

**Illinois Community College Board  
Adult Education and Family Literacy  
Advisory Council Meeting  
January 25, 2007  
10:00 am to 2:00 pm  
ICCB Office – 401 East Capitol Avenue  
Springfield, IL 62701**

**Members Present**

Pam Leas  
Lizzette Richardson  
Anna Nakashima  
Bob Fittin  
June Hickey  
Cindy Zumwalt  
Bevan Gibson  
Ruth Ann Evans  
Kathi Lee  
Marilyn Nystrom  
Jackie Thoroughman  
Julie Wollerman  
Laura Pleasants  
Cyndy Colletti  
Glenda Nicke  
Joan Hornby  
Tim Golemo  
Kathleen Mattingly  
Gay Graves  
Kendra Humphreys  
Mike Hoyt  
Rebecca Hale  
Marilou Kessler  
Durant Freeman

**Staff Present**

Jennifer Foster  
Brian Durham  
Kristy Morelock  
Leann Arsenault  
Nathan Wilson  
Kelly Danlow  
Marilyn Schmidt  
Jeri Dixon  
David Baker  
Rod Lane  
Pat DeHesus

**Members Not Present**

Sue Perez  
Lora Oswald  
Gil Morrison  
Gina Ruther

**I. Overview of Adult Education Advisory Council**

- Gay Graves provided a brief overview of the agenda items discussed for the year for each committee.

## **II. Review of the September 28, 2006 Minutes**

- Joan Hornby made the motion to approve the minutes. June Hickey seconded. The minutes were approved.

## **III. ICCB Staff Updates**

### **Brian –**

- RFP for FY08 will be a continuation year for programs that are currently funded.
- Area Plans are due to the ICCB by the close of business on February 16, 2007.
- Brian will serve as Region II Program Support until such time as staff is hired.

### **Pat –**

- ABE/ASE Content Standards field testing will begin in February and continue until May – stipends will be awarded for travel and teacher participation.
- EL Civics Competencies field test has been completed.
- Curriculum Institutes will be offered for those currently providing EL/Civics instruction and how to align instruction with the competencies and standards.

### **Jennifer –**

- Attended the State Director's Meeting in November 2006 – topics of discussion included content standards and reading initiatives. Next meeting is scheduled in March in Philadelphia.
- HJR 122 concluded in December. Resolution looked at Community College services that are offered and set priorities for the future especially in regards to funding. This process included Adult Education
- Peggy Heinrich has accepted a position with Elgin Community College. Jay Brooks will assume the responsibilities as Associate Director for Data System Support. Jay will provide oversight in the continued development of and training on the new DAISI system.
- STAR Project is continuing with the hope of launching a 2<sup>nd</sup> pilot phase in the Fall of 2007.

## **Joyce Foundation Presentation**

Jennifer Foster and Lavon Nelson provided an overview about a new project funded through the Joyce Foundation. The project specific to Adult Education will examine the alignment of adult education program content with Occupational Program Entry Criteria. The demonstration project will develop and pilot test a new adult education program designed to enable students to transition into community college occupational programs without the need for remediation.

## **IV. Committee Meetings**

### **Policy Studies, Research, and Accountability Committee –**

#### **Agenda Items:**

- Provided recommendations for measurable outcomes that can be included in the evaluation process. The group based the recommendations around data reports that can be obtained through the DAISi system.

- Programs will have a post-testing policy in place. This policy should include the following items:
  1. A tracking process to monitor student post-test date – recommended process to be conducted at least on a bi-weekly basis.
  2. Regular entry of attendance – recommended entry to be completed at least on a monthly basis.
  3. Monitor students' accumulated hours.
- All of the above measures are intended to monitor the program's post-test rate which helps to ensure that they meet the 65% post-test rate benchmark.
- Programs will have a written policy in place to ensure attendance data is authenticated.
  1. Recommend data to be reviewed/authenticated at least once a month.
- Programs will use attendance data to drive strategies for improving retention.
  1. Retention defined as the total number of attendance hours divided by the total number students in a program.
  2. Data to be reviewed at the state level to determine appropriate benchmarks.

**Next Steps:**

- Discussion regarding changing the 3 to 5 day rule and the excused absence policy.

**Student Support and Transition Services Committee – Joan Hornby, Chair**

**Agenda Items:**

- Drafting a definition of transition services.
- Discussed bridges for transition that included ESL to ABE or ASE and ASE to Secondary Education or employment.
- Survey to be conducted by the ICCB regarding transitions and following up with programs who selected N/A in previous survey.

**Next Steps:**

- Follow-up to the survey regarding those programs who selected N/A on previous survey.
- Research information as it pertains to college entrance exams and the requirements surrounding those tests.
  1. Determine what skill levels are needed to pass entrance exams.
  2. Focus on students who do/do not have a goal of transitioning.
- Conference call scheduled for February 20, 2007 at 2:30 pm.

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

**Agenda Items:**

- Review Professional Development Planners.
- Review certificate program options and drawbacks.
- Explore options of mandating professional development planning process that includes a uniform reporting format.
- Marketing for Service Center Network.

**Next Steps:**

- Committee will explore certificate programs for adult education and provide information for the next meeting.
- Bevan will share the professional development needs of the planning and marketing benchmarks with the Service Center Network at the next meeting.
- Each committee member will provide their own professional development planning process currently being utilized at their program at the next meeting.

### **Curriculum and Instruction Committee – June Hickey, Chair**

#### **Agenda Items:**

- Final consensus on quality measures as they relate to curriculum and instruction – will provide to Marilyn and council.
- Discussion of adult education vocational programming in the state.
- Discussion of survey questions pertaining to vocational completion:
  1. What are the criteria for completion of each?
  2. Where does criteria come from:
    - Self-developed;
    - Outside accrediting standards;
    - Industry Standards;
    - Other.

#### **Next Steps:**

- Brian/Pat will provide types of vocational programs by reviewing area plans that are submitted. This information will be use to streamline the survey, which will be e-mailed to all programs prior to the next advisory council meeting.

### **V. General Discussion and Announcements**

- March 7-9, 2007 is the 2007 IACEA Conference.
- March 20, 2007 is the Adult Education Awareness Day at the Capitol.
- Next AEFL Advisory Council meeting is March 22, 2007 – location to be determined dependent upon if construction has started on the ICCB building.

### **VI. Adjourn:**

- Kendra Humphreys made the motion to adjourn the meeting at 2:00 pm. June Hickey seconded the motion. Meeting was adjourned at 2:00 p.m.