget at flat funding.
- ICCB staff appeared before both the House and the Senate.
- Have not received numbers from Federal government, but appears to be level funding.

Jennifer Foster -

- Sent out e-mail regarding Intent to Return Funds/Request for Additional Funds to providers which will be due back to Annie Fisher by March 30, 2005.
- Continuation plan for FY06 will go out to providers within the next couple of days - nothing new added, but a professional development piece that will be addressed.
- Negotiating performance with the federal government . Policy Studies staff and program support staff are working with service center networks to develop more training. Important to be stronger with programs to meet standards outlined as part of program excellence. Sanctions have been discussed for those programs that are unable to meet standards.
- ILRDC has become the contractor for the GED Pretest Study with David serving as the ICCB contact. Study will help determine if pretest will help to increase the amount of students testing for a GED.
- 10 programs have been selected to participate in the STAR project and are putting together local program implementation plans. Kick-off meeting was held February 28 - March 1, 2005 at Heartland Community College in Normal.
- A Region III Program Support person has been hired for the Springfield office and will begin May 2, 2005. Region I Program Support position is still available.
- State Plan will be updated to submit to OVAE on April 1, 2005.

Pat DeHesus-Lopez -

- Summer Institute will be held June 6-7, 2005 in Chicago and June 8-9, 2005 at the ALRC in Des Plaines for Civics and ESL teachers.
- \$40.00 for two day institute.
- ESL Work Group has completed their first draft of content standards and is now in the editing process.
- ABE/ASE Content Standards Work Group will hold their first meeting on April 8, 2005 in Bloomington - looking for two more teachers in the Region III area.

Annie -

- April 30, 2005 is the due date for STAIRS reports.

David -

- The CALL Center will now be coordinating with the ICCB to market GED Instruction Campaign.

Peggy -

- STAIRS training will be held in the northern regions in April. Central and Southern region trainings will be held sometime in May with the Beginners session offered in the south and the Intermediate session offered in the central region.

Nathan -

- All FTP information is now available with an e-mail to be sent to programs within the week.

Scott -

- All audits are due at the end of the month.

Marilyn -

- Taking volunteers until April 30th for those programs who wish to be monitored in Fiscal Year 2006.

Questions Regarding Staff Updates -

Helen Richardson - Why are we examining the pre-test as a way to determine why Illinois does not have a high GED pass rate?

David Baker - Proven statistics show that states who administer pre-tests have an overall higher pass rate. The pre-test is just the first piece of analysis.

Judy Bates - Illinois has been allowing students to walk into test sites without any preparation for this test, which in turn also contributes to a low pass rate.

Kathy Lively - This piece of analysis was recommended by the Task Force for the ICCB to study.

Committees separated to meet at 10:55 a.m. Rhonda called the meeting back to order at 1:00 pm for each committee to report out to the group.

Curriculum and Instruction - Gay Graves, Chair

- Made final changes to the STAR survey and listed bullet points for official letter to accompany survey.
- Made proposal for adoption of “ESL CELSA Completion Score” - Kathy Lively made the motion to approve and Judy Bates seconded. Proposal was approved to adopt ESL CELSA Completion Score.

Next Steps/Recommendations

- Send revised survey and letter with bullet points to Jennifer.
- Discuss the relationship between testing requirements and student outcomes and examine the 37.5 hour requirement between testing.
- Next meeting date is June 9, 2005 at 10:00 am.

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

- In FY07, teachers will be asked to complete 6 hours of professional development within their program.
- Committee recommended that the advisory council adopt the Professional Development Flowchart and Narrative as the procedure for programs to determine what activities qualify as “professional development” activities.
- Marcy Thompson made the motion to approve the Flowchart and Narrative and Becky Hale seconded. Motion was approved to send Flowchart and Narrative to ICCB to approve.

Next Steps/Recommendations

- Identify elements of an effective staff development process.
- Review current state process.
- Perform “gap” analysis for Illinois.
- Examine the State staff development planning process and how it is aligned with program and individual goals.
- Act in an advisory capacity with the CALL Center regarding the GED Instruction Marketing Campaign.
- Next meeting is April 29, 2005 at 10:00 am via conference call.

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

- Data quality standards overview, checklist, and Program Improvement Plan (Draft 3 review).

Next Steps/Recommendations

- Fine tune all documents.
- Provide recommendation to the council at the June meeting.
- Next meeting is to be determined.

Student Support Services - Tanya Thomas (not present) and Helen Richardson, Co-Chairs

- Finalized 3 drafted surveys regarding literacy services.

Next Steps/Recommendations

- Helen will modify the 3 surveys and e-mail to group for review by Friday, April 1, 2005.
- Peggy will get with Tanya to determine who will receive which survey and will work with Kristy to get the surveys sent out with a 1 ½ weeks turnaround time.
- Tanya will be the contact for the bigger survey, Pam is contact for 35, and Becky is the contact for 5 - each contact will compile results, i.e. how many respond, summarize results, etc.
- Peggy will inform the group which individuals were in their group for follow-up purposes and each contact will follow-up with their members.

Workforce Coordination - Kathy Lively and Terry Irby, Co-Chairs

- Review survey information on Workforce Coordination items.
- Review materials received by the Title I providers for the one page fact sheet.
- Discuss WIA Re-authorization.
- Examine ways to better approach programs that have strong partnerships with their Title I providers.
- Review and summarize the materials received from the adult educators who responded to our request.

Next Steps/Recommendations

- Develop a statewide PowerPoint presentation - Brian and Lavon.
- Kathy Lively will work with Mitch Daniels for a break-out of data (employment) by WIA.
- Discuss the training piece.
- Examine ways to better approach programs that have strong partnerships with the local Title I providers and ask for input.
- Meet again via conference call on progress.

Sarah Hawker again approached the Advisory Council regarding any feedback they may have in terms of meeting the performance goals that have been outlined. The following items were documented that would help reach the goals. They include:

- More NRS Training offered by Raemarie Oatman.
- FTP data easier to read.
- Discussion on interpretation of data at the administrator's meeting.
- FTP site.
- NRS Phase I training revised.
- Continuous training.
- Post Testing.
- Retention Strategies.

An alert will be posted via e-mail regarding performance goals and ways to achieve performance measures.

Rhonda informed the Advisory Council that the next meeting will take place on June 9, 2005 at the Illinois Community College Board in Springfield from 10:00 a.m. to 2:00 p.m. Rhonda adjourned the meeting at 1:52 p.m.