



DES PLAINES VALLEY REGION  
ADMINISTRATIVE COUNCIL  
MARCH 7, 2013

MINUTES

Ms. Denise Yaneck called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:05 a.m. on Thursday, March 7, 2013 in Room 201 at Riverside-Brookfield High School. 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), and Ms. Denise Yaneck (DVR).

Dr. Cothran was in Washington, DC this week meeting with legislators. Due to inclement weather that caused flight cancellations, she was unable to return from Washington in time for the meeting.

APPROVAL OF MINUTES

Ms. Farlee moved, Mr. Moyer seconded the motion to approve minutes of the February 7, 2013 meeting. All ayes; motion carried.

Regarding career camps, a question was raised as to whether the schools will again this year receive printed brochures. A suggestion was made to develop a slide show that schools can run on the TV monitors in their school hallways. The slide show could be produced by DVR, a high school club, TV students, or by students needing to complete a community service requirement. One school could produce the slide show and send it to all the other schools.

DUAL CREDIT RECOMMENDATION

ARC102 OSHA 10-Hour Construction Training: 1 credit. Course description: Recognize and prevent hazards on a construction site in accordance with OSHA 10-hour training guidelines;. Lecture: 1 hour (course fee required). Students successfully completing this class are awarded the OSHA 10 Hour Card which is an important credential for anyone wanting to work in construction. ARC102 is attached to the Independent Building Contractor Degree C235A. It may eventually be part of the Horticulture curriculum also.

Mr. Prale moved, Mr. Moyer seconded the motion to offer ARC102 for dual credit at the Triton campus. All ayes; motion carried.

A comment was made that we keep adding dual credit courses to the list, but are students taking the courses? Should we focus on just a few?

## DUAL CREDIT HANDBOOK

The Council provided the following suggestions for updating the Dual Credit Handbook.

Page 3 – TRANSFER COURSES: Include the website for transfer credit with the Illinois Community Colleges and four-year colleges (the site is listed in the Triton catalog).

Page 6 – PLACEMENT TESTING: There is no notation about what happens if a student does not meet the expectation. Mr. Prale stated that OPRF includes additional language to clarify this. It was requested that he forward the written statements to the DVR office as an example.

Page 8 – Need to include information about the requirement of high school teachers being qualified to teach Dual credit, per the ICCB requirement.

Page 9 – REGISTRATION: There is a typo in Triton (“Trion”).

Pages 11-12 – MASTER LIST OF COURSES: The prerequisite of “none” is technically incorrect since students do have to meet Triton entry level requirements.

Remove all references to articulation since it sunsets at the end of FY13 and current seniors are the last group of students eligible for articulated credit.

When the handbook is updated, the Council requested that they receive a copy to proof before it is reprinted.

## UPDATING THE DUAL CREDIT LIST

Each Council member received the complete list of dual credit courses and the courses that apply to their respective districts. Before deleting anything, the Council requested that they receive a complete listing of which schools offer which courses. Then they can consider dropping any courses that don’t apply to any schools. The Council also suggested looking at a three-year trend to see how many students are taking each course to determine if there is growth.

Ms. Farlee raised the question as to who advocates for dual credit in each school. Dr. Brady stated that the CTE department promotes it in her district, and she contacts the non-CTE departments to confirm whether they want her to promote the dual credit options that apply to their areas. In some other schools, counselors promote dual credit.

## FACULTY MEETINGS FOR DUAL CREDIT

Last November we began extending our faculty-to-faculty conversations to extend dual credit opportunities across all areas that can improve dual credit options for students pursuing any AAS degree or certificate. We attempted to schedule English, Math, Biology, Health and CIS.

Dr. Brady brought forth a recommendation from the CIS group that CIS101 be offered this summer. Dr. Brady moved that the schools collaboratively offer CIS101 this summer as a dual

credit class, on Triton's campus, with no charge-backs to the local districts. Mr. Moyer seconded the motion. All ayes; motion carried.

Mr. Prale stated that teachers may want to sit in on the class to see what it requires.

A question was raised as to what is the cost for a Triton instructor to teach a class either on Triton's campus or online. It could be a positive effort if the high schools all split the cost in order to provide the necessary Triton teacher.

Teachers who have taken part in the recent faculty-to-faculty meetings are asking about follow-up, the status of what's happening, and what is the next step? There was a recorder assigned to take notes in each group, and the Council requested that those notes be forwarded to them so they can be shared with their district members.

The Council recommended setting up round two meetings before the end of the school year, if additional meetings are needed based on the notes from the first meeting.

We also need to clarify exactly what we are trying to accomplish as we are investing people's time in these meetings.

We need a bridge between these meetings and our October workshop.

English is critical, but the group hasn't met. There is a four year English requirement; if students can take an English class for dual credit the summer between their junior and senior year, we must consider how this impacts the schools.

#### SCHOOL/COLLEGE PARTNERSHIP WORKSHOP PRESENTER

The Council has had discussions regarding topics and speakers for the October workshop. Issues include building on the last two years of workshops with more depth in order to improve transition without remediation, and including strands that cover academic, elective and counseling involvement. At the February meeting we evaluated some options for workshop content submitted by Judy Carr. The Council had expressed interest in one of Dr. Carr's options however modifications were requested. Dr. Cothran had contacted Dr. Carr regarding the modifications, but Dr. Carr was uncomfortable with the changes. Attempts at organizing a conference call were unsuccessful.

Since the Council members had expressed interest in a Programs of Study workshop from ICSPS, Dr. Cothran obtained a proposal from Lynn Rhea. In reviewing the content of the proposal, Council members understand that ICSPS will need to work closely with us over the coming months to structure focused content for the day. This could become the basis on which we build the next several years of workshops.

Mr. Prale moved, Ms. Memmel seconded the motion to approve working with ICSPS for the October 31, 2013 School/College Partnership Workshop. All ayes; motion carried. The recommendation will be taken to the Board of Control.

#### PARTNERSHIP AWARD NOMINATIONS

The 2013 Partnership Award nomination guidelines and forms were distributed with the February 7<sup>th</sup> agenda. Nominations were due to the DVR office by March 7<sup>th</sup>. Council members requested an extension to Tuesday, March 12<sup>th</sup>.

## BUDGET PLANNING

ISBE has advised us to submit our budget with the same figures used this year, understanding that by the time the federal sequestration is sorted out, we will be asked to amend in May or June with whatever revised budget is finally calculated. ISBE has also advised that there may be a short turnaround time from when they open the IWAS grant until the grant submissions must be completed. Dr. Cothran suggests that Council members fax or email to her a spreadsheet that includes function code/object code, detail description, and budget amount for each line so they can discuss any modifications prior to IWAS becoming available. This will shorten the time it will take to comply with submission.

Council members also need to submit their FY13 activities evaluations as well as FY14 planned activities that reflect their budget lines. It would be helpful to Dr. Cothran to receive these electronically.

Council members requested that they be given a specific due date for submitting the FY13 activities evaluation and FY14 planned activities.

## FACULTY CAMPS

Initial ideas for summer faculty camps include the following.

ECE

Adobe Suite

Excel

Internet Tools

The Council requested the following.

Specific dates for each camp.

Clarify whether ECE is at Triton or another place in this area (other than Bloomington).

Who is Adobe Suite for? Art? Web?

Provide more details, especially for Excel. (What will it cover? It needs to be relevant – what will they develop to use in their classes?)

Excel is also listed under Internet Tools – what is different?

All of the details are needed ASAP so the camps can be published and we can get the dates into peoples' calendars.

## COMPUTER PROGRAMMING

In past meetings the Council discussed the low levels of participation in the camps for social networking and creating apps. As a result it was decided to drop those camps from the list.

However, recent events have shown not only the importance of students learning programming skills, but also the creative resources being launched to develop student involvement. Council members received a list of these creative resources.

The Council was asked to discuss ways to use these resources to create opportunities for our students. A suggestion was made that this could be done in a school club. Further discussion centered on low enrollments in career camps because students do not see the value. The question was raised as to whether a camp could be held at a satellite location instead of at Triton – perhaps at a business location if the company would not have liability issues related to having students on the premises.

## EVALUATIONS AND STUDENT GROWTH

Everyone who evaluates has been taking the training this year. Many people are addressing the issue of how to appropriately measure student growth. The Council was informed that Vicki Phillips, Division Administrator at ISBE, has stated that they are creating guidance documents to implement PERA. Seventy percent of teachers are not in reading or math and therefore will be using additional testing instruments in Level I, II, & III. WorkKeys is a Type I if using KeyTrain as pre & post measures, but is not technical skill specific. In the fall ISBE will be reaching out to IACTE to gather teacher teams by content area to work on recommendations.

## ISBE CERTIFICATION SYSTEM

ISBE is changing their teacher certification software in a few months. Council members were informed that ISBE advises us to caution certified staff about the importance of copying out all pages in the current ECS system before the software transition takes place.