

Illinois Community College Board
Adult Education and Family Literacy
Advisory Council Meeting
Monday, October 25, 2004
10:00 a.m. - 1:30 p.m.

Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701
Telephone: (217) 785-0123

Meeting Minutes

Members Present:

Evelyn Santana
James Darden
Christy Post
Gail Adams
Judy Bates
Helen Richardson
RaeMarie Oatman
Gay Graves
Marcia Medema
Tanya Thomas
Rick DaVault
Ruth Sutton
Marcy Thompson
Andrea Fiebig
Gina Ruther
Gwen Koehler
Cindy Zumwalt
Kathy Lively
Lavon Nelson
Terry Irby
Cyndy Colletti
June Hickey
Laurie Martin
Lyle Neumann

Chair:

Rhonda Serafin

Staff Present:

Jennifer Foster
Brian Durham
Sarah Hawker
Don Wilske
Kristy Morelock
Anne Fisher
Patricia DeHesus-Lopez
Nathan Wilson
Peggy Heinrich
Marilyn Schmidt
David Baker
Nancy Letourneau
Scott Richardson
Scott Parke

Members Not Present

Armando Mata
Becky Hale
Pam Jurkoshek
Laurie Martin
Senator Miguel del Valle

Guests:

Vicki Hinkle
Janet Scogins

The meeting was called to order at 10:00 a.m. Rhonda Serafin welcomed ongoing and new appointees to the first Adult Education Advisory Council meeting for Fiscal Year 2005. The agenda was outlined for the meeting and no questions were posed. Council members were asked to introduce themselves.

Rhonda Serafin provided an overview of the activities of the Council in FY 2004 including relevant updates/recommendations/communications that were received or sent out following the last meeting. She also reviewed the May 6, 2004 minutes.

Updates included:

- There will be four quarterly meetings in Fiscal Year 2005.
- A letter was sent to the Governor's office opposing any increases to the GED fee for students

Minute updates included:

- Council members from all Focus Areas gathered feedback from providers across the state to present to the Funding Task Force on their recommendations that were in the process of being formulated. All written comments were incorporated with the written and oral testimony given by providers at Public Hearings that were held in February 2004.
- Committee recommendations and updates were outlined in the overview of activities and was provided to the council to review in the May 6, 2004 meeting minutes.
- Committee members made recommendations on priorities to be discussed for the upcoming year.
- Rhonda recognized all members whose terms had expired in the council and thanked them for their dedication and hard work on the council.

Motion made by Gwen Koehler to approve the minutes and seconded by Gay Graves. Motion to approve minutes passed unanimously.

ICCB Staff Updates

Sarah Hawker

Sarah welcomed all of the previous year's advisory council members as well as the new members that have joined the council. She thanked all staff who worked to complete the new advisory council structure and duties.

- The Adult Education Board committee is a regular part of the Illinois Community College Board. Rhonda Serafin represents adult education by attending the ICCB Board meetings and provides information on the progress of the adult education advisory council.
- The Funding Task Force recommendations were approved. Staff is now putting together work teams for implementation plans to roll out to the field.
- Recommendations have been made and accepted to pursue additional adult educational funds (additional state funds) to continue to support adult education throughout the state. Sarah Hawker stated that the Illinois Community College Board is actively working with the trustees and IACEA to obtain back-up data to support the claim for additional funding for adult education.

Don Wilske

- The 2006 budget development is in its beginning stages. It will go to the Board for approval in mid-December.
- System inputs have been obtained from the Board as well as the Board of Higher Education.
- A considerable amount of work will need to be done to implement the Funding Task Force recommendations and roll those out to the field.
- The development of the new data system is underway. Staff have participated in several showcase meetings in order to determine all possible avenues for the new system.

Jennifer Foster

- Performance data will become available within the next couple of weeks. All programs will receive individual data as it relates to their program.
- The new federal adult education law has not been reauthorized and it may not be until spring of 2005. We will continue to work under the existing law until the new law is passed..
- Regional sessions have begun. The Central conference was the first week of October. The Southern and the Northern conferences will be held in November. .
- Illinois is participating as part of the STAR Reading project. This project will focus on the intermediate level learner. More details will follow regarding this project. The advisory council Curriculum and Instruction committee will be asked to help in the development of a survey for the project.
- David Baker is the lead on the TECH21 project that focuses on increasing the use of technology and building in technology within adult education programs.
- Pat DeHesus-Lopez is the lead on the ESL Content Standards that mainly focuses on content standards at the ESL level.
- The staff will be developing an implementation plan for rolling out the Funding Task Force recommendations
- All members who served on the council and whose terms had expired will be recognized at the Spring Administrator's meeting.
- Jennifer concluded by thanking Rhonda for her leadership and guidance as chair to the advisory council. .

Advisory Council Structure

- Brian Durham familiarized council members regarding make-up of the binders that were received earlier that contains advisory council materials to be used throughout the year.
- The Advisory Council is mandated by law and consists of agencies listed in the structure document.
- Important for council members to attend meetings in order to be active participants.
- Kristy Morelock, Adult Education Secretary, should be notified when council members are unable to attend a meeting.
- Two additional members were added to each provider type
- All incorrect contact information should be sent to Kristy Morelock to update
- Agenda and minutes will be available for review prior to the next meeting date.
- All meetings will be held quarterly.
- Committees are encouraged to meet outside the regularly scheduled meetings to discuss priorities. The appointed staff support person will work with Kristy to arrange rooms or

conference calls for the committee meetings. The chair of each committee will complete reports and provide to Kristy to include in all meeting minutes.

Council Procedures

Brian Durham also outlined the committee procedures that will be followed. Council procedures are provided in detail in Section 1 of the binder on Page 2.

Committees

The council will consist of five committees: Curriculum and Instruction, Policy Studies, Research, and Accountability, Professional Development, Training, and Marketing, Student Support Services, and Workforce Coordination. The Curriculum and Instruction/Support Services committee has been divided up into two separate committees. The Workforce Coordination committee has been newly established this year and the Finance Committee has been excluded as a separate committee on the council. Ad hoc committees may be formed throughout the course of the year in addition to the committees already outline as part of the council.

The following process will need to be established within each committee:

- 1.) Discussion of priorities
- 2.) Identify chair
- 3.) Chair completes committee report to submit to Kristy

Priorities were outlined for the each committee. All priorities outlined for each committee were brought forth by staff, council members, and adult education field members.

Rhonda suggested that each committee proceed to work within their assigned committeesl.

Rhonda brought meeting back to order at 1:20 p.m. for committees to report out on discussions that took place and any next steps they foresee for their group over the course of the year. The committees provided reports in the following order:

Curriculum and Instruction

Gay Graves was selected as the committee chair. Gay outlined the areas of focus that the committee will review over the course of the year. Those include:

- ABE, ASE, ESL Content Standards
- Relationship between post testing requirements and student outcomes and examine the 37.5 hour requirement between testing
- Assist in developing a survey related to the STAR project
- Study data as it correlates to classroom size in regards to learning gains, retention, etc.
- Testing for Spanish TABE and other assessment issues/identifying tests for areas such as citizenship and employability skills

The next committee meeting will take place on December 3, 2004 at 10:00 a.m. via conference call to discuss ways of assisting ICCB in the development of the STAR project survey.

Policy Studies, Research, and Accountability

Christy Post was selected as the committee chair. Christy outlined the areas of focus that the committee will review over the course of the year. Those include:

- Focus on data quality checklist and benchmarking process. The use of that information will aid in focusing on program improvement methodology.

The next committee meeting will be sometime in November.

Professional Development, Training, and Marketing

Raemarie Oatman was selected as the committee chair. Raemarie outlined the areas of focus that the committee will review over the course of the year. Those include:

- Definition of professional development activities
- FY06 professional development planning
- Using the annual report as a marketing tool
- Clarification of requirements of sub-contractual arrangements
- Establishment of marketing guide or toolbox
- Effective utilization of technology in professional development activities

The next committee meeting will be on December 13, 2004 via conference call. Members will review online RFP and other definitions of professional development prior to the call.

Student Support Services

Cyndy Colletti was assigned as interim chair. A vote will take place at the next meeting when all members are present. Cyndy outlined two equal priorities that the committee will focus on first. Those include:

- Literacy tutoring
- Redefining social work and guidance

Cyndy stated that once those areas were addressed the committee would then focus on the following:

- Priority with Learning Disabilities
- Transition
- Funding apparatus in other states

Next steps included a request for written and unwritten policies from ICCB regarding literacy services and social work/guidance. Tanya Thomas will e-mail guiding questions on literacy to the committee members and Helen will e-mail members on guidance/social work. These two areas will be the focus of the next meeting.

Peggy will e-mail group to ensure availability for meeting, schedule, conference call etc. The tentative next meeting date is November 17, 2004 at 10:00 am via conference call.

Workforce Coordination

Kathy Lively and Terry Irby will share the responsibilities as chairs for this committee. Kathy outlined the priorities the committee wishes to discuss for the upcoming year. Those include:

- Adult education role in the broader workforce system
- Education of the field about WIA, Title 1B, and Economic Workforce Regions. Will address connection pieces or means for delivery of information either via print, e-mail, or conferences.
- CSSI
- Workplace literacy

The next committee meeting will be on November 10, 2004 at 3:00 p.m. via conference call. Brian Durham will pull together pertinent past information pieces and survey results. Perhaps the group will create a survey to use within the APC's.

CONCLUSION

Jennifer Foster thanked the members for their hard work on the committees.

Jennifer announced that if members wish to arrive for any meeting in the future the night before the meeting, a state letter can be generated so that all members can receive the state government rate on their hotel stays. All members wishing to do this will need to inform Kristy of this and a letter will be generated, signed by Jennifer, and sent to the appropriate council member.

Rhonda thanked all committees for their hard work and looks forward to the continuous progress within each group.

Rhonda proceeded with the meeting and asked all council members if anyone had any topics for general discussion or any announcements pertaining to individual programs that could be addressed to the group.

- James Darden from Shawnee College informed the council that Shawnee just recently went through an extensive NCA visit and they have been recommended to be accredited for 10 years.

With no further discussion or announcements, Rhonda announced the next advisory council meeting date to be Thursday, January 20, 2005 from 10:00 am to 2:00 pm at the ICCB office in Springfield.

Rhonda adjourned the meeting at 1:30 p.m.