

Illinois Community College Board  
Adult Education and Family Literacy  
Advisory Council Meeting  
Thursday, March 26, 2009

**MINUTES**

**MEMBERS PRESENT**

Becky Hale  
Lyn Buerkett  
Raiana Mearns  
Judy Bates  
Diana Barthelman  
Nicky Chan  
Shannon Callahan  
Terri Cusick  
Kathy Mattingly  
Kay Fleming  
Ewa Kulas  
Cindy Zumwalt  
Herbert Moreno  
Jane Alberter

**STAFF PRESENT**

Karen Hunter Anderson  
Jennifer Foster  
Marilyn Schmidt  
Nathan Wilson  
David Baker  
Jay Brooks  
Kelly Alongi  
Ben Greer  
Nelson Aguiar  
Anna Nakashima  
Jennifer Miller  
Tisha Smith  
Nora Rossman

**MEMBERS NOT PRESENT**

Keri Lucas  
Peggy Heinrich  
Daisy Mitchell  
David Adcock  
Kathleen Citro  
Rocki Wilkerson  
Angela Hite-Carter  
Holly Lawyer  
Cyndy Colletti  
Lavon Nelson  
Sue Barauski  
Laurie Bercovitz

**Opening Comments – Becky Hale**

- Provided updates on each committee and urged all of us to go and talk to our Legislators. We cannot be seen as viable if they don't know who we are. Make sure you are staying in touch with them and reminding them how important Adult Ed is in the state.

**Review of September 30, 2008 and January 29, 2009 minutes:**

- Approved – Judy Bates
- Second – Diana Barthelman

### **Dr. Karen Hunter Anderson**

- Karen provided updates on the ICCB visits State Capitol to advocate for additional money for Adult Ed.
  - The public agenda has finalized the report and IBHE now has a plan and Adult Ed is a big part of it. We are now meeting to implement strategies.
- The first Latino Advisory Committee meeting took place on February 26, 2009 at Triton College.
- President's Council will be redesigning committees around Public Agenda.
- Working with DHS on a report of condition of the African American male in Illinois and important role Adult Ed plays in serving this population.
- IACEA student lobby day was a huge success. Very impressed that all the students had a plan for their future.

### **Jennifer Foster**

- Adult Education will not be included in the Economic Stimulus Package. We are working to assist programs in accessing resources at the local level.
  - Jennifer Foster, Marilyn Schmidt, and IACEA (Joyce Fritsch) were in DC at the State Directors meeting. They met with several Representatives and Senators to provide information about the need for adult education in Illinois. When your Legislator is in town, please invite them to your programs.
- Adult Ed federal budget cut by 1.5 million dollars – effective July 1, 2009.
- ICCB will roll out Bridge program guidelines at the adult education.
- Performance Based funding meeting in D.C. in January – a lot of other states shared their performance based funding practices and we found that a lot of things that we are doing were affirmed.
- IACEA Awareness Day – wonderful!
- Administrators Meeting
  - ICCB will pay for one staff member to attend
  - We will be eliminating the August meeting because of tight budgets
  - There will be regional one day meetings where an overnight stay should not be required
- Release requests due by March 25<sup>th</sup>. More requests than there are releases.
- Continuation plans due by March 31<sup>st</sup>
- Adult Education has been working with the President's Council, Trustees Association, and IACEA to develop a message that can be shared in different arenas.
- Approval of Assessment Test from OVAE. There has not been any official word on the approval of the any of the assessment instrument used in Adult Education.

### **Strategic Planning Process – Jennifer Foster and Marilyn Schmidt**

- Vision and Goal document expired in December of 2008 and now is a good time to see where Adult Education should be.
- Kathi Polis, Strategic Training and Resources, Inc. will facilitate the planning process.
- There will be input from all regions of the state and all provider types.
- We will begin process with input from providers at the April Administrators Meeting
- Stakeholders will meet in June.
- In late August, there will be focus groups that will provide an opportunity for input.
- Document will be finalized and brought to Advisory Council for approval in October 2009.
-

### **Illinois State Plan – Jennifer Foster**

- Jennifer provided an overview of the FY2010 State Plan for Adult Education, and the council was given the opportunity to provide input.
- The Plan is to be submitted to the Office of Vocational and Adult Education on April 1, 2009.

### **Committee Reports**

#### **Policy Studies, Research and Accountability Committee – Keri Lucas, Chair**

##### **Agenda Items:**

- Examine data related to persistence and retention rates in relationship to enrollment.
- Jay and Kelly presented committee with data from FY08 and FY09 to date showing attendance hours, enrollment hours and persistence by enrollment type.
- Discussions focused on using Daisi to drill down further into data to determine what other factors play a role in persistence.
- Creating additional data graphs and identifying challenges and needs – how does enrollment type affect gains, completion of goals, waiting lists?
- Discussion also focused on definition of open enrollment and managed enrollment.

##### **Next Steps:**

- Jay will forward instructions for individual program
- Drill down information then schedule and conference call to review
- Kelly will begin process of gathering data broken down by type of program, length of class, etc.

**Next Committee Meeting:** May 19, 2009

#### **Student Support and Transition Services Committee – Rocki Wilkerson, Chair**

##### **Agenda Items:**

- Review transitions survey
- Decide what programs should participate in the survey
- Discuss current practices to transition students

##### **Next Steps:**

- Will send survey to all ESL and ABE providers
- Have missing committee members complete transitions chart.
- Once we have all of them we will analyze to look at trends and/or best practices.

**Next Committee Meeting:** May 19, 2009

#### **Professional Development, Training and Marketing Committee – Sue Barauski**

##### **Agenda Items:**

- Reviewed and finalized four documents – external, internal, gaps, summary
- Reviewed language and definition

##### **Next Steps:**

- Cover letter and e-mail introducing the survey
- Survey monkey – internal and external
- Phone/conference call for review

**Next Committee Meeting:** May 19, 2009

## **Curriculum and Instruction Committee – David Adcock, Chair**

### **Agenda Items:**

- Continue discussion of Contextualized Curriculum
- How to develop curriculum
- Discuss how to measure growth
- Utilize contextualized curriculum for career development

### **Recommendations:**

- Contextualized instruction be implemented throughout adult education programs as much as possible.
- To increase the use of contextualized curriculum, professional development is necessary on “How to develop”.
- To measure growth, the use of authentic/real life assessment should be used (also included in “How to”).
- Begin to use contextualized instruction to increase transition into career development.
- Development of resource list to help programs in developing contextualized instruction.

### **Next Steps:**

- Review integrating EL/Civics concepts into ESL programs.
- Nelson will bring information from other programs on current best practices.
- By May 14, forward resources to David Adcock to be included in resource list.

**Next Committee Meeting:** May 19, 2009

**Next Meeting – May 19, 2009**

**Adjourned – 1:52 p.m.**