



c/o Triton College, Building M, Room M100  
2000 Fifth Avenue, River Grove, IL 60171

DES PLAINES VALLEY REGION  
ADMINISTRATIVE COUNCIL  
APRIL 11, 2013

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:10 a.m. on Thursday, April 11, 2013 in the Private Faculty Dining Room at Oak Park & River Forest High School. In attendance: Dr. Anne Cothran (DVR), 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), Ms. Cheryl Antonich (Triton College), and Ms. Denise Yaneck (DVR).

Dr. Cothran distributed information on the R&D STEM Learning Exchange: Opportunities for High School Engagement.

APPROVAL OF MINUTES

Mr. Moyer moved, Dr. Collins seconded the motion to approve minutes of the March 7, 2013 meeting. All ayes; motion carried.

FY14 MEETING CALENDAR

The DVR office is collecting FY14 district calendars in order to compile the regional calendar. The Administrative Council will establish their FY14 meeting dates at the next meeting. A request was made to include dates for career days, etc. on the regional calendar.

FACULTY WORKSHOPS

Triton College has been working on designing faculty camps for summer 2013. Prior to the meeting, Council members had been requested to have faculty answer a brief survey on this topic. Dr. Collins shared the results of the survey. Several responses were received Arts & Sciences teachers, but we must have representation from Business and Technology. Teachers are most interested in Excel and Internet Tools. Dr. Collins anticipates approximately 30-35 participants. She will proceed with analyzing the survey results and work out the schedule, room arrangements, instructors, etc. Details will be given to Dr. Cothran to forward to the Council members who will forward the information to their teachers. Responses from those who will participate are due by May 24<sup>th</sup>.

SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

In the last meeting the Council approved a recommending that the Illinois Center for Specialized Professional Support (ICSPPS) be selected as the October 31, 2013 SCP Workshop presenter on the topic of Programs of Study. The Board of Control approved ICSPPS with the understanding that Council members will work with Lynn Rhea to develop details of the presentation content

and format. The Council discussed the workshop with Dr. Rhea via conference call. Discussion included the following.

A one-hour session on the basics of Programs of Study will be held to provide an understanding of career clusters, alignment of post-secondary, alignment with the Illinois Pathways Initiative, and to provide resources. The target audience is counselors.

Sessions for the day of October 31st:

1. Faculty, administrators, and counselors separated into small groups for discussion regarding roles/expectations in POS. Groups will reconvene to discuss knowledge gained in the small group breakouts.
2. Curriculum alignment. This will be a large portion of the day. Common Core to be included. What is the next level of Common Core? Address Common Core in terms of the assessment tools being used in the schools.
3. District meetings on how to facilitate greater transition and reduce remediation. Counselors need to understand the role of POS as continuous learning, to see opportunities for all students (POS offers many “on and off ramps,” not just a straight line to a four-year experience).

The workshop’s structure will be strands for the individual groups, with groups coming together at various points during the day.

The date and venue need to be established for the one-hour POS basics session.

Dr. Rhea will rework the agenda based on today’s comments, and she will contact Council members for further discussion.

At the May meeting the Council will have another conference call with Dr. Rhea.

Dr. Cothran will request that Dr. Rhea forward the revised agenda so the Council can review it in preparation for the May conference call.

Per Dr. Rhea’s request, names and titles of participants will be provided to her next month.

Districts will have the same number of seats as in FY13.

Following the conclusion of the conference call, a question was raised as to what type of follow-up and communication occurs after the workshops.

### CAREER SURVEY FOR DISTRICTS

The State of Illinois is developing a statewide technology infrastructure known as the Illinois Shared Learning Environment (ISLE). The Illinois Workforce Investment Board’s Illinois Career Development Task Force has defined career development as interventions (programs, services, and resources) that are designed to improve individual career awareness, exploration, choice, preparation, and management. This project will develop and implement a baseline survey of the existing online resources that are currently used by program and service providers to assist in the implementation of these career development interventions. These survey results will inform and assist the planning and implementation of ISLE by identifying those resources that most urgently require integration into the ISLE design.

DVR has been asked to have all our schools beta-test this survey next week so adjustments (if needed) can be made prior to asking every school district in Illinois to participate. Dr. Cothran contacted all K-12 superintendents asking them to identify their district representative who will complete the survey. She anticipates receiving the survey link today and forwarding it to the appropriate district personnel. The survey is to be completed by April 12<sup>th</sup>.

## FY13 CLAIMS AND FINAL AMENDMENTS

By now all orders should have been placed, and most reimbursement claims filed for everything except final consultant fees and activities that have dates late in the school year. Any districts with unspent money in a budget line need to finalize amendments so the money can be used. Mr. Moyer indicated he will be amending both grants. Ms. Memmel stated she will have one amendment. These amendments will be done in April.

## BUDGET PLANNING

ISBE issued CTEI regional budget figures which Dr. Cothran forwarded to each district for budget planning purposes. Perkins is still anticipated to be down five percent from this year. Although IWAS is not yet open, in order to be ready to submit the grants on time Dr. Cothran needs from each district their FY13 activities evaluations as well as FY14 planned activities that reflect their budget lines. The planning sheets were previously provided to Council members. Dr. Cothran stated that districts must use specific measures to identify how they will improve in categories not meeting specific performance levels.

## DUAL CREDIT CLASSES HISTORY

Previously Council members requested a three-year history of dual credit enrollments in order to consider if classes should be removed from the approved list. Dr. Collins submitted a request to the Triton Research Department to compile this information. Results have not yet been received. The DVR office compiled a list of all dual credit courses and which schools are offering them; the list was distributed to Council members.

## NEW DUAL CREDIT RECOMMENDATION

The Council received course details for PED106 – Total Fitness. Mr. Prale moved, Mr. Moyer seconded the motion to recommend to the Board of Control that PED106 be offered for dual credit. All ayes; motion carried.

## CAREER CAMPS

When DVR began working on promotion of camps and registration of participants, we were required to increase our liability insurance. Dr. Cothran notified the Board of Control that our insurance carrier had cancelled the insurance covering DVR's liability for the camps. She continues to work on finding a replacement provider and had hoped to have an answer by this meeting. Dates for camps are set, but the insurance issue has held up registration since, without coverage, DVR cannot handle registration. If DVR cannot obtain replacement coverage, the camps will revert back to how they were done originally with camp instructors handling promotion and registration. Council members are to inquire within their own schools regarding their district's insurance and whether it covers students going to offsite locations such as is done in the Health Careers camp.

## PSAE TESTING – USING LOCATING INFORMATION

This year all schools will receive the Locating Information test for use on Day 2 of PSAE testing, but are not required to administer it. Locating Information is the third test required to confer the National Career Readiness Certificate for students, which is a nationally recognized industry certification. Dr. Cothran recommended that schools promote results of students earning gold, silver, and bronze certificates. This topic will be on the May meeting agenda.

#### FY14 PROGRAM COMMITTEE PRIORITIES

In the May meeting we will have the final committee reports for FY13 and will need to develop priorities for the committees for FY14. Council members are to begin thinking about what those priorities should be.

#### FY14 ADMINISTRATIVE COUNCIL PRIORITIES

With the Programs of Study website being developed, it will be time to assess what we want to address as priorities in the Administrative Council meetings in FY14. Ideas presented at this time included POS (what will we need to do with it next year?), credentialing, and advisory councils. Dr. Cothran noted that grant funds can pay for professional development but cannot pay fees to take certification tests.

#### FY13 PERKINS – EXTERNAL ASSURANCE VISIT

The External Assurance visit will focus on FY13 Perkins. Dr. Cothran has inquired of ISBE about the dates, but the only information she has received is that an official letter will be sent. It is anticipated that the visit will be mid-May.

#### DEMONSTRATION OF PROGRAMS OF STUDY WEBSITE FUNCTIONS

We have been working for the last year on a website for student access to our Programs of Study templates. The website developer has provided a demo which was shared with the Board of Control. Council members viewed the demo showing the dashboard functionality that will allow the site to be sustainable over time. The initial templates would be uploaded and the dashboard will allow future changes and updates. The Board approved proceeding with getting firm quotes for writing the programming so we can move forward with getting the POS website up and running.