

Illinois Community College Board  
Adult Education and Family Literacy  
Advisory Council Meeting  
March 27, 2008  
10:00 am to 2:00 pm  
Lincoln Land Community College

**Members Present**

Bevan Gibson  
Glenda Nicke  
Joyce Fritsch  
Becky Hale  
Keri Lucas  
Julie Wollerman  
Rocki Wilkerson  
Daisy Mitchell  
Judy Bates  
Ewa Kulas  
Diana Barthelman  
Kathleen Mattingly  
Mike Hoyt  
David Adcock  
Kendra Humphreys  
Cindy Zumwalt  
Durant Freeman  
Jackie Thoroughman  
Mark Nelson  
Kathleen Citro  
Raiana Mearns  
Holly Lawyer

**Staff Present**

Jennifer Foster  
Karen Anderson  
Nora Rossman  
Tisha Smith  
Kelly Danlow  
Marilyn Schmidt  
Anna Nakashima  
Jay Brooks

**Members Not Present**

Susan Perez  
Laura Pleasants  
Gil Morrison  
Cyndi Colletti  
James Wakefield  
Lavon Nelson  
David Baker

## Introductions and Opening Comments

- Rebecca Hale, Chair – opened the meeting with updates on each committee.
  - **Professional Development, Training and Marketing**
    - Working on developing an on-line tool to be used for programs to do self-analysis.
  - **Policy Studies, Research and Accountability**
    - Working on the funding formula. They are looking at recommendations that came from regional conferences survey. After looking at these, will share recommended changes.
  - **Student Support and Transition Services**
    - Focusing on the transition from Adult Education to Secondary Education.
  - **Curriculum and Instruction**
    - Examining what constitutes vocation completion.
- Per Becky, all committee chairs will be presenting at the April Administrator's meeting on the following –
  - Purpose of their committee
  - Key issues
  - Gathering feedback from field about what programs would like to see in the new fiscal year.

## Review of the January 24, 2008 Minutes

- Jackie Thoroughman moved to approve the minutes and Judy Bates seconded.

## State Plan

- Tisha Smith, ICCB, gave a brief overview of the State Plan  
Any feedback needs to be to ICCB by April 1<sup>st</sup> and once the plan is approved by the US Department of Education it will be posted on the ICCB website.  
Until there is a reauthorization we will work under this plan but will add as we institute different initiatives.

## Vision and Goals for Adult Education

- Marilyn Schmidt, ICCB, shared accomplishments for each vision.
  - This is an opportunity to look to the future in trying to get individuals educated and into the work force.
  - Committees were given the opportunity to give ideas about where we should be headed.
  - There will be a session at the April administrator's meeting to talk about our vision and goals.

## Committee Meetings

### *Policy Studies, Research, and Accountability Committee – Joyce Fritsch, Chair*

#### **Agenda Items:**

- Fall Conference field recommendations for funding formula
- Alternative tests

#### **Next Steps:**

- Mike Hoyt will put together information on the federally approved tests.
- Discussion on funding formula will continue on-line.

**Next Committee Meeting – None scheduled.**

### *Student Support and Transition Services Committee – Glenda Nicke, Chair*

#### **Agenda Items:**

- Discussed transitions and reviewed materials.
- Vision statement on transition and on support services helped focus discussion.
- Career assessment/explanation as first steps – how this can be integrated or accessed by programs.

#### **Next Steps:**

- Development of transition flow charts – employment, post-secondary, restating – tasks assigned.
- Will finalize recommendations for future staff development.

**Next Committee Meeting** – None scheduled

***Professional Development, Training, & Marketing Committee*** – Bevan Gibson, Chair

**Agenda Items:**

- Develop the analysis component of the marketing tool
- Relationship of internal and external perception and do a comparison/contrast.
- Analyze/prioritize
- Profiles
- Develop goals based on priorities and profile considerations – State projected outcomes
- Prepare a report for use with external entities/preset/feedback

**Next Steps:**

- Each member will access survey monkey to see limitations and how experienced surveyors customize their tools – best practices for survey design.
- Look at expanding our base of who receives the external questionnaire.
- ICCB will work on developing Profiler for Programs for the next marketing tool

**Next Committee Meeting** – Conference call if warranted by David and Nathan

***Curriculum and Instruction Committee*** – Susan Perez, Chair

**Agenda Items:**

- Finalize the survey monkey on vocational completion

**Next Steps:**

- Write instructions on how to complete the survey
- Analyze the data that will come in from survey monkey

- Wordsmith the invitation to providers.
- E-mail survey to providers before the administrators meeting
- Ask administrators to do the survey on Thursday A.M – laptops will be provided during the administrators meeting.

**Next Committee Meeting – None scheduled**

### ICCB Staff Updates

- Karen Hunter Anderson
  - Budget
  - Lobby Days
  - Postcards are a great effort and comments have been positive
- Jennifer Foster
  - Funding – Federal/State
    - Federal funding is slated for an approximate 2% cut at State level. Efforts are underway to increase funding to \$750,000.00 for Adult Ed funding nationwide.
    - Jennifer and Joyce Fritsch traveled to Washington, D.C. – it was a successful trip. They were able to meet with several legislative staffers and provide them with information on adult education.
    - Proposed federal adult education funding is level for FY10.
  - Shifting Gears Initiative
    - This initiative examines policy change that will allow Adult Ed programs to implement BRIDGE program. The focus is to move students through the system quicker by providing career paths.
  - Request/Return funds
    - We have received only two requests to return funds
  - Transition Initiatives
    - Several transition initiatives are underway designed to transition student to post secondary education.
    - Transition activities within APC
    - Barriers for student transition

- BRIDGE Programs
  - Enhanced curriculum intended to prepare students for credit courses
  - Online math module
  - We will also conduct an economic impact study to determine the return on investment when an individual takes their GED or enrolls in GED classes.
- The TABE Class E Assessment
    - ICCB Adult Ed staff was able to see an extensive presentation
    - We are looking at pilots and what kind of implementation we can do.
    - The TABE 11/12 test may be developed in correlation with new GED out in 2011.
    - We will explore more assessment tests as it relates to ABE/ASE
    - If the federal government says a test is not acceptable, we will have 18 months to implement a new test.
  - 2007 Report to the Governor and General Assembly
    - Enrollment is down – we will research over the next few months and have a discussion on it at our next meeting.
  - April Administrators Meeting
  - State Director's Meeting – April 9 – 11, 2008, New Orleans, LA
  - Funding Formula Review
    - Please send only one e-mail response from each program. This will be discussed further at the April Administrator's Meeting.
  - Wait List Survey
    - We are putting together the final touches on this – the purpose is to determine what the wait list looks like in Illinois.
    - This wait list impacts Federal Funding.
  - ICCB Staffing
    - Jennifer Miller starts April 1, 2008 – she will be the new associate director for region III.

- GED
  - ICCB has started a new GED testing advisory council – they are looking at issues as they pertain to GED testing.
    - This is an eighteen member task force and each individual will work as a part of one committee:
      - Policy and Accountable
      - Professional Development
      - Marketing and Awareness

#### Next Meeting

- Next meeting is May 15, 2008

Adjourn – 2:23 p.m.