

**Illinois Community College Board
Adult Education and Family Literacy
Advisory Council Meeting
September 28, 2006
10:00 am to 2:00 pm
Doubletree Hotel/Bloomington, IL**

Members Present

Gay Graves
June Hickey
Anna Nakashima
Cynthia Zumwalt
Bob Fittin
Lizzette Richardson
Pam Leas
Bevan Gibson
Ruth Ann Evans
Jackie Thoroughman
Kathi Lee
Marilyn Nystrom
Gina Ruther
Lavon Nelson
Cyndy Colletti
Joan Hornby
Lora Oswald
Glenda Nicke
Gil Morrison
Mike Hoyt
Kendra Humphreys
Marilou Kessler
Tim Golemo
Sue Perez
Laura Pleasants

Staff Present

David Baker
Brian Durham
Jennifer Foster
Marilyn Schmidt
Jeri Dixon
Jay Brooks
Kelly Danlow
Kristy Morelock

Members Not Present

Durant Freeman
Becky Hale
Julie Wollerman
Kathy Mattingly

Advisory Council Chair, Gay Graves, opened the meeting with a welcome and introductions of new as well as returning council members.

I. Overview of 2006 Adult Education Advisory Council Activities

- Curriculum and Instruction committee's recommendation was approved that replaces the current 37.5 hour recommendation for post-testing in the assessment section of the ICCB Adult Education Provider Manual.
 - a.) TABE 7/8 – 60 hours of instruction
 - b.) TABE 9/10 – 60 hours of instruction
 - c.) BEST Literacy – Minimum of 60 hours of instruction;
Recommend 80-100 hours of instruction.
 - d.) BEST Plus – Minimum of 60 hours of instruction
Recommend 80-100 hours of instruction.
 - e.) CELSA – 2 ½ months of instruction.
- Professional Development, Training, and Marketing committee's recommendation was approved for the ICCB AEFL staff to include the following statement in the next provider manual:
"ICCB requires teachers to obtain 6 professional development hours each fiscal year. Not all continuing professional development units (CPDU's) will qualify for this requirement. For specific information regarding the CPDU system, contact the Illinois State Board of Education."
- Student Support Services planned to develop an online survey regarding transition issues. Topic areas programs may respond to include:
 - 1.) Transition from adult education into post-secondary education.
 - 2.) Transition into vocational programs.
 - 3.) Transition into employment.
 - 4.) Transition between adult education providers.
 - 5.) Transition into other instructional types (ex. ABE, GED, etc.) within own program or into another.
- Policy Studies, Research and Accountability committee will continue to discuss issues related to testing and assessment.

II. Review of June 1, 2006 Minutes

Joan Hornby made the motion to approve the minutes. Gina Ruther seconded. The minutes were approved.

III. ICCB Staff Updates

A.) Jennifer

- Adult Education staff chose to eliminate the workforce coordination committee. Issues discussed on this committee were very broad and most were being handled on a statewide basis. Believed that the joint efforts of this group and student support services was a better fit for the topic areas being discussed.
- Reauthorization for adult education has not yet been completed. Main focus continues to be on accountability, professional standards, and research based practices.
- The National State Directors meeting will be held on November 14-17, 2006 in Maryland.

- ICCB Board met a few weeks ago. Additional committees are being added with a board member participation in each committee. There is an adult education and workforce committee that addresses needs as they relate to both of these areas. Beginning in the next calendar year, board meetings will be on Mondays.
- Service Center representatives participated in the Federal Math Initiative that was conducted on the Federal level. The focus is on GED Math and reasons why students continue to have difficulty passing this portion of the test.
- FTP site verification will be due October 20, 2006 – all data must be finalized on or before this date.
- HJR 122 was established by the state legislature to study the community colleges throughout the state and determine needs of the system into the future. A sub-committee on adult education is being represented within this group. This is only a six-month taskforce with committee work between meeting dates.
- An Essential Skills Taskforce has also been established to work with those individuals with disabilities who wish to enroll on college campuses and the services colleges can provide to these individuals.
- Annie Fisher will be leaving the ICCB at the end of the week. She has accepted a new position in California. No timeline has been provided on filling the vacant position.
- Special Learning Needs training will begin in Springfield on 9/27/06. This is a required training and all programs must register at least one representative to attend.
- The ICCB Foundation will be expanding current office structure beginning in the Spring 2007 to include a 3rd and possibly 4th floor.
- Approval granted to hire the GED Clerk position but nothing has been posted for this position yet.

2.) David

- Working with the Rotary Club and Network Knowledge (Central Illinois PBS affiliate) to provide Kentucky GED Connections on the air.
- Central Illinois PBS stations will air this program beginning October 2nd with one airing in the fall, spring, and summer. 800 literacy number will be a tag to each airing.
- Only Region III programs and possibly some Region IV programs will be able to access programming in their area.

3.) Lavon

- The virtual One-Stop system is progressing. A curriculum is being developed to train staff in various agencies and entities to use the system to help direct people about the system – not to become case managers.
- Joyce Foundation Shifting Gears Initiative ICCB should be receiving final word regarding a grant with the Joyce Foundation to look at bridge programs and barriers. The grant will look at 2 issues – adult education to postsecondary and remediation to postsecondary. The grant is for two years and \$1M dollars.
- Bridge Task Force – the Illinois Community College Presidents Council has created a task force to look at bridge programs and funding issues
- Conducting a survey of the TWL and Healthcare bridge programs for the Bridge Task Force.

4.) Gil Morrison

- Participating on the advisory council as a member of the GED Testing Transition Committee.
- Committee is researching the GED fee and possibly working to increase the fee and/or ask the legislature for additional resources to support this program.
- ROE's are trying to remain flexible on the issue and continue to hope for 100% funding – building alliances and support for funding and fee increase.

IV. FY2007 Adult Education Advisory Council Structure – Brian Durham

- Please refer to Advisory Council structure document that outlines these details.

V. Evaluation Priorities – Marilyn Schmidt

- Adult Education staff is reviewing details that constitute a quality program.
- Working with the CALL Center and Illinois State University staff to develop the evaluation process.
- Input will be considered from staff and the field to develop topic ideas and means of measurement. The Advisory Council needs to review item 1 of their priorities and determine areas of focus with final recommendations to be finalized by January.

VI. Committee Meetings

Curriculum and Instruction Committee – June Hickey, Chair

Agenda Items:

- Discussed what makes a quality program in regards to curriculum and instruction.
- 13 points determined that focused on quality measures as they relate to curriculum and instruction. They include:
 1. Technology is included in instructional delivery, including computer assisted instruction.
 2. Curriculum is aligned with the standards and needs for all populations.
 3. Program has selected core curricular materials that teachers may supplement.
 4. Curricular outcomes are identified and student-driven.
 5. Curriculum prepares students for transition to next step.

6. Evidence of planning exists from the program level (course syllabi) to the instructional level (lesson plans, student goals).
7. Instruction is guided by ongoing assessment, not just state required pre-tests.
8. Instruction is contextualized – aligned with real life situations so that students can see practical applications.
9. Life skills are included in instruction, either infused in lessons or taught separately.
10. Multiple modalities are targeted during instruction.
11. A variety of instructional methods are used to develop self-directed learners and to address program, course, and student goals.
12. Professional development is encouraged and ongoing.
13. Teachers are evaluated periodically – by administration and by students.

Next Steps/Recommendations:

- Via E-mail to group – expand and explain the 12 points discussed.
- Conference call on November 16, 2006 to finalize program evaluation qualities.
- Additional work completed by e-mail if needed.

Professional Development, Training, and Marketing – Bevan Gibson, Chair

Agenda Items:

- Discussed evaluation components for programs regarding professional development that included a written professional development plan to include:
 - 1.) Outcome/Goal/Focus of:
 - Program
 - Instructors
 - 2.) Accountability
 - Does this professional development plan meet program goals?
 - Is there administrative support?
 - Certificate of attendance.
 - 3.) Is professional development appropriate/approved based on:
 - Professional development flowchart
 - Instructor focus
 - 4.) Content of professional development
 - Best practices
 - Research based
 - Other
 - 5.) Follow-up means of assessing transfer of professional development
- Outlined top three priorities for the upcoming year for the committee to include: (1) professional development planning – common needs assessment; (2) Marketing; (3) Certificate programs investigation.

Next Steps/Recommendations:

- David Baker and Gina Ruther will bring notes from previous year's discussions and Bevan Gibson will work with Raemarie Oatman.
- November 14, 2006 conference call to discuss common needs assessment.

- All members will bring marketing ideas from their own programs at the next meeting.
- David investigating California certificate program and will speak with Jennifer.

Student Support and Transition Services – Joan Hornby, Chair

Agenda Items:

- Suggested quality measures:
 - 1.) Program clearly defines the support services that it provides to students and makes them available to all students enrolled in the program, either directly or through referral. Support services are intended to support student retention and individual goals, such as,
 - Counseling.
 - Career counseling/guidance.
 - Transportation assistance.
 - Child care assistance.
 - Emergency assistance.
 - Tutoring – special learning needs assistance.
 - 2.) The program has a standard process for assessing a student’s need for support services at intake. In addition, a process will be in place for reassessing student needs for support services.

Next Steps/Recommendations:

- Next meeting is to be determined.

Policy Studies, Research, and Accountability – Tim Golemo, Chair

Agenda Items: Addressed 4 issues of importance for evaluation process

- What is important when evaluating a program – testing measures in regards to recruitment methods, attainment goals, data collection, and final outcomes.
- How to collect, use, and interpret data - determine what kind of data is important, how to record it, and what information is gained from it.
- What/how do programs view the evaluating process from the inside vs. the outside?
- Documentation process – Importation of data to DAIS-I – processes to be more proactive rather than reactive with emphasis on real time data analysis for goal attainment strategies.

Next Steps/Recommendations:

- Revisit 3 day/5 day absence rule with retention and excused absence clauses.
- Fixed vs. open enrollments based on demographics assessing process and outcomes.
- Roundtable discussion as part of the ICCB Best Practices sharing – create a manual of process documentation (draft a template).

VII. Next Meeting Dates

- January 25, 2007
- March 22, 2007
- May 31, 2007
- All meetings to begin at 10:00 am with a committee chair meeting preceding the council meeting at 9:15 a.m.

VIII. General Discussion and Announcements

- Minutes from previous meeting will be posted to the ICCB website and minutes from this meeting will be posted after approved.

IX. Adjourn

- Marilyn Nystrom made the motion to adjourn the meeting at 2:00 p.m. Marilou Kessler seconded. Meeting was adjourned at 2:00 p.m.