

Illinois Community College Board
Adult Education and Family Literacy – Advisory Council Meeting
May 31, 2007
10:00 a.m. to 2:00 pm

Members Present:

Gay Graves, Bevan Gibson, Joan Hornby, Rebecca Hale, Jackie Thoroughman, Glenda Nicke, Durant Freeman, Lizzette Richardson, Mike Hoyt, Pam Leas, Gina Ruther, Susan Perez, Kathie Lee, Ruth Ann Evans, Lora Oswald, Cyndy Colletti, Lavon Nelson, Kathleen Mattingly, Kendra Humphreys, Marilou Kessler.

Members Not Present:

Bob Fittin, Laura Pleasants, Anna Nakashima, Julie Wollerman, Gil Morrison, Marilyn Nystrom, Cynthia Zumwalt, June Hickey.

ICCB Staff: Present:

Jennifer Foster, Brian Durham, Nathan Wilson, Kelly Danlow, David Baker, Patricia DeHesus, Marilyn Schmidt.

Joan Hornby made the motion to approve the minutes from the March 22, 2007 adult education advisory council meeting. Mike Hoyt seconded. Minutes approved.

Jennifer Foster recognized the following members who will complete their two year terms at the end of the fiscal year: Bob Fittin, Marilou Kessler, Ruth Ann Evans, Lizzette Richardson, Becky Hale, Joan Hornby, Pam Leas, Kathi Lee.

Jennifer also recognized Gay Graves for her leadership of the Advisory Council for the last two years. Council members, whose terms ending June 30, 2007, will be recognized at the Adult Education Summer Administrators Meeting in August.

Marilyn Schmidt provided an update on the Evaluation process.

- Evaluation document is under development
- Advisory Council review September 2007
- A peer evaluation process will be used
- Volunteers from programs including coordinators, teachers, and administrators are needed
- Process will look for elements of a quality program which includes the utilization of a rubric.
- CALL Center will provide oversight of the project
- More information will be shared at the August Administrators Meeting and at future Advisory Council Meetings
- Peer Training: September/October 2007
- Roll out of the Evaluation Process: Fall Conference 2007

Committee Meetings:

Policy Studies, Research, and Accountability Committee – Becky Hale, Chair

Agenda Items:

Narrow DAISI Static Reports

- 1) Student testing report – we want to be able to run it by instructor, class, site or overall post-test rate percentage by program, class or site.
- 2) Individual student hours by student and by class. We want to be able to narrow by age, site, instructor, level gains from test, employment status and also to run a percentage of attendance (actual hrs attended/enrolled hrs) by student and/or by class.

Next Steps:

We would also like to see a report for attendance so we can determine most days attended per week overall (program) or by class or site.

Make this report summary-type that can be tailored with many drop-down menus/choices to meet the needs of each program.

Student Support and Transition Services Committee – Joan Hornby, Chair

Agenda Items:

Discussed various transitions/bridges to:

- 1.) Post-secondary education
- 2.) Vocational completion
- 3.) Employment

Outlined various problems with transitions to post-secondary education

First generation students into the United States must overcome college programs not fully orientated to these individuals.

Financial aid system is difficult to understand for everyone, but even more troublesome for non-native speakers of English.

Colleges lack career counseling for students.

Colleges average low counseling ratios to address the needs of at risk or LEP students.

Next Steps:

Questions to be answered:

- 1.) What have we done to prepare students for post-secondary education?
- 2.) How can we work with college administrators to bring about changes?
- 3.) How can we prepare students with skills needed to pass tests, etc.?

Transition problems to focus on:

- 1.) Accurately matching students to careers – focusing on working on realistic expectations for jobs, college, etc.
- 2.) Exploring options to assist with the registration process
- 3.) Development of mentoring programs to assist with transition.

Professional Development, Training & Marketing – Bevan Gibson, Chair

Agenda Items:

- 1) Web-based programs for PD – would like to see more access to PD expertise on statewide basis – use of Excellence website.
- 2) Review priorities for the previous year
- 3) What did we accomplish?
- 4) What do we still need to work on?

Next Steps:

- 1) Need means of connecting participation in forums, etc... on Excellence website to PD hours.
- 2) Use the needs assessment to drive the Excellence website topics.
- 3) Follow up on the PD for marketing implementation by SCN.
- 4) Look at the NAEPDC benchmarks for certificate programs for administrators.
- 5) Look at specific tasks to recommend to ICCB/SCN with regards to certificate programs.

Curriculum and Instruction – June Hickey, Chair

Agenda Items:

- 1) Look at survey results on vocational programs
- 2) Surface issues/possible recommendations
- 3) Consider Citizenship

Next Steps:

Next committee: Continue looking at vocational programs and completion.

- I. Examine vocational issues (work skills/credits)
 - Differences between the two
 - Basis for completion
 - Envy requirements into each
 - Levels as they relate to ABE/ASE
 - Course description to include completion requirements, criteria and proficiency levels.
- II. Develop survey regarding citizenship completion/passing considering whether completion is passing citizenship course or citizenship test and look at barriers to each.

II. ICCB Staff Updates

Jennifer –

- Federal Negotiations Continue. Updates will be provided to the field at the upcoming Adult Education Administrators Meeting in August.

- SB853 seeks to clarify the minimum age for GED Testing in the state. The bill is on its third reading in the house and has passed the Senate. ICCB will keep you updated as more information becomes available.
- Illinois did meet Federal performance standards and is eligible to receive an incentive award. ICCB will be working with the partners to identify areas of focus.
- Programs who are funded for FY2008 will receive a letter of intent to fund. Letter of intent to fund will be sent to all programs on June 29, 2007, if a budget is not in place. The letter will not specify the actual amount of the award.

Lavon –

- Joyce Foundation RFP will be distributed and must be returned to the ICCB office on May 31, 2007. Notification of awards will go out at the end of June 2007.
- Information sessions will be held to discuss key points and answer questions.
- One Stop Redesign: Adult Education is included on the website

David –

- Administrators meeting will be held at the Hilton in Springfield on August 1-3, 2007.

Sue Perez made the motion to adjourn the meeting. Ruth Ann Evans seconded. Meeting was adjourned at 1:50 pm.

The next advisory council meeting will be held on September 27, 2007.