



DES PLAINES VALLEY REGION  
ADMINISTRATIVE COUNCIL  
FEBRUARY 7, 2013

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 9:12 a.m. on Thursday, February 7, 2013 in Room M142A at Triton College. In attendance: Dr. Fran Brady (Leyden Dist. 212), Ms. Toni Memmel (Elmwood Park Dist. 401), Mr. Phil Prale (Oak Park & River Forest Dist. 200), Mr. Ed Moyer (Proviso Dist. 209), Ms. Maggie Campbell (Proviso Dist. 209), Ms. Sheri Costello (Ridgewood Dist. 234), Ms. Patti Farlee (Riverside-Brookfield Dist. 208), Dr. Susan Collins (Triton College), Dr. Anne Cothran (DVR), and Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Collins moved, Ms. Memmel seconded the motion to approve minutes of the December 13, 2012 meeting. All ayes; motion carried.

AMENDMENTS

Previously Dr. Cothran contacted Council members requesting that they collect a wish list in case there is more money released for Program of Study work. Per yesterday's Board of Control meeting, additional funds will be used toward development of our Programs of Study website. Council members are to keep their wish lists for future reference.

CAREER CAMPS

At their meeting on December 19<sup>th</sup>, the Board of Control accepted the Council's recommendation that the following five camps would not be offered this year: Matrix Design Your World, Holy Cow Burgers Don't Grow on Trees, There's an App for That, Social Networking, and Glimpse Into Early Childhood Education.

Per agreement at the Administrative Council's December 13<sup>th</sup> meeting, we will offer Food Sanitation Certification, and we will also offer and combine Health Careers with How to Save a Life. Dr. Collins has since confirmed that What's Cookin' will be offered. Forensics will be offered but possibly reduced to fewer days and fewer hours per day.

This year's camps will run the week of June 17-21. Dr. Collins will discuss the budget with Dr. Cothran.

FACULTY CAMPS

At the December meeting the Council discussed deleting several career camps and running a few faculty camps. Initial comments from the Program Chairs were positive, although no details were available regarding content. The Council discussed the following.

Family & Consumer Science: ECE certification, to build on the statewide certification; Val Berger to clarify the level at which the high school teachers are doing; offer the week of June 10-14; ask the FCS committee if teachers would prefer to take Level One at Triton instead of traveling downstate.

Business Education: Karen Bear and Mike McGuire to discuss which software programs all our schools are using, and make a recommendation based on what industry certifications would be most useful; Council members to receive a follow-up email regarding their recommendation; avoid conflicts with TWE on June 25-26.

Industrial Technology: More difficult to find a common topic across all schools; possibly Adobe Suite would apply to IT teachers.

A suggestion was made to consider offering a counselor camp.

#### SCHOOL/COLLEGE PARTNERSHIP WORKSHOP VENUE AND DATE

After working through date conflicts, the Board of Control agreed to a contract with Hamburger University for Thursday, October 31, 2013.

#### SCHOOL/COLLEGE PARTNERSHIP WORKSHOP PRESENTER

The Council has had discussions regarding topics and speakers for the October School/College Partnership Workshop. Issues included building on the last two years of SCP Workshops with more depth in order to improve transition without remediation. Our October 2012 presenter, Judy Carr, received very high reviews from our participants. Dr. Cothran approached her about a follow-up workshop in October 2013. Ms. Carr offered three options which were reviewed by the Council. After discussion the Council agreed on Option Two but made recommendations for modifications to Ms. Carr's original outline.

##### Option 2: What Are the Systems Needed For Implementing the CCSS?

AM -- The Change Process and Developing High Quality Professional Development to Take the CCSS to Routine Use in All Classrooms

-- Cross District/College Job Alike and Content Area Teams: Creating a Collaborative Plan for Going Deeper in Our Content Area/Area of Responsibility. What does professional development need to look like for our colleagues and how are we going to get there?

PM -- Using Data and Evidence Walks to Support Implementation

-- Vertical Groups by District/College --

-- What Is Our Plan for Taking the CCSS to Routine Use in Our Settings Through Use of Professional Development, Data, and Evidence Walks?

The Council recommends changing the PM session to formative/summative assessment systems, and data assessment to facilitate communication and skill development. It was noted that we need to ensure counselors are involved.

#### PARTNERSHIP AWARD NOMINATIONS

Each year at the School/College Partnership Workshop awards are given for best practices in three categories: Programs that involve a partnership between a high school district and Triton College; programs that involve an initiative that is implemented in the school or district; and programs that are created and implemented by an individual or a team and used in the classroom or as a co-curricular activity. The 2013 Partnership Award nomination guidelines and forms

were provided. Nominations are due to the DVR office by March 7<sup>th</sup> and production of the award videos will be done this school year.

#### COMPASS TESTING AT HOME SCHOOL

Oak Park & River Forest High School had a successful program conducting COMPASS testing at their home school. Triton College is inquiring whether other schools are interested in developing similar programs at their own schools. Other Council members expressed interest. Triton will be notified and the appropriate representative(s) can take the next step in contacting the high schools.

#### FY14 REGIONAL ACTIVITIES

The Administrative Council recommended offering fewer Career Camps, and Heather Sass workshops have now been discontinued. Under the grants we need to continue with professional development, career development, programs of study, improvement of reading and math scores for CTE concentrators, and non-trad enrollments. Dr. Cothran discussed math in CTE programs; a program such as that offered through James Stones' associates would not be feasible due to cost. She also provided the Council with information on Pathways to Results as well as Lynn Rhea's segment on programs of study modules. The Council expressed interest in Lynn Rhea's modules. Dr. Cothran will obtain additional information for discussion at the next meeting.

#### PROVISIONAL CERTIFICATION UPDATE

ISBE is changing the Provisional Certification requirements due to the change from endorsements to licensing. After this semester, any teacher applying for provisional certification must have all their related work hours within the last ten years. Council members are to check with all current faculty in other departments who may qualify for CTE areas (work in engineering, IT, business, etc.). Provisional application paperwork will have to be filed as soon as possible to get the certification this semester.

#### IT INDUSTRY CREDENTIALS

Previously the Council received information that Business Education teachers could take free testing for IT credentials at the Connections Conference. The testing was to be available through Certiport, but the Connections schedule has been changed and the testing will not be available at the conference. Dr. Cothran had forwarded information on how to register to prepare for the testing. She raised the question whether teachers would be interested if we could arrange for testing in the northern part of the state. Council members are to check with their teachers regarding their interest. Dr. Brady noted that Leyden uses Certiport and it is a good program.

#### TEMPLATE FOR FACULTY COLLABORATIONS

Dr. Cothran created and sent out templates for the faculty collaboration meetings to help us keep track of the progress each group is making. Some Council members had responded with suggestions for improvement to the templates. The groups need to review their own syllabi compared to Triton's. A second meeting has been agreed to for later in February to wrap up Biology. At this time we do not yet have dates for Math or English.

## PROGRAM COMMITTEE MID-YEAR REPORTS

The Council received midyear reports have from Business Education, Family & Consumer Science, and Industrial Technology. The Student Services report will be forwarded when received. Council members stated that the committees are doing a good job.

## PROGRAMS OF STUDY WEBSITE UPDATE

We have been working on developing a website for easy access and editing of our POS templates. Dr. Cothran displayed a sample website layout showing the types of information our site will contain and how students will navigate through it. Each district will have rights to update and change specific information for their respective district, such as course name changes. It was suggested that the Student Services department be responsible for updates. The goal is to have our POS website up and running this school year.

## DUAL CREDIT RECOMMENDATION

The Council was presented with the following dual credit recommendations submitted through Antigone Sharris, Engineering Technology Department at Triton.

Keep ENT 111, ENT 252 and ENT 280. Delete ENT 127 and ENT 215. Add ENT 104 Electricity Fundamentals - 3 credits, ENT 110 Production Drawings & CAD - 4 credits, ENT 204 PLC Fundamentals - 3 credits, and ENT 205 Robotics I - 4 credits. These additions will apply to both the Engineering Technology Certificate and the Engineering Technology Degree. Mr. Prale moved, Mr. Moyer seconded the motion to approve the dual credit recommendations as presented and submit them to the Board of Control for approval. All ayes; motion carried.