

ADMINISTRATIVE COUNCIL
DES PLAINES VALLY REGION
FEBRUARY 7, 2008

MINUTES

Ms. Karen Schmidt called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:07 a.m. on Thursday, February 7, 2008 in Room 207 at West Leyden High School.

In attendance:

Leyden: Dr. Jack Denny, Dr. Fran Brady

Elmwood Park: Mr. Pete Binder

Oak Park-River Forest: Ms. Amy Hill

Ridgewood: Ms. Jennifer Buteyn

Riverside-Brookfield: Ms. Patty Sarkady

DVR: Ms. Karen Schmidt, Ms. Denise Yaneck

Program Chairpersons: Ms. Gloria Currins, Ms. Val Pozen, Mr. Joe Stolz, Ms. Marijana Uremovic

APPROVAL OF MINUTES

Dr. Denny moved, Mr. Binder seconded the motion to approve minutes of the December 6, 2007 meeting. All ayes; motion carried.

HEALTH CAREERS CAMP

Interviews for health camp coordinator were held on December 6th. The Board of Control approved two of the applicants as co-coordinators at their meeting on February 6th. It is anticipated that the application form and related information will be ready for distribution at the Administrative Council's April meeting. The event will be held June 11-13.

PROGRAM COMMITTEE MID-YEAR REPORTS

Program chairpersons presented reports about committee meetings and accomplishments for the first semester.

Student Services: Ms. Uremovic stated that her committee is using the Learning for Life resource. Committee members met with the career service staff at Triton. They are creating more opportunities for students to go on career-related field trips, and Ms. Uremovic described some of the activities students have done during field trips. (See Student Services report – Attachment #1.)

Family & Consumer Science: Ms. Pozen reviewed the committee's activities to-date. Upcoming expos include the areas of Fashion, Foods, and Teaching. A Medical Careers expo may be scheduled as well. (See FCS report – Attachment #2.)

Industrial Technology: Mr. Stolz stated that Triton has hosted two teacher workshops. Meetings have been held in the areas of Automotive and Construction/Architecture. Articulation agreements have been reviewed. (See Industrial Technology report – Attachment #3.)

Business Education: Ms. Currins highlighted meeting activities which have included review of articulation agreements, planning for the Women in Non-traditional Careers conference scheduled for March 13th, and curriculum sharing. (See Business Education report – Attachment #4.)

Chairpersons noted that there are many new members on their committees. There is a need to ensure that new representatives are informed about DVR and that they understand their role and responsibility as a DVR committee member. Schools have different methods for providing this information to new persons.

CURRICULUM REVIEW

The Family & Consumer Science committee reviewed curriculum for Child Care Practicum 1 (H111) and Child Care Practicum 2 (H112). No changes were recommended. Dr. Brady moved, Ms. Sarkady seconded the motion to accept the committee's review. All ayes; motion carried.

TECH PREP IMPLEMENTATION GRANTS

Council members submitted written reports about Implementation Grant activities to-date.

FY09 GRANTS

Perkins IV information was distributed. Schools must have a five-year plan. Local planning goals include incorporation of CTE vision, rejection of status quo, program improvement, integration, and rigorous curricula. Council members are encouraged to send letters to congressmen regarding supporting CTE and Perkins funding.

At the System Directors meeting on February 13th, and ISBE representative will provide information on the new "e-Grants" process of submitting our grant applications electronically.

Ms. Schmidt and Mr. Lund will meet individually with Council members in the DVR office, to assist in planning FY09 grants. The following schedule was developed: Tuesday, March 4th – 1:00 Riverside-Brookfield, 2:00 Elmwood Park; Wednesday, March 5th – 11:00 Proviso, 1:00 Oak Park-River Forest, 2:00 Leyden; Thursday, March 6th – Triton and Ridgewood following the Administrative Council meeting. Council members are to check for conflicts with their scheduled meeting times.

WILL RICHARDSON PRESENTATION

As part of the meeting, the Council attended a presentation by Mr. Will Richardson. He is a speaker, presenter, teacher, trainer, and author of the book, "Blogs, Wikis, Podcasts and Other Powerful Web tools for Classrooms."

ISIS

For the schools that download and send their data to the DVR office for processing (i.e. Elmwood Park, Ridgewood, and Proviso), data files are to be submitted by February 21st. Leyden, Oak Park-River Forest, and Riverside-Brookfield should have all reports finalized and submitted to the DVR office by April 10th. The only new data element this year is inclusion of the state-issued student ID. Special populations data must be included.

DUAL CREDIT

Council members stated concerns about communication between Triton and the schools regarding dual credit. Ms. Schmidt will contact Ms. Moore regarding these concerns.

CAREER PLANNING BROCHURE

All brochures were completed and delivered to all schools. The format has been well received.

SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

The workshop will be held October 9, 2008 at Triton College. Ideas for the workshop included sharing of ideas/programs at the high schools and college. The Council is interested in focusing on topics presented by Will Richardson (i.e. utilizing blogs, podcasts, and other web tools in the educational process). A suggestion was made to have a panel identify and discuss issues, and share ideas for using these new technologies in the classroom. Ms. Hill will forward to the DVR office names of potential speakers.

INFORMATION

Documented grant expenditures to-date, payment schedules, and cash-on-hand were distributed.

STUDENT SERVICES – ATTACHMENT #1

1. Continue to pursue our Career Network by developing an online resource for DVR members with the following with the help of marketing, to be kept accessible to DVR educators with career fair contacts, field experience contacts.
2. Review, distribute and gather data from sophomore survey
3. Increase communication among ourselves in Student Services and Administrative Council: Members, our students and Triton to better reflect the mission of the Student Services committee as a representative within DVR.
Make use of all funds allotted for transportation, career materials, mini grants within individual buildings.
4. Complete a minimum of two experiences by end of 2007-08 school year.
5. Continue to provide training and access to Bridges and other career software/materials to all students:
Classroom instruction
Individualized meeting
Programming

Meeting highlights

- 9/07 Organizational and welcome
Five new committee members
Reviewed set goals for 2007-08 school year
Learning for Life representative Jessica Dillon discussed the inventory and its many uses
- 10/07 Survey results slowly started to roll in and decision on career experiences divided to gather and share contacts in all fields; Arts and Humanities; Business; Health; Law and Government; Fire/Emergency/Law Enforcement; Skilled Trades; Science; Engineering; Social Services; Communication
- 11/07 Results continued to be tallied and contacts shared. Triton's Career Services staff gave a wonderful presentation and shared resources. Thanks to Jennifer Fox, Janet Jaback, Jane Klingberg, Janice Lemon, and Kay Falcone.
- 12/07 School field trip reports
Report on experience #1
Conference updates and attendees

Field trip results

Elmwood Park High School

Planning a field experience to Elmhurst College for early March to check out their computer design program
A presenter came out to do a presentation on Making College and Careers Count
Hoping to set up an in-school field experience with the Secret Service

Ridgewood High School

Took a field trip to the Norridge and Harwood Heights Police departments. Students responded very well to the field trip. They viewed a PowerPoint presentation created by two of the officers, learned about crime scene investigation, and participated in a ride-along.

West Leyden High School

25 Medical Careers students topped off their semester with a jaw dropping experience at Northwestern Hospital. They visited autopsy, the minimally invasive surgery lab and a patient safety simulator.

Hugh Dellios, Latin American correspondent for the Chicago Tribune, spent a class period with our journalism class. He spoke about his Middle East experience. The students were fascinated.

Through the Learning for Life program, a group of seven students have connected with the medical post at Loyola Hospital. The students create their own curriculum and experiences. Will meet with sophomore class to discuss their PLAN results in relation to careers and college.

East Leyden High School

A field trip to Mario Tricocci is in the works.

Met with sophomore class to discuss their PLAN results in relation to careers and college.

Proviso East High School

Sophomore, junior and senior students have visited Loyola Medical Center for various health career presentations by the medical students. This program has been on-going since the beginning of the 2007-08 school year and will continue through April/May.

Proviso West High School

Planning on taking a group to the Triton sponsored teachers' workshop in February, along with some of our Teaching Internship students.

Planning health career related and/or the video game design experience at Elmhurst.

FAMILY & CONSUMER SCIENCE – ATTACHMENT #2

I. Subject Matter Meetings

a. Fashion Merchandising

- i. October 16, 2007 – Triton College
- ii. Annette Jajko discussed the Sports Marketing Certificate program. This program is transferable to all universities and may be completed in two 18-credit semesters. This program crosses over with the personal trainer program.
- iii. Annette Jajko also discussed the Fashion Merchandising Certificate program. The program is also transferable to all universities, and may be completed in two 18-credit semesters.
- iv. Annette Jajko and Chris Williams review the articulation outline, and the outline meets the articulation requirements.
- v. Valarie Pozen, Laurie Foss, and Annette Jajko reviewed the new course outlines for Leyden High Schools. The second level courses will meet the current articulation agreement.
- vi. Annette Jajko will begin the process to add two dual credit courses. These courses will be MKT 127: Visual Merchandising and MKT 169: Textiles and Construction. High school students will be able to take two dual credit courses each semester.
- vii. Fashion Expo
 1. The Fashion Expo will be held on March 6, 2008. MARK YOUR CALENDARS. PLAN YOUR FIELDTRIPS!
 2. The Expo will be limited to high school juniors and seniors.
 3. The Expo will run from 10a – 130p. Lunch will be provided.
 4. The Expo will have 5 stations through which the students will rotate. Those stations include the following:
 - Mannequin Draping
 - Giving Them Attitude
 - Textiles and Weaving
 - Window Display
 - Paper Sketching
 5. Schools may bring the following number of students to the Fashion Expo: (numbers based on current enrollment)
 - Proviso Schools: 30
 - Leyden Schools: 50
 - Oak Park River Forest: 15
 - Other regional schools – please contact Valarie Pozen with your requests at vpozen@leyden212.org

viii. Window Display

1. Chris Williams showed the attendees their current Triton window displays.
2. Chris presented information on how to assist the students with the windows, and the guidelines needed for successful windows.
3. Teachers brainstormed various ways of promoting their current programs. Teachers discussed different ways of promoting and building the fashion shows

b. Culinary

- i. October 23, 2007 – Triton College
- ii. Chef Jerome reviewed the new culinary outlines for Leyden High Schools.
- iii. The “Cuisine Chef and Catering” course will articulate with Food Prep Essentials and Theory – HIA 150.
- iv. The “Personal Chef and Dietetics” will articulate with the Triton Nutrition course – HIA 132.
- v. Chef Jerome will further review the “Pastry Chef and Restaurant Management” outline to determine if the class articulates with a Triton course.

- vi. Chef Jerome discussed the Baking and Pastry certificate which can expand into a degree. In addition, Triton has added a Beverage Management certificate. This certificate is unique to the entire Chicagoland area, and students must be 21 years of age to enroll.
 - vii. Chef Jerome, Jamell Primer, and Victor Mazzeo all discussed the need for trained personnel in the culinary fields. As this need increases, the industry will be forced to pay better wages for trained employees. This will greatly benefit all culinary students.
 - viii. Chef Jerome complimented all of the dual credit students. To date, they have not missed any classes, and they are all thriving with the challenging curriculum.
 - ix. Chef Jerome offered all region schools the opportunity to copy the CIA videos. He will loan them to schools upon request, and asks that they be returned as soon as possible after the tapes are copied. Triton has permission to copy the tapes.
 - x. Textbooks and Publications
 - 1. Triton uses and highly recommends the On Cooking book published by Prentice Hall and the Professional Baking book by Wayne Gisslen.
 - 2. Also recommended was the Culinary Review Magazine, and the Cooks Illustrated publication.
 - xi. Culinary Demonstration
 - 1. Chef Jerome organized a sushi demonstration given by one of the culinary students. The presentation included an explanation of equipment and ingredients and assembling of the sushi rolls.
 - 2. The students also discussed presentation techniques and demonstrated the use of a Japanese slicer.
- c. Child Care
- i. December 7, 2007 – Triton College
 - ii. Diane Rosenbrock stated that the regional outline is complete, and that no changes are needed.
 - iii. Diane Rosenbrock stated that the articulated students are thriving in the program. Adding the standards to the outline has facilitated their transition to Triton's program.
 - iv. Diane reviewed the course outlines for Leyden High School, and Leyden's course, "The Early Years" will be articulated.
 - v. Articulated Course is ECE 111 – Introduction to Early Childhood Education
 - vi. Dual Credit Courses:
 - 1. ECE 110 – Early Childhood Development
 - 2. ECE 111 – Introduction to Early Childhood Education
 - 3. ECE 146 – Child, Family and Community
 - vii. Triton Dual Credit Dvd
 - 1. Forbes Reyes showed the Triton College promotional dvd on dual credit. The dvd was well received by the teachers in attendance.
 - 2. Forbes stated that all of the high school instructors will be receiving a copy of the dvd for use in their classes.
 - viii. Basic Skills Requirement
 - 1. Diane also shared the basic skills tests requirement for all education students. The test must be completed prior to the end of the sophomore year of college. There is an online site for basic skills test preparation.
 - 2. Diane shared Triton's access code so that high school students may begin to practice for the test. The website for the test is www.basicskillsprep.org, and the Institution Pass code is "1ADZNTS2QI".
 - ix. High School Conference for Early Childhood Students
 - 1. Diane Rosenbrock explained that Triton is hosting a High School Conference for high school students interested in pursuing an education degree.
 - 2. The conference will be held at Triton College on February 27th, 2008. See attached flyer for all pertinent information.
 - 3. Each regional school may sign up 25 students for the conference.

- x. Associate of Arts in Teaching
 - 1. Triton currently offers an A.A. in Teaching for Secondary Science and Math. Early childhood is pending approval.
 - 2. Diana Rosenbrock will also be developing a program for Special Education
 - 3. Students may complete their A.A. at Triton and then National Lewis at Triton's campus to complete their 4 year degree.

II. Future Meetings/Expos

a. Interior Design meeting – TBA

b. Expo's

i. Feb 27: Child Care Expo – So You Want to Be a Teacher

- 1. Leyden 36 students
- 2. Proviso East 27 students
- 3. Elmwood Park – 5 students
- 4. Riverside Brookfield – 30 students
- 5. Current Total: 98

ii. Mar 6: Fashion Expo

- 1. East Leyden – 15 students
- 2. West Leyden – 35 students
- 3. Oak Park River Forest - 15
- 4. Proviso East – 30 students
- 5. Elmwood Park – 5 students
- 6. Current Total – 100 students

iii. Mar 11: Culinary Expo

- 1. Proviso East – 30 students
- 2. Proviso West – 47 students
- 3. East Leyden – 26 students
- 4. West Leyden – 26 students
- 5. Elmwood Park – 5 students
- 6. Current Total – 134 students

iv. TBA: Medical Careers Expo

Triton College Education Department
will be hosting on:
February 27th 2008 (Wednesday)

You and your students are invited to:
“So You Want To Be a Teacher!”

Our day will look like this:

9:30 - 9:45	Students are dropped off by bus in front of The Robert M. Collins Center (east campus), and proceed to the auditorium.
9:45 - 10:00	Welcome group and introductions (today's goals)
10:00 - 11:00	Interactive Literacy Development Presentation/workshop
11:00 - 11:55	Lunch, provided by Triton College
12:00 - 1:00	Interactive Music and Learning Presentation/workshop
1:00 - 1:15	Closing (resources and connections)

Your responsibilities would include:

- Choose students to attend the conference (suggestions include juniors or seniors and Education Majors). Space is limited so we are starting with 25 students from each school. If you would like to bring more students please contact Diana Rosenbrock below.
- Arrange for transportation for the students (this would be your school's only financial responsibility).
- Please complete the following attendance sheet for reservation and documentation purposes. I must have the reservation sheet by January 30th. Once I receive your list I will plan for lunch and gift bags for each of your students.

If you have any questions, please call me at 708-456-0300 x3615. I would appreciate any contact information you could send me for individuals who may not have received this notice. Feel free to email me to get included in the emails directly. I encourage and welcome you to forward my information to others who might be interested.

Sincerely,

Diana J. Rosenbrock

Chairperson, Education Department

drosenbr@triton.edu

Triton College, 2000 Fifth Ave., River Grove, Illinois, 60171

DVR Meeting Fashion Expo

When: March 6, 2008

Where: Triton College Center - second floor - C 203/204/210
2000 5th Avenue
River Grove, IL 60171
708-456-0300, Ext. 3332

930a-10:00 am	Students arrive and meet in College Center 2 nd floor: C203/204/210.
10 – 1230p	Students rotate between stations.
1230-130p	Lunch and closing
1:30p	Students depart for respective high schools

Students will rotate and participate at the following stations

Mannequin Draping
Giving Them Attitude
Textiles and Weaving
Window Display
Paper Sketching

Numbers of junior/senior students who may attend are as follows:

Proviso Schools: 30
Leyden Schools: 50
Oak Park River Forest: 15
Elmwood Park: 5

Other regional schools – please contact Valarie Pozen with your requests at
vpozen@leyden212.org

RSVP to Valarie Pozen by February 8, 2008 with head count at
847.451.3133 (voice mail #5200) or
vpozen@leyden212.org

Goals

1. Introduce regional fashion students to Triton's Fashion Marketing program.
2. Provide students interaction with college marketing students.
3. Provide students hands-on experience in the fashion marketing setting.

Des Plaines Valley Region
Foods Expo

When: March 11, 2008

Where: Triton College rooms C152, C200, C201/203
2000 5th Avenue
River Grove, IL 60171
(708) 456-3615

9:00 am Students arrive. All students should meet in the cafeteria – building C.

9:30a-noon Students rotate between stations.

Noon Lunch

1:15p Students depart for respective high schools

Students will rotate and participate at the following stations

Safety and Sanitation
Service Techniques
Culinary Baking and Pastry
Chocolate
Fruit and Vegetable Carving
Napkin Folding

Number of students who may attend/school are as follows:

Proviso East: 27
Proviso West: 47
Riverside Brookfield: 12
Oak Park River Forest: 11
East Leyden: 28
West Leyden: 25

RSVP to Valarie Pozen by February 8, 2008 with head count at
847.451.3133 (voice mail #5200) or
vpozen@leyden212.org

INDUSTRIAL TECHNOLOGY – ATTACHMENT #3

AUTOMOTIVE MEETING

Meeting date: November 16, 2007

Location: Triton College

Present:

Bruce Specht – Riverside - Brookfield
Jeff Clark – Leyden
Keith Luszcak – Oak Park – River Forest
Steve Silca – Ridgewood
Mark Robinson – Triton
John Kenick – Ford Dealership
Joe Stolz – DVR Chairman Industrial Technology

- John spoke about the progression of employment and explained the four steps:
Individuals must be a HS grad and at least 18 years old for insurance coverage.
 1. Entry Level – Lube rack, oil changes, and tire repairs.
 2. Semi-Skilled – Fluid changes: trans., coolant, filters changes.
 3. Apprentice – 4-year program works with a Journeyman Technician can make all repairs and is dealer specific regarding certifications.
 4. Journeyman Technician
- High School Program Review
Changes to some of the programs, classes are only semester long not yearlong. How is this going to impact agreements?
Riverside – Brookfield in moving into a new auto lab with some new equipment. This will expand the topics covered and additional articulation agreements.
Oak Park – River Forest is looking for additional equipment to improve the facilities, Triton's staff will refer any donations to Keith.
- Articulation Agreement Update
Triton's AUT 112 Intro. To Automotive Technology and AUT 136 Brakes Systems are the current articulated classes.
All individuals discussed the quality of the student's experiences and their ability to progress into the second level classes.
December 7th Triton will host the Automotive Teachers Workshop and additional discussion will take place to finalize some modified agreements.
Discussion as to an improved method to allow students to receive articulated credit at Triton. The beginning level classes are the prerequisite class and when a student tries to register for the second level class, there is an unmet prerequisite that prevents registering for that class. One solution is to forward to the high schools the form we use at Triton's filled in with the information and the student can present this to a counselor at the time of registration.

DRAFTING/ARCHITURE AND CONSTRUCTION MANAGEMENT

Meeting date: November 25, 2007

Location: Triton College

Present:

Chris Garner – Riverside - Brookfield
Frank Lindemann – Leyden
Frank Holthouse – Lyden

Steve Silca – Ridgewood
Cerian Thottupuran – Proviso
Jo Beth Halpin – Triton
Joe Dusek – Triton
Forbes Reyes – Dual Credit Specialist
Joe Stolz – DVR Chairman Industrial Technology

- Forbes Reyes presented the new DVR video to the members.
- This was the first DVR meeting for several of the attending staff. An overview of the purpose of the meeting was the first item of discussion.
- High School Program Review
 - High School instructors gave an overview of their program.
 - Discussion regarding the High School Certificates that the seniors receive.
 - Discussion regarding the Articulation agreements and the DVR class numbers that are assigned to the classes. Some of the staff was unaware of the DVR class numbers and the objectives that are part of the classes. Copies of the information will be made available to all.
 - The Illinois Drafting Competition in March was discussed.
 - Trustee Scholarship was reviewed and the deadline for application is March 3 2008.
- Articulation Agreement Update
 - Ridgewood High School does not have a Construction II class, so the ARC 110 Woods and Masonry Construction Technology at Triton will not be able to part of the articulation ladder.
 - A change to the Drafting/Architecture articulation ladder at the second level must be made, Triton's ARC 110 is not Architecture Drafting I it is ARC 110 Wood and Masonry Construction.
 - ARC 112 Materials of Construction is no longer offered at Triton, and will be replaced by ARC 110 Wood and Masonry Construction.
- The attending members discussed the possibility of a second meeting later in the year to continue the articulation of the specific objectives in some of the class.

BUSINESS EDUCATION – ATTACHMENT #4

I. Revisions on existing articulation ladders to reflect current course information is completed on a continuing basis. Revisions will be submitted with February minutes. The Articulation agreement for Computer Programming I, II, III, and IV under the Web Design curriculum has been signed and submitted for approval.

II. Coordination of planning for Tech Careers for Women Conference (WINC) at Triton directed by Ms. Angelee Johns—Tentative Details

Date: Thursday, March 13, 2008

Time: 9 until 1:30 pm

Participants: Area high schools will bring 20 students to conference.

Community population invited

Keynote Speaker: to be announced

Breakout Session Topic Suggestions listed in December 12 committee minutes

III. State guidelines for 08 and requirement sheet was distributed and explained to members in accordance with communication from Ms. Carol Brooks of ISBE. This information was communicated to department members by the business committee representatives.

IV. Triton DVD dual credit presentation was viewed. Individual copies are mailed to committee members from Triton. This presentation is very complimentary to Triton's programs.

V. Dr. Brady presented course updates for Leyden to committee. Members were very receptive to the content. Suggestions for Sports and Entertainment Marketing included partnership with sports teams, Six Flags, and Whirlyball for support.

Fashion trends for marketing education mentioned as consideration; on-line class for consumer education; and advantages of computer literacy curriculum for career education were highlighted.

Curriculum Sharing

Gloria Currins—presentation on using the newspaper in curriculum activities

Kathy Peterson—presentation on consumer economics from Utah Education Network

Nancy Bardo—packets of class activities for classes emphasizing consumer skills

Monica Evans—packets of class activities for work program and recruiting ideas for business partnerships

Karen Bear and Monica Evans highlighted DECA activities from conference

Barb Burchill—demonstrated games applicable for building teamwork skills

Future Meetings--February 13; WINC Conference March 13; and May 7