

Illinois Community College Board  
Adult Education and Family Literacy  
Advisory Council Meeting  
Tuesday, May 19, 2009

**MINUTES**

**MEMBERS PRESENT**

Becky Hale  
Keri Lucas  
Lyn Buerkett  
Raiana Mearns  
Peggy Heinrich  
Diana Barthelman  
Kathleen Citro  
Sue Barauski  
Terri Cusick  
Rocki Wilkerson  
Kay Fleming  
Ewa Kulas  
Cindy Zumwalt  
David Adcock  
Jane Alberter  
Daisy Mitchell  
Angela Hite-Carter  
Shannon Callahan

**STAFF PRESENT**

Karen Hunter Anderson  
Jennifer Foster  
Marilyn Schmidt  
Nora Rossman  
Jay Brooks  
Kelly Alongi  
Ben Greer  
Nelson Aguiar  
Anna Nakashima  
Jennifer Miller  
Tisha Smith

**MEMBERS NOT PRESENT**

Judy Bates  
Herbert Moreno  
Kathy Mattingly  
Holly Lawyer  
Cyndy Colletti  
Lavon Nelson  
David Baker  
Nathan Wilson  
Laurie Bercovitz  
Nicky Chan

**Opening Comments – Becky Hale**

- Provided updates on each committee.

**Review of March 26, 2009 minutes:**

- Approved – Rocki Wilkerson
- Second – Kay Fleming

### **Jennifer Foster**

- Incentive Funds –
  - Once again, we are eligible for incentive funds because all performance targets were met – this money will go to Bridge programs. The Governor’s office and DCEO set the stage for what is worked on and where funds will go.
- Bridge rollout –
  - There will be lots of training – some done by webinars – on how to classify courses and how you can continue to fund.
  - We will also be asking a few programs for feedback.
- Federal Budget – 1.5 million decrease
  - Now using the ‘American Community Survey’ which looks at the census differently.
  - Because of an error in looking at the census in the past there will be a 67 million dollar increase that will go to the 14 states that lost money in the last 11 years.
  - If we can hold on to that money, we could see an increase in FY12.
- Reauthorization –
  - Reauthorization will revolve around the “Reaching Higher America” report.
  - How do we move students along a career pathway?
  - We are hearing that August is when the Senate and House will have the bill so this should be complete sometime in the fall.
- State Plan –
  - We put in that we would be using a competitive process even though final decision has not been made.
  - This will depend on reauthorization language.

### **Karen Hunter Anderson**

- Governor’s ‘Slash and Burn’ budget
  - Probably not the budget we will see.
  - It is now more important than ever to get out and talk to your legislators.
  - We need to prepare for cuts and how severe will depend on our relationships with legislators and the amount of influence we will have on them.
  - This shouldn’t be a time of panic, but should be a wake-up call that we need to do everything we can to let people know how important Adult Ed is.

### **Staff Updates**

- Jay Brooks
  - End of year verification process will happen much quicker this year.
  - New table on NRS report – he will send out instructions.
  - Remember to put your focus on those students who don’t have level gains.
- Marilyn Schmidt
  - We are setting dates for regional meetings.
  - These will be one day meetings in each region.
- Nelson Aguiar
  - The next meeting of the Latino Task Force is May 28, 2009 at College of Lake County in Grayslake, IL.

### **Strategic Planning Process – Marilyn Schmidt/Becky Hale**

- There have been two meetings of the Strategic Planning Committee.
- A lot of work has been done and there should be a draft in a couple of weeks that will go to the committee.
- On June 30, 2009 the draft will be presented at a State stakeholders meeting.
- Information sessions will then be held in each region.
- Draft document will be posted to ICCB website sometime in July.
- Final document should be available in September.
- Will be presented to the Adult Ed Advisory Council in October.
- Document will be presented to the Board in November.

### **The Ask – Jennifer Foster**

- The Strategic Planning Process dictates that we ask all Advisory Council members to continue on for another year.
- Please let a staff member know if you are opposed to this.

### **Peer Review – Marilyn Schmidt**

- Have had very positive visits as far as recognizing outstanding quality of programs and areas where help is needed.
- The success of this process depends on participation by staff members from programs – **all** staff.
- As you close the year please think of those people on your staff who would be a good fit on the Peer Review Team.
- They will come away with a lot of things they can use in their own programs.
- An e-mail will go out soon asking for recommendations – please choose people with knowledge and experience in Adult Ed.

## **Committee Reports**

### **Policy Studies, Research and Accountability Committee – Keri Lucas, Chair**

#### **Agenda Items:**

- Open vs. fixed managed enrollment as related to persistence and outcomes

#### **Next Steps/Recommendations:**

- Add feature in DAISI to allow open entry classes to be identified as managed (if they are) and then detail on what type of managed (frequency of allowing new students in class). Purpose is so that data will be more accurate and thus can be analyzed more effectively in FY10 and beyond.
- Provide training for program administrators on what managed enrollment is.
- Identify programs that have moved to managed enrollment in the last year or two and have data related to program outcomes. Provide a forum for them to share their findings/experiences/data with other ICCB Program Administrators.
- It should be considered that there are many other qualitative factors that impact learner persistence and outcomes, such as:
  - Orientation (how it is done)
  - Level of support staff
  - Tutoring and supplemental teaching aides
  - Quality of instruction/teacher evaluation

- Program design (full time vs. part time instructors)

**Next Committee Meeting:** N/A

**Student Support and Transition Services Committee – Rocki Wilkerson, Chair**

**Agenda Items:**

- Reviewed survey results
- Developed questions and change for the ESL task force

**Next Steps/Recommendations:**

- Jennifer will send to Peggy Heinrich its summary and expended results
- Peggy will send results and change to ESL Task Force.
- Tisha will bring copies of RFP (transitions) and APC – transitions plans

**Next Committee Meeting:** N/A

**Professional Development, Training and Marketing Committee – Sue Barauski**

**Agenda Items:**

- The committee completed revisions and comments on the marketing tools/documents

**Next Steps/Recommendations:**

- The documents will be put on Survey Monkey; piloted by the committee members, revised; and sent to programs to use by mid-July.
- Feedback on use will be collected in late fall

**Next Committee Meeting:** N/A

**Curriculum and Instruction Committee – David Adcock, Chair**

**Agenda Items:**

- Review decisions from last time
- Further develop “Resource List” for Curriculum Contextualization (see basic framework)

**Next Steps/Recommendations:**

- Members will continue to flesh out Resource List/Framework and e-mail these to David who will add these to the evolving document
- This will be an on-line document with hyperlinks or we may look into developing it into a Wiki.
- Include additional topics identified on last meetings notes as “future topics to explore.”
- Change #4 to include all instructional types

**Next Committee Meeting:** September 2009

**Closing Comments – Jennifer Foster**

- Managed enrollment – quite a few programs are moving in this direction and will look at budget and the grants that are available.
- Shifting Gears initiative – service center network is completing a scan of the nation
- We are developing a Health Care Model that will fit the Bridge definition.
- Illinois Coalition for Immigrant and Refugee Rights – ESL Study – there were a lot of gaps
  - There is always room for improvement but our main goal is to serve our students the best way possible

**Next Meeting –** October 15, 2009

**Adjourned – 1:38 p.m.**