

**Illinois Community College Board  
Adult Education and Family Literacy  
Advisory Council Meeting  
September 30, 2008  
10:00 am to 2:00 pm  
Illinois Community College Board**

**Members Present**

Becky Hale  
Herbert Moreno  
Shannon Kozak  
Kathy Citro  
Cindy Zumwalt  
Judy Bates  
Raiana Mearns  
Daisy Mitchell  
David Adcock  
Ewa Kulas  
Rocki Wilkerson  
Keri Lucas  
Diana Barthelman  
Terri Cusick  
Lyn Buerkett  
Kay Fleming  
Jane Alberter  
Peggy Heinrich  
Sue Barauski

**Members Not Present**

Nicky Chan  
Cyndy Colletti  
Angela Hite-Carter  
Holly Lawyer  
Kathy Mattingly  
Laurie Bercovitz

**Staff Present**

Jennifer Foster  
Karen Anderson  
Tisha Smith  
Kelly Danlow  
Marilyn Schmidt  
Anna Nakashima  
Jay Brooks  
David Baker  
Jenifer Miller  
Lavon Nelson  
Nelson Aguiar

### Introductions and Opening Comments

- Rebecca Hale, Chair – Member provided overview of activities from the last meeting.

### Review of the May 15, 2008 Minutes

- David Adcock moved to approve the minutes and Judy Bates seconded.

### ICCB Staff Updates

- Jennifer Foster -
  - Introduction of new staff
  - GED test fee increase – It was decided at the 9/19/08 Board meeting to increase the GED Testing fee effective 7/1/09 to \$50.00. This increase will help defray some of the costs associated with GED testing.
  - African American Male Task Force – This task force will have town hall meetings throughout the state. All administrators are encouraged to attend one of them and take the information back to your programs.
  - Vision and Goal process – ICCB is pulling together a small group to work on the Vision and Goal process for Adult Education. We will be hiring a consultant to assist us in this process. We will bring adult educators in to help in brainstorming ideas. Time line for having a document in place is the beginning of FY10.
  - Funding Formula – The ICCB staff will be meeting next week to continue to continue discussion on the funding formula. Will convene a small group after January 1, 2009 to help us review the process. We have worked on information gathering in this last year and now the staff will examine the information and run scenarios based upon this information. Once completed, we will bring together a small group to review the outcomes.

- Legislative Agenda – The ICCB is developing a plan to reach out to our state and federal legislature. Jennifer will be arranging meetings with state legislature to provide them with information on adult education. Karen Hunter Anderson will also be working with the President’s Council, the Trustees and IACEA to develop a common message for educating individuals about adult education.
- Karen Hunter Anderson -
  - Public Agenda – Encouraged all to look at the public agenda draft report on the IBHE website ([www.IBHE.org](http://www.IBHE.org)) and give feedback.
  - Latino Task Force – Examining issues pertinent to the increasing Latino population. There will be a one day summit at the end of October in Chicago to get feedback on this issue. There is no firm date or location yet.
  - Strategic Planning Committee – Will monitor the progress of the Vision and Goals document to be sure it is aligned with the systems strategic plan. The theme for this committee is transitions so there are two purposes – one is to inform the board how important transitions are, all levels of transitions and the other is to inform the board and the system of all the different initiatives and projects.
  - ICCB staff is serving on committees with the President’s Council – we can be sure that Adult Ed is on the agenda at these meetings.
  - Thanks to all who participated in budget hearings around the state. There were so many inspiring comments from the Adult Ed community.
- David Baker -
  - Fall conferences are coming up in October, November and December.
- Jay Brooks –

- The end of year verification has been condensed down to 4 or 5 pages – there will be a help guide.
- Tisha Smith –
  - FY09 post allocation budgets are due today, 9/30/08.
- Marilyn Schmidt –
  - There will be a training done at the fall conferences regarding the APC document – the goal being to make it what it was originally meant to be, a living, workable document.

### Peer Review Process

- Marilyn Schmidt – It was implemented in the spring with 5 programs. It is done by peers willing to spend time reviewing other programs. Please consider nominating members of your staff to participate. We need teams of 3-5 peers and programs visits are 2-3 days. There will be training done at the fall pre-conferences for this program.

### BRIDGE Definition

- Jennifer Foster – Please look at the definition and give feedback about possible missing elements. Please look at it from an Adult Ed perspective. We are striving to make it one common document in one common language.

### Wait List Survey

- Jennifer Foster - Give feedback on what you would like to see added so it can go out by the end of this week to programs.

### Committee Reports

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

**Agenda Items:**

- Discussed the priorities given by the ICCB and determined how we will proceed for remainder year

**Next Steps:**

- Review data report cards from other states
- Nathan will send out data for review
- Come back to next meeting in January with recommendations

**Next Committee Meeting** – Will be determined next week when Jay sends out a doodle for availability

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

**Agenda Items:**

- We reviewed the priorities and agreed to focus on two items
  - To define ESL – ABE in regard to CELSA cut off, level gains etc...
  - Identify services needed to assist in student transitions.  
(Successful bridge to post-secondary education)

**Next Steps:**

- Peggy Heinrich will develop draft of survey
- Nathan will bring in a list of ESL programs
- Each committee member will develop a list that identifies service for transition.

**Next Committee Meeting** – We will not meet again until the next meeting in January.  
We will be e-mailing information to each other.

***Professional Development, Training, & Marketing Committee*** – Sue Barauski, Chair

**Agenda Items:**

- Reviewed and commented on wait list form

- Reviewed and commented on Bridge definition
- Reviewed committee items for this year – internal and external questions – discussed concept

**Next Steps:**

- Set up a plan to study tools and questions
- Set up a conference call to include work on questions and work plan for next meeting – also to include members that are not here

**Next Committee Meeting** – None indicated

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

**Agenda Items:**

- Analyzed the proposed definition of a Bridge program
- Analyzed survey for waiting list
- Analyzed flow chart for Course Approval
  - It seems clear and straight forward except write in ICCB on the 4<sup>th</sup> box. Also send a copy program director
- Discussed priorities

**Next Steps:**

- Make recommendations for flow chart
- Look at the process used for ABE/ASE curriculum institutes
- How/when/to what extent do we use contextualized curriculum?
- Will begin to e-mail to discuss these steps

**Next Committee Meeting** – None scheduled but will have e-mail contact

**Suggested changes to BRIDGE definition and Wait List Survey:**

- BRIDGE definition -

- Transition coordinator at John A. Logan College has a ratio of 100 and they think that's a lot. This document recommends 200 – 250 and we think that's too high.
- The Bridge Program in this definition must include transition into post-secondary education...goal to be successful in beginning college courses.
- We felt it was important to have the role of transition as part of the components of the program.
- Enrollment hours – are bridge classes categorized under vocational training?
- Community College – academic – pre requisite courses – resistance to academic bridge courses being approved.
- How do programs that serve predominantly lowest level students fit into this initiative
- Do job readiness/career exploration courses already being offered by ICCB/AEFL count as Bridge courses?
- What is the sequence/who funds beyond AEFL?
- Wait List Survey:
  - If we don't actively recruit when we have a waiting list, we aren't getting a true picture of the real need in your community.
  - Also some programs have various sites and some sites might have waiting lists and others not.
  - Some programs have a waiting list not because of too many students but because they came to enroll too late for the current class.
  - Should there be a definition of a "waiting list" before Question #1 or if yes/no, ask them what their purpose is.
  - Give options on #3 and #4 so that there is an other option with an opportunity to explain.
  - #5 should be tied to specific programs somehow.
  - #5 should say "How long do you tend to keep a student on a wait list before they receive services?"
  - Include vocational along with ABE, ASE and ESL

- Specify how many students are on wait lists
- How are wait lists timelines determined
- #3 and #4 – give multiple choice options

**Next Meeting:** Thursday, January 29, 2009

**Adjourn:** 1:50 p.m.