



DES PLAINES VALLEY REGION
ADMINISTRATIVE COUNCIL
NOVEMBER 3, 2011

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:38 a.m. on Thursday, November 3, 2011 in Room 146 at Elmwood Park 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), Mr. Steve Silca (Ridgewood Dist. 234), Mr. Nick Gehl (Riverside-Brookfield Dist. 208), Ms. Mary-Rita Moore (Triton College), Dr. Susan Collins (Triton College), Dr. Virginia Cabasa-Hess (Triton College), Dr. Anne Cothran (DVR), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Brady moved, Mr. Moyer seconded the motion to approve minutes of the September 8, 2011 meeting. All ayes; motion carried.

REVIEW PROGRAM APPROVAL PAPERWORK

Any school that needs a new program opened or a change made in an existing program needs to use the forms that are included in the Administrative Council handbook. Dr. Cothran is meeting with each Council member to review their FY12 approved programs. Although the forms have earlier deadlines on them, the in-person meetings will be within an acceptable timeframe in order to make changes for the current school year. Changes for FY13 will be accepted next spring and the updates will be made over the summer.

TECHNICAL ASSISTANCE VISIT

DVR's visit is scheduled for February 10, 2012. Dr. Cothran has not yet received a list of items the Technical Assistance representatives will review, however they will check endorsements, transcripts, the state certification system, and 2,000 hour work verification documents. In preparation, Administrative Council members need to verify that the HR department has on file the teacher certification and work hours that apply to any course on the teacher's FTE/master schedule assignment; verify that records include 2,000 work hours documentation, in one department, with 250 in any assigned CIP; and verify that the Teacher Service Records (new report distributed at the meeting) are filed accurately by the HR department for FY12. They also need to verify that the properties list is on file and up-to-date since Technical Assistance could request to see a specific equipment item. Schools could have records in electronic or paper format. A sample work-related hours documentation template and properties list template are available on the DVR web site in the Members Only Section.

OCTOBER 2011 WORKSHOP EVALUATIONS AND DEBRIEFING

Council members received a summary of evaluations from the October 5, 2011 School/College Partnership Workshop. Discussion included the following.

In prior years at Brookfield Zoo we did not have any many people so we had more room.

Some breakout groups were disproportionately large.

Good discussions took place in the breakout groups.

Some schools have not forwarded to DVR the notes from their afternoon breakout session.

Council members shared what they found to be best part of the workshop, including the following.

The leadership teams were in attendance.

Discussion between high school and college faculty.

The speaker's presentation in the morning applies to both high school and college.

Afternoon discussion with district representatives and the superintendent.

Having the academic people with us.

Sharing ideas.

Good conversation in the groups.

District time to meet; collaboration action items discussed.

Opportunity to talk with other people from other institutions about topics in your content area.

Common thread between high school and college.

Council members also identified areas of the workshop that needed improvement, including the following.

Some breakout groups were too large.

Need to continue the faculty to faculty discussions.

Need smaller groups in order to interact more.

Need to communicate about what we do; need to get everyone onboard.

Need more concrete information on our particular schools and how it relates to the Compass.

The setup wasn't realistic (everyone looking at a test on the main screen).

Wanted to know more about the diagnostics; saw what the test looked like but didn't learn about the test.

More time at lunch.

Took too long to get to the Compass test (what it was all about).

People felt it was a sales pitch; didn't get details quick enough

OCTOBER 2012 PLANNING

The past two years' School/College Partnership Workshop topics have been "Formative Assessments" and "Improving Transition to Post-secondary Without Remediation." To begin planning for the October 2012 workshop, the Council's discussion about topic, participants, and venue included the following.

Topic

In this continuum, the third step is the content that makes it happen.

Do our students finish their programs and go on? Are we preparing them? What are the trends in what students do when they leave high school?

What do completers do that actually makes them complete (persistence, support systems)?

What do we do to help non-completers? What are the obstacles and barriers? Are there institutional barriers?

Identify essential skills that are important for successful completion, and how effectively are we teaching those skills?

Utilize the “Pathways to Prosperity” report. Could we have a presentation about this report?

Develop our use and understanding of career development as an approach; college is the means to an end, not the goal.

What does a sophisticated career development program need to include?

The workshop needs to produce hands-on, practical, local, “in the trenches” outcomes/samples specific to the disciplines – something you can take away with you and use immediately.

Look at curricular alignment.

Do expectations of the high schools mirror the expectations of college instructors?

At the high school level, we need to tie in DVR/CTE with academics, not just do this once a year at the workshop.

Issue of credentialing students; it is cross-curricular; students need the math and reading skills to pass industry tests. The college thread is the Program of Studies component (credentialing is one piece of the POS).

It’s apparent that credentialing can apply to areas like IT, but how can it apply to an area such as health careers?

Common Core: Bridge between high school and college; need more than an explanation of what the Common Core is; how to use it in our high schools.

Focus on contextualizing the Common Core.

The group reached consensus that Common Core would be the recommended topic for October 2012. Dr. Cothran will explore sources for Common Core speakers.

Participants

Suggestions: Curriculum leaders; the people who actually write the curriculum; the teachers.

English and math representatives to be there to provide input; they can also make use of the real world applications in their classes too; they would understand the level of technical reading, etc. needed in CTE.

Venue/Setup

Ideas included one large room with smaller breakout rooms; square tables instead of round;

McDonald’s Lodge in Oak Brook was one suggestion. Look in Rosemont and Oakbrook. Close proximity is preferred. Dr. Cothran will begin exploring possible locations. Council members were asked to forward suggestions to her.

The proposed date for next year’s workshop is October 4, 2012. A question was raised as to what we can do as preparatory activities with our staff members during the remainder of this school year.

CHANGE OF VENUE FOR FEBRUARY 2012 ADMINISTRATIVE COUNCIL MEETING

Due to the STEM Summit being hosted at Oak Park & River Forest High School, the February 2nd meeting will be exchanged with either Ridgewood or Riverside-Brookfield. Mr. Silca will check to see if space is available at his school and will e-mail his response to Dr. Cothran.

AVAILABLE DUAL CREDIT ON HIGH SCHOOL CAMPUSES

Dean Moore distributed to everyone a master list of dual credit courses on Triton’s campus, and she provided individual district representatives with their respective school’s available courses. With restructuring at Triton, Dr. Cabasa-Hess will be the schools’ main point of contact. Mallory Martin

is Triton's Dual Credit Specialist and has been attending the DVR Student Services meetings. Triton now has mandatory placement testing in math, reading, and writing.

CUSTOMIZE PARTNER TOOLKIT – SCHOOL ADOPTION BY PROFESSIONAL ORGANIZATION

Last year our Regional Business Advisory members gave permission for DVR to use the Partner Toolkit developed by the Metropolitan Chicago Healthcare Council, including editing and creating new topic pages using their format. The program designer spoke at the DVR Regional Advisory meeting in May and breakout groups began working on issues related to developing systems and procedures so partners know what to expect when collaborating with schools. Council members received one example of the format on 9th and 10th grade Career Orientation: Site Visits. Blank copies were provided for the Council to begin to work on issues related to a school being adopted by a professional organization. Dr. Cothran would like the Council to begin working on particular kinds of collaboration with business and industry.