

**Illinois Community College Board
Adult Education and Family Literacy
Advisory Council Meeting
Thursday, September 30, 2010
10:00 a.m. - 2:00 p.m.**

MINUTES

Members Present

Peggy Heinrich
Nancy Koll
Nicky Chan
Kay Fleming
Tauheedah Abdullah
Libby Smith
Jeri Dixon
Tawanna Nickens
Chuck Chamberlain
Don Zabelin
Cyndy Colletti
June Hickey
Herbert Moreno
Lyn Buerkett
Cindy Zumwalt
Donita Kaare
Jane Ellen Stocker
Shari Crockett
Bevan Gibson
Dawn Hughes
Sue Barauski

Staff Present

Karen Hunter Anderson
Jennifer Foster
Marilyn Schmidt
Nora Rossman
David Baker
Jay Brooks
Nelson Aguiar
Kelly Alongi
Tisha Smith

Members Not Present

Angela Hite-Carter
Rob Kerr
Shannon Callahan
Rebecca Walker
Teri Cusick

Introductions and Opening Comments

Advisory Council Chair- Peggy Heinrich

- Welcome
- This year our focus will be the Adult Education Strategic Plan
- She will be following up with the chairs of each committee before our future meetings
- She will be happy to field any questions that you may not feel comfortable taking to staff
- Group introductions

Review of the Strategic Plan Recommendations and Action Steps

Jennifer Foster, Senior Director for Adult Education and Family Literacy

- Welcome to all members; especially those who are new to the council
- Recap of the Strategic Plan platform which began in the Spring of 2009
- The new Strategic Plan did not fit with the old Advisory Council structure and so we are doing things differently this year

- We feel we have a fair representation for “the field”. This is not an ICCB plan but a plan for “the field” and you represent all of Adult Education in Illinois
- Last year’s Advisory Council put together reference points for the six recommendations and we will be focusing on those this year.
- The Strategic Plan will be updated after this meeting and into the Spring
- It’s important that this document is used and doesn’t sit on a shelf!

Review of the May 4 2010- Minutes

- Lyn Buerkett moved to approve and Kay Fleming seconded.

ICCB Staff Updates

Dr. Karen Hunter Anderson, Vice President for Adult Education and Institutional Support

- Thank you in advance for the work you are doing this year
- Stressed the importance of the Adult Education Advisory Council – it’s really a big part of integrating Adult Education into the educational pipeline
- Wants to align our Strategic Plan with a couple of other initiatives and the Adult Learner movement
- The strategic plan will survive the November election and will make it easier to re-engage new Legislators – it is a working document.
- The Latino Family Commission – we have finally be invited t be a part of it and we hope it helps to make the recommendations from the Latino Advisory Committee happen.
- Financial Aid – we are finally part of those discussions
- The Public Agenda – this is the agenda for higher education in Illinois and it can be seen at www.IBHE.org . Adult Education was pushed aside but now we are back out front and they will now be working to make our students part of the higher education system.
- Be sure that you make use of the ICCB staff – they are all happy to help!

Jennifer Foster, Senior Director for Adult Education and Family Literacy

- Peggy is the voice for the Adult Education Advisory Council – if you don’t feel you can talk to staff then please talk to Peggy
- All of the minutes that have been approved will be posted on the ICCB website
- Regional Meetings will be attached to the Regional Conference
 - We will discuss Enrollment Caps and any confusion about how the Caps were determined
- Post allocation budgets are being processed
 - Be sure to send in enrollment reports as soon as you hit the 40% generation – do not wait until December to process!
 - An E-mail will go out to remind other programs of this and we will discuss at the regional meetings
- Budget
 - We still have revenue shortfalls in the state but we will continue to keep you posted on when funds are released
 - Instead of vouchering the state payment quarterly, we will be vouchering monthly after the 1st quarter
- APC’s are being processed
- Adult Education Great Cities Summit
 - The goal is to look at literacy in large cities and determine ways to increase services to the population we serve.
 - The cities are Chicago, Houston, New York City, Miami, Los Angeles

- The Chicago partners are Chicago City Colleges, the City-Wide Literacy Coalition, Illinois Department of Human Services, Chicago Workforce Investment Council and the Illinois Community College Board
- NRS meeting in June 2010 was attended by Jay Brooks, Nathan Wilson and Peggy Heinrich to determine the next phase of NRS from a federal perspective
- Adult Education NRS meeting held in DC in July – held to take a look at the NRS outcomes and determine different cohorts.
- Adult Education NRS meeting in October 2010 – only twelve applicants were accepted and Illinois was one of them!
- Adult Education and Teacher Quality Summit
 - Illinois was one of only four to be selected to participate in this summit in September.
 - The purpose was to take a look at promoting teacher quality through professional development as well as mentorship and modeling processes.
- Jennifer Foster, Bevan Gibson and Mary Charuhas have traveled to other states to share our Adult Education Career Pathway Training
 - Maine – June
 - Minnesota – September
 - Atlanta – November
- Adult Education Pathway Training in Illinois
 - An e-mail was sent out discussing the requirements of a Core Training to be attended.
 - The purpose of this training is to make sure we are all on the same page.
 - Bridge Program Training will be pilot tested with a select group of individuals and will be rolled out to the system in the spring.
 - Development of a Statewide Bridge Curriculum
 - The SIPDC will spearhead an effort to develop a statewide healthcare curriculum
- Thanks to all who participated in National Adult Education Week
 - We received some good press and several programs had events
 - Visit the Adult Education page on Facebook and continue to post pictures and comments on your events.
- ICCB Spring Administrators meeting will be held on April 12th and 13th.
 - We are planning to support one person's hotel room for one night.

Student Financial Aid Committee Update

Lyn Buerkett provided an update on the activities of the committee

- It was good that Adult Education was at this meeting
- 15 people attended and there will be three meetings
- Illinois Student Assistance Commission (ISAC)
 - Mission is to make college accessible and affordable to all Illinois students and cornerstone of these programs is MAP
 - MAP money has been running out by April of each year
 - Community College students enroll too late to receive MAP awards and so they do not enroll
 - ISAC is proposing a new paradigm in funding
 - Committee members feel the way the bill is written it could serve only 50,000 total not additional, they are worried bill isn't specific enough and worried about more debt.
 - Please send e-mail comments to Lyn Buerkett so that she can take these ideas and comments back to the next meeting.

FY2011 Adult Education Advisory Council Structure

Marilyn Schmidt, Director for Adult Education and Family Literacy

- Reviewed the new duties and structure of the FY11 Adult Education Advisory Council
- Pointed out the guidelines that stress where each groups focus should be

Ad Hoc Committees

Jennifer Foster, Senior Director for Adult Education and Family Literacy

- Because we have such a big task ahead we will be using four ad-hoc committees
 - Marketing – 5 volunteers
 - Instructional Technology – 4 volunteers
 - APC - 5 volunteers
 - Support Services – 5 volunteers

Also working with partnerships

- Literacy
- Workforce
- AE Teacher Quality and Effectiveness
- Content Standards
- Program Design

Wonderlich and Steck Vaughn Presentation

Bradley Olufs and Scott Ebaugh provided a brief assessment of the new GAIN assessment

Committee Reports

Curriculum and Instruction – Chair, Kay Fleming

Summary of Committee Discussion:

We first discussed evidence-based reading instruction. While STAR/EBRI addressed the 408 grade levels, we need to find evidence-based research/models for ESL and for both lower level ABE and ASE level students. Our other charge is to identify other skills (besides basic academics) that need to be incorporated into adult education curriculum and instruction. The group began identifying specific skills that fall under the general categories we've been asked to consider.

Next Steps:

Follow the time line established to investigate evidence – based instruction. Final step of timeline is conference call on 11/17. Examine specific skills already identified and make additions before turning discussion to prioritizing integrating skills into curriculum.

Next meeting date:

Conference call November 17, 2010 at 9:00 a.m.

Data, Research and Accountability – Chair, Libby Smith

Summary of Committee Discussion:

ROI and Tipping Points

- Data matching among neighboring states re: labor stats
- Public aid list – people (students) removed from roster for reasons other than 5 year max
- Need to show we can provide the academic rigor our students need if they want to minimize need for developmental ed.
- Quantitative study of HS grads vs GED grads and need for developmental ed.

Next Steps:

National ROI Survey.

Follow up call to go over results

Next meeting date:

Conference call February 3rd, 2011

Assessment – Chair, Bevan Gibson

Summary of Committee Discussion:

The committee will focus on first two bullet points. The 3rd bullet point will be addressed after David Baker and Nelson Aguiar contact Scott Parke and Rob Kerr to use what, if any, information has been developed. The committee will review all seven approved tests and provide comments by 12/1/10. The committee will conduct a conference call on December 7th to review research. The committee will research and share a list of 1. Career exploration assessment test 2. Workforce related assessment tests and provide a list by 12/1/10. We developed criteria for the review of assessments.

Next Steps:

Next meeting of the committee scheduled for 12/7/10 from 1 – 2 p.m.. David will provide a number for the conference call and the approved assessment test packets for the committee to conduct review.

General Discussion and Announcements

David Baker, Associate Director of Adult Education and Family Literacy Professional/Development Training and Marketing

- NAEPDC is bringing the Leadership Excellence Academy to Illinois to help administrators use data.
- An e-mail will be sent next week with information on applying. There will be limited seating so please apply as soon as possible.

Adjourn – 2:03 p.m.