

ADMINISTRATIVE COUNCIL
DES PLAINES VALLEY REGION
FEBRUARY 8, 2007

MINUTES

Mr. Don Lund called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:12 a.m. on Thursday, February 8, 2007 in Room 126 at Ridgewood High School. In attendance:

Leyden: Dr. Jack Denny, Dr. Fran Brady

Elmwood Park: Mr. Pete Binder

Oak Park-River Forest: Ms. Amy Hill

Proviso: Mr. Kyle Hastings, Ms. Suzanne Green

Ridgewood: Ms. Jennifer Buteyn

Triton: Ms. Cheryl Antonich, Mr. Jeff Cooks, Ms. Mary-Rita Moore, Mr. Forbes Reyes, Ms. Lorette Dodt

DVR: Mr. Don Lund, Ms. Denise Yaneck

Program Chairpersons: Ms. Gloria Currins, Ms. Val Pozen, Ms. Kim Kopec, Mr. Joe Stolz

APPROVAL OF MINUTES

Mr. Binder moved, Ms. Moore seconded the motion to approve minutes of the December 7, 2006 meeting. All ayes; motion carried.

HEALTH CAREERS SUMMER CAMP

Ms. Carol Valentino-Barry was present to discuss possible development of a health careers summer camp. Ms. Valentino-Barry and Ms. Toni Wurch had made a presentation at the Partnership meeting in December. The camp would include partners such as Triton and area hospitals. Three to four students per school would participate; criteria for student selection would be determined by the schools. Patterned after the SITE program, a three-day camp would be held during the summer and would include career development, touring actual classes and tech areas at Triton, and visits to hospitals to take tours and talk to doctors. Council members raised questions regarding a potential budget, funding source, and outcomes. With this information, the program could possibly be implemented in FY08. Mr. Lund stated that he and the DVR staff are willing to assist Ms. Valentino-Barry to develop a program format that would include student identification, budget plans, and student outcomes. When completed, Ms. Valentino-Barry and Ms. Wurch will present the proposed program to the Administrative Council for approval. Ms. Valentino-Barry was asked contact the DVR office to set up a meeting time.

PROGRAM CHAIRPERSONS' MID-YEAR REPORTS

Family & Consumer Science: Ms. Pozen distributed a report and reviewed highlights of her committee's activities to-date.

I. Subject Matter Meetings

a. Child Care

- i. October 24, 2006 – Triton College
- ii. Diane Rosenbrock reviewed the articulation agreement and inserted “Early Learning Standards” to Child Care Practicum II.
- iii. Diane Rosenbrock also stressed the need for increased practice on writing measurable objectives. The articulated students are struggling with this skill in their Triton courses.
- iv. Associate of Art in Teaching: Diane Rosenbrock explained that public 4-year institutions are state mandated to accept all credits of a completed AAT program. National Louis University is now offering courses to complete the 04 teaching certificate at Triton for the students who have earned their AAT. These students may complete their 4 year degree with all classes hosted at Triton College. Students enroll at Triton for their AAT, and they then enroll at National Louis for the remaining 2 years. All AAT credits transfer to National Louis, and all the National Louis courses will be held at Triton College.
- v. Diane Rosenbrock notified attendees that public 4 year institutions will not accept articulated credit, but they will accept dual credit for students pursuing a teaching certificate. High school students planning on pursuing a teaching certificate should be encouraged to earn dual credit instead of articulated credit.
- vi. Four year institutions are also requiring an electronic portfolio for their education students. High school students planning on obtaining a teaching certificate should begin their electronic portfolios while in high school.
- vii. Dual credit students are up 400%!
- viii. High School Conference for Early Childhood Students: Diane Rosenbrock explained that Triton has planned to host a conference for high school early childhood students. The conference is awaiting funds, and once obtained, she will notify the schools. The funds needed for the conference are approximately \$2,000, and these costs are primarily for the keynote speakers. The food items have been donated to the conference.
- ix. Lesson planning and Objective Seminar: Diane Rosenbrock presented a seminar on lesson planning, objectives and standards. 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. 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 Passcode is “1ADZNTS2QI”.

b. Culinary

- i. November 3, 2007 – Triton College
- ii. Chef Mike O'Shea conducted a seminar and demonstration on cutlery and knife skills. His presentation included sharpening, stoning, storage, and proper knife skills. In addition, Chef Mike demonstrated proper use of a mandolin.
- iii. Chef Mike O'Shea shared resources with the attendees that included publications, textbooks and a video series produced by the Culinary Institute of America.

- iv. Triton has permission to copy the videos and has offered to share them with the regional schools. Regional schools may request copies of the videos at a cost of \$5/video. There are approximately 50 videos in the series.
- v. The articulation outlines were evaluated and accepted with no changes.
- vi. Attendees requested another meeting in the spring that included another culinary seminar.
- vii. Attendees also requested an all day culinary seminar over the summer, and funding will be requested through DVR.

c. Fashion Merchandising

- i. November 15, 2007 – Triton College
- ii. Annette Jajko discussed the upcoming 1 year certificate program titled Fashion Merchandising. Students who earn articulated and dual credit, could start Triton having already completed 3 of the 12 required courses.
- iii. Dual credit courses versus articulated courses were discussed in detail. The following courses are available for dual credit.
 - 1. MKT 127: Visual Merchandising
 - 2. MKT 129: Fashion Promotion
- iv. Women's Expo: The Triton Women's Expo will be held on March 14, 2007, during normal business hours. All schools are encouraged to have their students attend the conference.
- v. Fashion Expo: Attendees discussed the possibility of a Fashion Expo for regional students. The expo would be held in October 2007. Attendees brainstormed various stations for the expo. Annette Jajko and Chris Williams will organize the expo and notify Valarie Pozen of the details.

II. Future Meetings

- a. Interior Design meeting will be held on February 16, 2007 at Triton College. JoBeth Halpin will be presenting the 20-20 design software to the attendees in addition to reviewing the articulation agreement.
- b. The Foods Expo will be held February 20, 2007 at Triton College. Chef Jerome will be organizing the entire event for 150 regional students.
- c. The Medical Careers meeting will be held on April 5, 2007 at Triton College. Cheryl Antonich will organize a seminar on HIPAA regulations, hand-washing, and maintaining a sterile environment.
- d. Valarie Pozen will organize another culinary meeting with Chef O'Shea for April or May.

Business Education: Ms. Currins distributed a report and highlighted activities.

I. Revisions on existing articulation ladders to reflect current course information is "in-process" and will be completed at the February 2, 2007, meeting.

II. Coordination of planning for Tech Careers for Women Conference (WINC) at Triton directed by Ms. Elma Johnson. Tentative Details are as follows.

Date: Wednesday, March 14, 2007

Place: Triton College

Time: 9 a.m. until 2 or 3 p.m.

Participants: Area high schools will bring students to conference. Community invited.

Keynote Speaker: to be determined

Breakout Sessions: to be determined

III. Usage of SAM/TOM software: Schools use this software in different ways. The software updates and questions can be directed to Mr. Michael McGuire 708-456-0300, ext. 3716. Ms. Jean Dugo at ext. 3953 (jdugo1@triton.edu) assists with concerns on MOS testing at Triton referencing versions, procedures, sign-ups, and software updates.

IV. Student Portfolios: Leyden's Career Exploration flowchart served as a time-line model for suggestions on implementing the Bridges program student portfolio. Gloria Currins shared basic

components of the Bridges program that can be investigated for student portfolio components including All About You; Your Plans; Things Saved; Your Activities.

This topic will be addressed at the February meeting. A common portfolio structure will be suggested for region schools.

V. Curriculum Sharing: Gloria Currins

Teamwork decision-making activity, "Wilderness Adventure" was presented.

Brainstorming team activity was presented as introduction idea to new classroom topic.

A brochure about the Women in Non-traditional Careers conference was distributed. Ms. Currins stated that schools may select 8-10 students to attend, and the event is open to the public as well. Council members requested that the number of students be raised to 20 per school. This request will be forwarded to Elma Johnson. The only cost to the high schools is for a bus and a substitute teacher.

Industrial Technology: Mr. Stolz reported that his committee will meet on March 9th; the focus will be Manufacturing.

The ACES software is expected to increase approximately \$400 to \$500 per site next year; currently schools pay \$4,000 per site. Mr. Binder stated that Elmwood Park wants to purchase ACES updates every other year. Mr. Stolz will explore whether the software can be properly maintained with updates only every other year.

Mr. Stolz will be scheduling meetings for the areas of Automotive and Graphics Design. Ms. Pozen noted that Mr. Stolz can join her committee's Graphics Design meeting on February 16th.

Student Services: Ms. Kopec distributed a report and highlighted activities.

1. Continue to pursue our Career Network by developing an online resource for DVR members with the following with the help of marketing (Tom V.) to be kept accessible to DVR educators with the following: Career Fair Contacts; Field Experience Contacts.
2. Review, distribute and gather data from sophomore survey.
3. Increase communications among the Student Services members, AC members, our students and Triton to better reflect the mission of the Student Services Committee as a representative within the DVR grant. Make use of all funds allotted. Transportation. Career Materials. Mini grants within individual buildings.
4. Complete a minimum of 2 experiences by the end of the 2006-2007 school year.
5. Continue to provide training and access to Bridges and other career software/materials to all students
 - Classroom Instruction
 - Individualized meeting
 - Programming

The sophomore career survey and results were distributed.

The committee continues to add to its database of contact persons for various career areas. A list of contacts was distributed.

Ms. Kopec also provided an update from each school regarding field trips taken to-date.

CURRICULUM REVIEW/UPDATE

The Family & Consumer Science committee reviewed the Fashion Merchandising and Foods curriculum. No changes were proposed. Mr. Binder moved, Ms. Buteyn seconded the motion to approve the FCS committee's curriculum review. All ayes; motion carried.

TECH PREP IMPLEMENTATION GRANTS

In accordance with grant guidelines, Mr. Lund stated that Tech Prep Implementation Grant mid-year reports are due at this time.

FY08 GRANTS

Mr. Lund reported that FY08 grant guidelines have not yet been received. The DVR directors will meet with Council members individually to assist in planning FY08 grants. Council members agreed to the following meeting schedule: Tuesday, March 6 – Leyden at 10:30, Elmwood Park at 12:00, and Ridgewood at 1:00. Wednesday, March 7 – Oak Park-River Forest at 11:00, and Proviso at 1:00. Thursday, March 8 – Triton immediately following the Administrative Council meeting that day. A representative from Riverside-Brookfield was not present to confirm a meeting time. Meetings will be held in the DVR office.

ISIS

Districts are to be preparing for downloading and inputting this year's data. State-issued student ID's will be required in FY08. Districts may include the state-issued student ID's in this year's data if they wish.

UPDATES

Dual Credit: Mr. Reyes was introduced as Triton's Dual Credit Specialist replacing Toni Johnson. At yesterday's Board of Control meeting, the Horticulture dual credit option was approved. It was suggested that a master list of dual credit courses be provided as well as a list of which courses are offered semester by semester. Dr. Brady requested an updated pricing list.

Faculty to faculty collaboration: Triton is working toward increasing collaboration between the college and high school faculty. Council members offered the following suggestions:
Conduct a one-day collaboration workshop after school ends in June. It is better to meet at the end of the school year as opposed to the beginning of a new school year.
Designate a specific liaison in each area, to discuss/determine what curriculum alignment needs to be done.
Encourage professional collaborative groups to meet.
Use a fall institute day for a collaboration effort and have Triton representatives attend.

Staff Integrated Team Experience: Tentative dates for SITE are June 12-14. Ms. Currins proposed considering June 11-13. Among the potential businesses for this year's program are Experian, Arlington Race Course, Hart Schaffner & Marx, and Kendall College's new culinary school.

Career brochures: Mr. Lund reported that Tom Vercruysse will contact each school to take photographs for next year's brochures. At the next meeting, the Council will evaluate this year's brochures.

OTHER

A suggestion was made to produce a CD that presents and defines dual credit, articulation, and advanced placement.

Mr. Binder addressed the issue of students having to take remedial math classes at Triton. The idea was presented to give high school juniors the Triton placement test so that they can use their senior year to take additional math courses. Ms. Moore will explore this idea further.

INFORMATION

Council members received payment schedules and documented grant expenditures to-date.