



Des Plaines Valley Region

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DES PLAINES VALLEY REGION (DVR) ADMINISTRATIVE COUNCIL APRIL 15, 2010

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:14 a.m. on Thursday, April 15, 2010 in the Heritage Room at Oak Park & River Forest High School. In attendance: Dr. Fran Brady (Leyden), Ms. Toni Wurch (Elmwood Park), Ms. Amy Hill (Oak Park & River Forest), Dr. Joan McGarry (Proviso), Ms. Tracy Jopa (Ridgewood), Ms. Patty Sarkady (Riverside-Brookfield), Ms. Antoinette Baldin (Triton), Dr. Susan Collins (Triton), Ms. Mary-Rita Moore (Triton), Dr. Anne Cothran (DVR).and Ms. Denise Yaneck (DVR).

ITEM I – APPROVAL OF MINUTES

Ms. Wurch moved, Ms. Moore seconded the motion to approve minutes of the March 5, 2010 meeting. All ayes; motion carried.

ITEM II – TRITON/DVR DUAL CREDIT HANDBOOK – FIRST READING

Dr. Cothran acknowledged Ms. Moore's efforts to put together the Dual Credit Handbook. Council members provided feedback about the document, particularly the timing to process the offering of additional courses as described on page 7. A liaison is needed at each high school, and that person could be identified in the appendix which could be updated each year. Per the Council's recommendation, the handbook will be forwarded to the Student Services Committee for their review and input. Ms. Hill will share her district's template of a parent letter. Ms. Moore stated that Triton will absorb the cost of mailing letters to parents. A dual credit video is available on Triton's web site. A suggestion was made to make the handbook available on the web site as well. Currently Ridgewood, Elmwood Park, and Oak Park & River Forest are participating in dual credit on-site. The Council agreed that Ms. Moore and Dr. Cothran will revise the Dual Credit Handbook according to today's discussion and present the document to the Board of Control in May.

Ms. Moore stated that Triton is contracting some programs, and this affects dual credit offerings including the elimination of Marketing, Construction, Heating and Air Conditioning, and Interior Design. Marketing is being merged in with Business, Interior Design will be merged into Architecture, Construction may be merged into Architecture, and Respiratory Care is being withdrawn. An updated list was distributed. Ms. Moore will send an electronic copy following the meeting. She added that Triton will reduce service hours and is streamlining various processes.

ITEM III – REGIONAL ACTIVITIES FY11 – CAREER CAMPS

A list was distributed that identified FY10 career camps and proposed FY11 camps. Dr. Cothran thanked Ms. Baldin for making arrangements for the camps, and she acknowledged Ms. Wurch's contribution to interviewing camp coordinator candidates. A suggestion was made to consider offering a Video Gaming camp; Ms. Baldin stated that Triton would not be able to fund this camp. The Council agreed to this FY11 regional program.

ITEM IV – REGIONAL ACTIVITIES FY11 – PROFESSIONAL DEVELOPMENT

A curriculum workshop with Heather Sass is planned for June 17-18 and will be hosted at West 40. The Council's recommendation is that the workshop be held from 8:00 a.m. to 3:00 p.m. Twenty-four persons can attend. Dr. Cothran is still collecting names of potential attendees. Following the June workshop, more curriculum workshops can be held if the need is determined, and Dr. Cothran is budgeting for additional workshops in FY11. The Council agreed to this FY11 regional program.

ITEM V – REGIONAL ACTIVITIES FY11 – TEACHER WORKPLACE EXPERIENCE

Ms. Karen Bear is coordinating the 1.5 day Teacher Workplace Experience which is a modified version of the former Student & Staff Integrated Learning Experience program. Dr. Cothran is budgeting for the program in FY11 as well. The Council agreed to this FY11 regional program.

ITEM VI – REGIONAL ACTIVITIES – PROGRAMS OF STUDY BUSINESS & INDUSTRY PARTNERS

Dr. Cothran reported that she has met with Dr. Sheets, Senior Policy Advisor to the Illinois Department of Economic Development and Lead for the Illinois Business Roundtable about Business & Industry Advisory Councils. His recommendation is that we focus on career cluster areas, and presently a STEM advisory and a Health Careers advisory are being looked into. Dr. Cothran has contacted the Chicago Metropolitan Healthcare Council. The FY11 budget includes \$2,000 for business and industry partner meetings. The Council agreed to this FY11 regional program.

ITEM VII – OCTOBER 2010 SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

Dr. Cothran stated that the Board of Control is still debating the location. At Triton, only part of the space formerly used for the workshop is available. Dr. Cothran requested Council members' input on a banquet vs. a reception, and the Council prefers a reception. A representative from Dr. Marzano's organization will be the keynote presenter. The date of either October 5 or October 6 will be selected. Council members highly suggested Brookfield Zoo's Discovery Center as the venue.

Dr. Cothran noted that Items III through VII are a recap of the regional budget that will be presented to the Board of Control next week.

ITEM VIII – PROGRAM COMMITTEE ACTIVITIES

Dr. Cothran stated that ISBE has created state level course descriptions that will be part of the on-line system for the ISIS claims process. It is anticipated that the on-line system will be ready by August 2010. The new system will require a review of our courses in relation to the new state level course descriptions. Dr. Brady suggested that program committees conduct the course review.

ITEM IX – FY11 DVR ADMINISTRATIVE COUNCIL PRIORITIES

With the expansion of career camps, coordinator job descriptions and skill requirements need to be reviewed. The following questions were raised: Should current coordinators have to re-apply and re-interview for their positions? Should positions only be opened for new applicants if the current coordinator does not want to continue? How will it be handled if a coordinator does not do well? A suggestion was made to have a committee work on a proposal that would address this topic. Dr. Brady, Ms. Wurch, and Ms. Sarkady volunteered to work on a document to be reviewed by the Council.

ITEM X – FY11 COMBINED SCHOOL CALENDARS AND MEETING DATES

The Council received a regional calendar combining all of the individual district calendars. Not all schools have finalized their FY11 calendars at this time. The Council agreed to the following meeting dates for the 2010-11 school year: September 9, November 4, December 9, February 3, April 7, and May 5. The Council also agreed that program chairpersons do not need to attend the September meeting, nor do they need to attend the February meeting but rather could submit a written mid-year report or Skype into the February meeting, and should attend the May meeting to provide an end-of-year report and receive the Administrative Council's direction for the upcoming year.

ITEM XI – ILLINOIS NON-TRADITIONAL LIST UPDATE

Council members received the updated ISBE list as an informational item.

ITEM XII – REGIONAL PROMOTIONAL MATERIALS

Ms. Sarkady displayed a sample of the poster her school uses to promote CTE programs. The Council agreed that two sizes of posters should be used in the schools, (sample size shown in the meeting and also flip chart size) and the posters' information should be organized by career clusters, showing multiple entrance and exit points in education, per the information on careerclusters.org. School representatives will need to determine the number of posters needed.

Dr. Brady stated that Leyden students can sign up for a YouTube web site that promotes CTE. The suggestion was made to have the schools' media departments produce videos about CTE and post the videos on the Internet.

The suggestion was made for the Council to review DVR's web site and provide input for changes. The Council will address this topic in FY11. Dr. Cothran noted that teachers who need work related hours in web design are not interested in doing DVR web site work.