

**Illinois Community College Board
Adult Education and Family Literacy
Advisory Council Meeting
January 24, 2008
10:00 am to 2:00 pm
Lincoln Land Community College**

Members Present

Daisy Mitchell
Becky Hale
David Adcock
Rocki Wilkerson
Judy Bates
Susan Perez
Ewa Kulas
Mike Hoyt
Glenda Nicke
Joyce Fritsch
Kendra Humphreys
Cindy Zumwalt
Diana Barthelman
Durant Freeman
Jim Wakefield
Julie Wollerman
Raiana Mearns
Bevan Gibson
Jackie Thoroughman
Holly Lawyer
Keri Lucas
Mark Nelson

Members Not Present

Laura Pleasants
Gil Morrison
Cyndi Colletti
Kathleen Mattingly
Kathleen Citro

Staff Present

Jennifer Foster
Karen Anderson
Nora Rossman
Tisha Smith
Kelly Danlow
Marilyn Schmidt
David Baker
Anna Nakashima
Jay Brooks
Nathan Wilson
Lavon Nelson

Introductions and Opening Comments

• Rebecca Hale, Chair – opened the meeting with updates on each committee. She thanked all for serving and for the e-mails sent to her keeping her in the loop.

- **Professional Development, Training and Marketing** – developing online tools to assist programs with professional development.

- **Policy Studies, Research and Accountability** – Examining funding formula factors and looking at alternative options.
- **Student Support Services** – Identifying key points where support services become very important.
- **Curriculum and Instruction** – Examining what determines a vocational completion/working on surveys to be sent out.

• Jennifer Foster introduced Holly Lawyer – the new TESOL representative and also stated that the Vision and Goals will be incorporated at our next meeting.

Review of the September 27, 2007 Minutes

- Judy Bates moved to approve the minutes and Kendra Humphreys seconded.

ICCB Staff Updates

Lavon Nelson -

- Training conference February 20/21 on minimum 40% training requirements/encouraged attendance by anyone who works with training
- Joyce Foundation – most of the 6 pilot programs have moved to implementation phase
- Manufacturing/Innovation Grants begun at 8 sites – more information around new and emerging industries – 1 day forums will be held on the BIO field.

Marilyn Schmidt –

- PEER Review – took suggestions and put into draft document
- The five pilot sites have been selected
- Team Leaders have been trained
- First visit is scheduled for 2/19 – 2/21

Tisha Smith –

- Area Plans are due on 2/8/08

David Baker –

- April Administrators Meeting is 4/15 – 4/17 in Peoria
- August Administrators Meeting is 8/12 – 8/14 in Springfield
- ESL Curriculum Institutes are being held – all are strongly encouraged to attend.

Jay Brooks –

- Referenced the policy memo on the new transfer code.
- On 1/28 a new import feature will be released – it will have the capability of importing up to 1,000 students at one time from another Data System into DAISI

- Please continue to hold onto STAIRS information.

Karen Hunter-Anderson –

- Board meeting on 1/28 – Becky Hale will attend to update them on the advisory council.
- March board meeting – there will be an announcement about the establishment of a Latino Task Force. An important component will be the question of ESL.
- Adult Ed is a part of the overall agency request for funds
- February 20, 2008 is the Governor's budget address.

Jennifer Foster –

- Funding Update – There is a proposed 1.79% loss in federal funds for Illinois Adult Education. State funds have not been determined at this point.
- March 6 and 7 – NCSDAE State Directors are hosting a forum to discuss with members of the appropriation committee about Adult Ed funding.
- June 1, 2008 – new legislation which clarifies the minimum age to take the GED test in Illinois.
 - Can take GED test at the age of 17
 - The only exceptions will be SAFE Schools/Lincoln's Challenge/Job CORPS programs.
- Continuation plan – will go out in mid February.
- Hiring for Region III is moving ahead. We are still accepting applications for Region 1 and ESL Director – please pass the word along.
- Funding Formula discussions are still ongoing and a formal survey will go out to the field soon. There will be an opportunity for feedback at the Administrator's Meeting.

Committee Meetings

Policy Studies, Research, and Accountability Committee – Joyce Fritsch, Chair

Agenda Items:

- Discussion of funding formula and possible options
- Other testing options

Next Steps:

- A number of pieces of information to be provided by ICCB
- Committee members will respond to information by e-mail to all other members

Next Committee Meeting – If we see the need for a conference call, we will schedule one.

Student Support and Transition Services Committee – Glenda Nicke, Chair

Agenda Items:

- Need for Transition advisor – sustainable funding – sharing, Title I & II coordination, Student Success grants
- Need to evaluate what really works, when things work, intensity of service needed for success.
- Curriculum issues – content to include career focus, transition preparation, contextualization, alignment with postsecondary
- Professional development for instructors to incorporate challenging academics, career, social and transition skills; incorporate their aspects in new teacher orientation
- AE needs to be in conversations with Perkins, postsecondary, employers, business/industry centers, K-12; real partner in education arena
- Student Success grants necessary.
- Computer literacy a basic literacy skill – should not be considered vocational.

Next Steps:

- Discuss how we can make these things happen.
- Prioritize and develop steps to make happen
- Assign tasks to other committees

Next Committee Meeting – None indicated.

Professional Development, Training, & Marketing Committee – Bevan Gibson, Chair

Agenda Items:

- Develop questions for on-line tool for programs to use to develop a Marketing Plan for their specific program.
- Look at the OMNI information – used for GED marketing to see how it might fit into the tool

- Continue working on components of the tool for Marketing plans for programs.
- Worked on the layout of the tool and partial content. We have a framework. Will continue looking at existing information and how we can adapt for our purposes.

Next Steps:

- David will ask around at the Professional Development Conference to see if other states have done something similar that we could use as a guide or to adapt.
- Obtain samples from TESOL, Elgin CC (Holly) and KCC (Bevan) surveys regarding needs, etc. to see if they can be helpful in developing the marketing plan tool.
- Bevan will send the content developed today to all committee members for tweaking prior to conference call.

Next Committee Meeting – Conference Call on 2/19/08 at 1:00 p.m.

***Curriculum and Instruction Committee* – Susan Perez, Chair**

Agenda Items:

- To examine issues around vocational completions
- What is definition of Vocational – clarification.
- New survey for ICCB programs that offer Vocational.
- IACEA meeting – panel input

Next Steps:

- Formulate more specific survey
- Investigate panel discussion/meeting at IACEA and April Administrators meeting.
- Subcommittee to put survey together and get to Jennifer

Next Committee Meeting – Conference Call on February 26, 2008.

Next Meeting

- Next meeting is March 27, 2008

Adjourn – 1:55 p.m.