

**Illinois Community College Board
Adult Education and Family Literacy
Advisory Council Meeting
Thursday, September 29, 2005
10:00 am to 2:00 pm**

Members Present:

Jay Brooks
Cindy Zumwalt
Ruth Sutton
Kathy Mattingly
Evelyn Santana
Lizzette Richardson
Becky Hale
Marilou Kessler
Marcy Thompson
Christy Post
Kathi Lee
Bob Fittin
James Darden
Cyndy Colletti
Tanya Thomas
Raemarie Oatman
Helen Richardson
Gina Ruther
Vicki Hinkle
Ruth Ann Evans
Pam Leas

Members Not Present:

Gail Fox Adams
Judy Bates
Joan Hornby
Rosella Wamser
Laurie Martin
Mark Burgess
Lavon Nelson

Staff Present:

Sarah Hawker
Jennifer Foster
Brian Durham
Kristy Morelock
Pat DeHesus-Lopez
Annie Fisher
Nathan Wilson
Rod Lane
Jeri Dixon
Marilyn Schmidt
David Baker
Scott Richardson

Staff Not Present:

Peggy Heinrich

Guest:

Val Roberson

I. Overview of Minutes

Gay Graves provided an overview of the last fiscal year advisory council proceedings. The advisory council for FY05 met four times and consisted of 30 members and five committees with a member from the council participating in one of those committees. An overview of each committee's accomplishments included:

Curriculum and Instruction

- Developed a survey and letter for the STAR project and provided a recommendation in regards to the CELSA completion score.

Student Support Services

- Developed a survey to determine what programs are and are not claiming in regards to literacy services.

Policy Studies

- Developed a Data Quality Checklist

Professional Development, Training and Marketing

- Developed and recommended the approval of the professional development flowchart and narrative to help programs determine what is and is not considered a professional development activity.

Workforce Coordination

- Solicited materials from one-stops to prepare a one page fact sheet.

Vicki Hinkle made the motion to approve the minutes and James Darden seconded. Minutes were approved.

II Staff Updates

Sarah

- Staff have been working with the GED Transition Committee to help with overall transition to ICCB. Two top priorities for the transition of the GED program are to: (1) look at overall access to the test; (2) conduct a cost study to determine actual dollar amount needed to run the program. Seeking approval to hire staff for GED Testing.

Jennifer

- Working with GEDTS on training related to special accommodations requests for the GED test. Continue to be involved with meetings with Cook County, Regional Offices of Education, and transition committee. Met with GEDTS in July on program visits that were conducted in Cook County.
- Attended the State Director's Meeting in Washington, D.C. The meeting focused on the development of new AEFL state plan. No news on the Reauthorization of WIA. Information was presented on civics programs and math initiatives.
- In August 2005, the US Department of Education- OVAE Division conducted a follow-up visit to the monitoring visit in 2003. Two sites were visited and updates were provided on previous action items.
- Six pilot sites have been selected for the new data collection system. The target date for full implementation is July 1, 2006.

- **Disaster Relief Efforts**

ICCB has not heard of any cuts to funding to aid those involved in the disaster of Hurricane Katrina. If programs are serving hurricane victims, a total count served should be given to program support so that numbers may be updated to provide to DC.

Brian

- Program Support Staff will follow-up on FY05 data submitted by programs. In addition, Program Support will begin to visit programs with NRS levels below target and also to follow-up on those that have previously been monitored during the last fiscal year.
- Frequently Asked Questions (FAQs) have been recently sent to the field. The FAQ's will consist of ten most asked questions from the field and will be distributed via e-mail on a monthly basis. In addition, conference calls will be arranged by each regional program support staff to discuss various issues.
- Staff are busy planning for the Administrator's meetings at the Fall conferences.

Pat

- The first draft of ESL Content Standards have been completed and field tests will be conducted. In addition, a pilot of the EL Civics competencies will be conducted in the Spring. A RFP will go out to programs who wish to apply.
- The ICCB has approved a completion score of 70 for the CELSA test.
- First draft of the ABE/ASE Content Standards will be finished at the end of October.

Annie

- Budgets are due on September 30, 2005 and State Audits are due on October 15, 2005.

David

- Washington and North Carolina will be joining GED Illinois as participants.
- The STAR Training Part II with training of administrators and instructors will take place December 5-7, 2005 in Springfield.

Marilyn

- Monitoring begins October 13, 2005. Consultants will be used to assist on visits with ICCB staff.
- Cost allocation training will be conducted in all four regions as a follow-up to the August Administrator Session.

Nathan

- FTP site verification of data was to be completed by September 23, 2005. Phone calls have been made to those programs who have not verified data. Accountability becomes a paramount issue when trying to use these figures.

III. Structure of Council

- Continue to identify, deliberate, and make recommendations to the ICCB Board for approval.
- ICCB staff person will continue to be assigned to each committee.

- Priorities outlined for each committee, but other issues may be addressed as well.
- Chair will be appointed by each committee and is responsible for meeting minutes to be turned in to be included in the overall meeting minutes.

Broke into committees at 11:25 am and reconvened with a report out from each committee at 1:40 pm.

COMMITTEE REPORTS

Curriculum and Instruction

Agenda Items: Ruth Sutton, Chair

- Examine testing and assessment issues - 37.5 hour recommendation.
- Researching and seeking instruments that would assess vocational and job skills students.

Next Steps:

- Ask Nathan to provide data on the number of hours between pre and post test before students make a level gain separated by type of provider; average number of attendance hours for each provider.
- Conference call has been scheduled for October 20, 2005 to discuss further.

Student Support Services

Agenda Items: Tanya Thomas, Chair

- Continue to look at Literacy services line item in budget - specifically volunteer literacy services.
- Review and discuss survey results and comments.
- Review language in manual and discuss specific allowable and non-allowable activities and cost.

Next Steps:

- **Recommendation 1 - motion made by Tanya Thomas, seconded by Evelyn Santana, Motion approved.**
 A.) Recommend that the ICCB incorporate references to the data collection system within the manual. DAIS-I instructions/information to correspond to policy pages.
 Background agencies unaware/unclear on checking literacy services in STAIRS.
 Data entry staff can see the relation between data entry and policies by inserting a footnote or such to link the two.
- **Recommendation 2 - Motion made by Tanya Thomas, seconded by Marilou Kessler. Motion approved.**
 A.) Recommend that ICCB work with SOS Literacy Office to create an addendum to Volunteer Literacy Services portion in the manual to clarify allowable activities and reporting under Literacy Services Background - survey results indicate programs are unsure of relationship between the two and there is a fear of double dipping when in fact ICCB could be losing out on information/hours.

Policy Studies, Research, and Accountability - Christy Post, Chair

Agenda Items:

- Continue to revise/monitor roll out of Data Quality instruments.
- Look at FTP data to determine which tables are useful.

- Examine relationship between local enrollments and index of need data to determine if we are serving students in need, and if there is other information we could incorporate.
- Look at report to Governor and General Assembly and see if any other pieces of data could be included.

Next Steps:

- Review an FTP report and have a conference call prior to the next meeting to discuss.

Professional Development, Marketing, and Training - Raemarie Oatman, Chair

Agenda Items:

- Review FY05 accomplishments.
- Review and discuss FY06 priorities:
 - a.) Annual Report as a marketing tool.
 - b.) Professional Development Planning and Needs Assessment.
 - c.) Common standards for new teacher orientation.
 - d.) Utilization of technology in professional development.

Next Steps:

- Create survey regarding statewide marketing/communication needs.
- Request input regarding statewide staff development plan from SCN.
- Identify the staff development information needed from RFP.
- Review staff development recommendation and existing new teacher orientation framework from SCN.
- Conference call to discuss issues on November 7, 2005.

Workforce Coordination - Ruth Ann Evans, Chair

Agenda Items:

- Examine Virtual One-Stops to determine if adult education programs could benefit from having staff trained as Career Resource Specialists.
- Determine who received WIA Incentive funds/Bridge Program and the results of that funding.
- Examine workplace literacy activities and the current language in reauthorization.
- Effective con-enrollment Title I and Title II. Kathi Lee and Bob Fittin are going to meet with their Title I providers to determine if their vocational students are co-enrolled.
- Examine workplace literacy activities.

Next Steps:

- Teleconference in six weeks with subcommittee members.

IV. Meeting Dates for FY06

January 19, 2006, March 23, 2006, June 1, 2006

Christy Post made the motion to adjourn the meeting and Jay Brooks seconded. The meeting was adjourned at 2:00 pm.