

**Illinois Community College Board
Adult Education and Family Literacy
Advisory Council Meeting
Thursday, March 23, 2006
10:00 a.m. - 2:00 p.m.**

Members Present:

Lizzette Richardson
Rosella Wamser
Laurie Martin
Gay Graves
James Darden
Tanya Thomas
Jay Brooks
Evelyn Santana
Joan Hornby
Bob Fittin
Raemarie Oatman
Helen Richardson
Judy Bates
Vicki Hinkle
Kathi Lee
Cindy Zumwalt
Christy Post
Marcy Thompson
Ruth Ann Evans
Marilou Kessler
Ruth Sutton

Staff Present:

Anne Fisher
Brian Durham
Jennifer Foster
Rod Lane
Nathan Wilson
Marilyn Schmidt
David Baker
Jeri Dixon
Lavon Nelson
Peggy Heinrich - via phone

Members Not Present:

Becky Hale
Cyndy Colletti
Gail Fox Adams
Pam Leas
Kathy Mattingly
Gina Ruther
Mark Burgess

I. Introduction of staff and members

II. Overview of minutes

- James Darden made motion to approve the minutes from 1/19/06 meeting. Judy Bates seconded. Minutes approved.

III. Staff Updates

Jennifer -

- Provided an update on hiring of Adult Education and GED Testing staff.
- The GED transition committee determined an actual cost for GED testing statewide. A survey was conducted in November with follow-up in December that determined the actual cost for test centers to administer the test to be \$84.00. The GED Transition committee will determine what the next steps are and map out a strategy to request additional funds. Invited guest to the next meeting are the legislative liaison for IACEA, ROE, and the ICCB.
- Programs will be receiving the Annual Report to the Governor and General Assembly at the Adult Education Administrator's meeting in April. This Report was distributed to the Governor and General Assembly, and the Secretary of State distribution center on March 1, 2006. The report details activities and initiatives for adult education for FY 2005.
- FY07 will be a continuation year for currently funded providers and plans are due to our office by April 26, 2006. Information meetings were conducted regarding the continuation plan with the one in Springfield being cancelled due to weather. The Springfield meeting has been rescheduled for April 5, 2006.
- EL/Civics competencies were developed by the ESL Taskforce and will be piloted with programs over the summer and into the fall. We will distribute an application of interest to providers in mid-April that will not overlap with the continuation plan due date. Training on the use of the EL/Civics competencies will take place in FY07.
- Administrators meeting will be held at the Hotel Pere Marquette on April 11-12, 2006 with the pre-conference session and new administrators training on April 10, 2006.
- Staff will be conducting interviews for Region II and IV program support positions on March 27 and 28, 2006.

IV. New Data System Update (Peggy Heinrich)

- DAIS-I will be implemented in FY08 designed by CAIT.
- A revised implementation plan has been developed - allows ICCB to complete one full year of piloting in terms of entering data - allows for better testing of the data system as well as additional planning for statewide training to programs.
- 28 pilot programs applied initially with 6 programs being chosen.
- Numerous conference calls initiated between Peggy and pilot sites after programs have reviewed screen shots and provide written feedback on data screens. System is being revised based upon feedback that is received.
- FY07 all pilot sites will enter data into STAIRS and DAIS-I.
- System will allow for a STAIRS import feature that will allow data from STAIRS into DAIS-I in the first year, but will be limited to student files. Funding, courses, and classes all have to be entered into the new system.

- Multiple users will be able to use the system simultaneously at any location with an internet connection. Different users will be assigned different levels of access. An administrator will have access to program accounts within the system and will assign levels access for each user. Instructors will have the opportunity to enter daily attendance, but not see anything else or modify other parts of data associated with the student.
- CAIT will handle all data backups.
- Training dates have not been established statewide - will not start prior to the second half of FY07.

V. Review of the Illinois State Plan for Adult Education (Jennifer Foster)

- Draft was provided for Advisory Council to review during the meeting.
- Document was developed in 1999 by the Illinois State Board of Education and since the transfer the ICCB has updated its content.
- Overview of state plan provided to council members and highlighted changes for FY07.

COMMITTEE REPORTS

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

Agenda Items:

- Continue review of a proposed statewide Professional Development Plan as presented by the Service Center Network.

Next Steps:

- Request input from the council during the June meeting regarding public awareness survey.
- Continue to work with the Service Center Network on the Objectives for the New Teacher Orientation.
- Continue to work on draft of a Statewide Professional Development Plan.

Student Support Services - Tanya Thomas, Chair

Agenda Items:

- Discussion of transition barriers.
- Discussion of transition activities in respective APC's.
- Discussion regarding the creation of a continuum model, following a student as they go from Point A to Point B and what transition activities are needed.
- Types of "Transitions" (definition) - transitioning within Adult Education instructional types and levels between various provider types and from adult education to post secondary education or employment.

Next Steps:

- James Darden will contact some other states to see what they are doing and report back to the committee.
- April - list serv and at regional meetings
 - 1.) What are some frustrations or barriers you have encountered?
 - 2.) What are some transition activities that have worked well?

- Think about various providers to possibly be on a panel in August discussing and brainstorming this issue.
- Next meeting date is June 1, 2006

Curriculum and Instruction - Ruth Sutton, Chair

Agenda Items:

- Drafting testing data to be used for the development of a state testing policy.

Next Steps:

- Complete Excel spreadsheet that will be used for comparing state and local average attendance hours and average hours between pre- and post-tests.
- Conference call to be scheduled in April.

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

Agenda Items:

- 3-day/5-day rules for closed entry classes: discussed rules in place that require testing by day 3 in closed entry classes in order for students to be claimed, and that requirement that students be dropped after 5 consecutive absences. Committee wishes to determine reasoning behind these rules and whether they could be changes. Students coming in at day 5, 6, and 7 of a closed entry class are being served, but not claimed.
- Discussed requirement that programs maintain 2 pieces of work for each student.
 - A.) Determine reasoning behind policy?
 - B.) Can this policy be re-examined?
- For large programs, this amounts to a lot of paperwork. Perhaps “evidence” could be kept electronically in line with the new data system.

Next Steps:

- Committee to work with ICCB staff to examine the background of the 3-day and 5-day policies, as well as the 2 pieces of work policy in order to assess if these policies could be updated.
- Conference call on Friday, May 5, 2006 at 10:00 a.m.

Workforce Coordination, Ruth Ann Evans, Chair

Agenda Items:

- Survey Workplace Literacy Grants SOS funds:
 - A.) Encourage coordination between SOS and ICCB.
 - B.) ICCB to define workplace literacy - students to be claimed by providers?
 - Performance dollars?
- WIA Update
 - A.) Schedule a meeting between Title I and Title II Directors.
 - B.) Request ICCB to clarify role of Workplace Literacy.
- Updates on Career Resource Specialist Program and policy changes to WIA.
- Update on 4/7 Healthcare Bridge Program.

Next Adult Education Advisory Council Meeting schedule for June 1, 2006 from 10:00 a.m. to 2:00 p.m.

