

ADMINISTRATIVE COUNCIL  
DES PLAINES VALLEY REGION  
MAY 3, 2007

Ms. Karen Schmidt called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:10 a.m. on Thursday, May 3, 2007 in Room 509 at the Proviso Mathematics and Science Academy, Forest Park, IL. In attendance:

Leyden: Dr. Fran Brady, Dr. Jack Denny

Elmwood Park: Mr. Pete Binder

Oak Park-River Forest: Ms. Amy Hill

Proviso: Ms. Suzanne Green, Ms. Margo Umans

Ridgewood: Ms. Jennifer Buteyn

Riverside-Brookfield: Ms. Patty Sarkady

Triton: Ms. Cheryl Antonich, Ms. Mary-Rita Moore, Mr. Forbes Reyes

DVR: Ms. Karen Schmidt, Mr. Dan Heintz, Mr. Don Lund, Ms. Denise Yaneck

Program Chairpersons: Ms. Val Pozen, Mr. Joe Stolz

Guest: Mr. Tom Vercruysse

#### APPROVAL OF MINUTES

Dr. Denny moved, Ms. Green seconded the motion to approve minutes of the April 5, 2007 meeting. All ayes; motion carried.

#### PROGRAM COMMITTEE REPORTS

Family & Consumer Science: Ms. Pozen distributed a written report and reviewed meetings and accomplishments.

Child Care: October 24, 2006 – Triton College. Diane Rosenbrock reviewed the articulation outline, and “Early Learning Standards” were added to Child Care Practicum. Diane also shared that articulated students are struggling with objective writing, and more practice is needed at the high school level. Diane conducted a seminar lesson planning, objectives, and standards.

Foods and Nutrition: November 3, 2006 – Triton College. Chef O’Shea did a cutlery seminar. He discussed care and various knife skills. Chef O’Shea also demonstrated the proper use of a mandolin. Chef O’Shea reviewed the articulation outlines, and no changes were needed.

Fashion Merchandising: November 15, 2006 – Triton College. Annette Jajko review the articulation outlines, and no changes were needed. Annette discussed the spring women’s conference at Triton. The attendees brainstormed ideas for a fashion seminar to be held in the fall of 2007.

Interior Design: February 16, 2007 – Triton College. Jo Beth Halpin reviewed the articulation outlines. Changes were made to include presentation techniques and presentation boards. Jo Beth is planning to pursue the addition of four dual credit classes.

They include INT112: Materials and Sources, INT160: Residential Interior Design, INT109: Architectural Drafting Fundamentals, INT189: AutoCAD. Jo Beth did a seminar on the 20/20 software. Attendees were able to experience the software, and evaluate its usefulness for their curriculum. This software is designed for commercial use. Students who are proficient on the software can obtain better paying jobs in related fields.

Foods Expo: February 20, 2007 – Triton College. One hundred regional students attended from East and West Leyden. Students rotated between different stations which included desserts/frostings, cutlery skills and care, garnishing, table service, hospitality careers, Triton's hospitality program, table presentation. The entire day was well organized, and the students gained a wider understanding of the culinary and hospitality fields. Lunch was provided by Triton's culinary students. Ms. Pozen sent out an online survey to all FCS teachers to determine ways to increase attendance from all the regional schools and to evaluate the usefulness of the expo. Six teachers responded. The results were as follows: Date: 33% preferred a March date; 16% preferred a 1<sup>st</sup> semester date; 16% preferred an April date; 33% felt the date was suitable. The Expo's usefulness to students: 100% felt Expo was useful to students. Teacher notification: 66% want to be notified as soon as the date is set; 50% want to be notified as soon as date was set, 2 months prior, and 1 month prior. Preceding Monday Holiday: 33% said Monday holiday interfered with sending students; 67% said Monday holiday did not interfere with sending students. Ms. Pozen has discussed the Expo with Chef Jerome, and they will organize another Expo next year with acquired DVR funding. They will avoid four-day weeks. This year, all FCS teachers were notified of the foods expo date in late September, January and February. Ms. Pozen will continue with the multiple notices to regional schools.

Medical Careers: April 5, 2007 – Triton College. Cheryl Antonich and Catherine Lekostaj reviewed the articulation outline, and "terminal illness" was added to maintain consistency with Triton's outline. Cheryl and Catherine discussed the dual credit classes in addition to the upcoming accreditation of the medical assistant certificate. A medical assistant can take vitals, patient history, administer EKG's, and draw blood. Catherine presented a mini-seminar on HIPAA. The presentation included patient privacy, non-compliance consequences, and the depth of protected health information. She also shared the procedures for using and disclosing protected health information and the requirements for students in the allied health program. Attendees also observed a hand-washing seminar that included a hand washing demonstration. Also discussed was the use of anti-bacterial gels that are now widely used in the medical field.

Ideas for 2007/2008 Meetings: Continued seminars at DVR meetings; add a full day culinary seminar; invite a guest speaker from industry to speak on trends, employment requirements, etc.

Industrial Technology: Mr. Stolz reported on meetings and highlighted accomplishments.

March 9, 2007: Guest – Tom Shonauer Auto Desk Software. The meeting opened with a discussion about the Auto Desk Software upgrades, the key points were a 12 month hardware key license; unlimited site license; software delivery will be in August and a contact person is needed to accept delivery; network or stand-alone versions are available; each school will be able the purchase network versions and receive one stand-alone version of the software for a specific user; installation guide and instructions are available on paper, CD, and web site; one day of training date and software to be determined; a discount (with two or more years of commitment) will be looked into; package broken down by software, to reduce cost, will be looked into.

Discussion of 3 D Printing System: Tom provided samples of 3D models that were generated from 3D printers. There are three models that would meet the needs of education. The options of each unit were discussed as well as the procedure to generate a piece. Each school expressed an interest in having access to a printer for student work. The group suggested investigating the purchase of a unit to be used by the region. For a joint venture with Triton and DVR to obtain a 3D printer, the logistics would need additional discussion. This is a piece of equipment that would generate high interest in our courses.

Articulation agreements: Review of existing articulation agreements was made and no changes were made to the status of Manufacturing, Drafting – Engineering, and Engineering Technology.

April 27, 2007: Topic was articulation.

Changes to VIC curriculum: The meeting included an introduction to the VIC department's new plan to streamline and integrate production/design courses in the program. Plans for future certificates were also discussed (Multimedia certification, Flash certification, etc.).

Change from 3 to 4 credit hours for all courses was discussed. Benefits cited include increased state reimbursement, increased bottom line with articulation, improvement to the department. Would require students to pay \$56 more per course.

Review of new courses offered included a discussion of the new Packaging concentration.

Change to CS3 is to be completed for the fall semester. The announcement included a review of Photoshop Basic and Photoshop Extended which includes 3D modeling, lighting, etc.

Triton's Graphic Arts contest: submissions are due May 9<sup>th</sup>. Judging will take place May 11<sup>th</sup>, and notification will be on May 14<sup>th</sup>. Awards will be given at Triton on May 21<sup>st</sup>.

Variable Data (SML) was explained and discussed. It is projected to become 10-30% of the sheet-fed industry. Print material is designed with blank fields and a database of photos and plug-ins is used.

Schools shared updates on high school programs. Changes in enrollment were discussed.

Documentation of articulated credit needs improvement. The possibility of having a generic articulated credit form on Triton's web site.

The committee reviewed and/or updated the articulation agreement in Visual Communications.

Mr. Stolz discussed the idea of a 3D printer with the Administrative Council. The printer, which generates a 3D model from a drawing, ranges from \$12,000 to \$60,000. The printer would apply to higher level CAD classes. Mr. Stolz requested that Council members explore funding sources.

Mr. Stolz will negotiate renewal of the regional Auto Desk software license. Council members need to identify the specific version type (i.e. network or stand-alone) needed by their schools. Each school will be provided with one complimentary copy of the ADA software for use by one designated instructor. Council members need to provide Mr. Stolz with the name of the instructor.

## ARTICULATION

The Family & Consumer Science committee updated the outline for Region course H171 – Health Care Careers I. The outline change was made for articulation purposes. Ms. Green moved, Dr. Brady seconded the motion to approve the update. All ayes; motion carried.

## BUSINESS PARTNER INVOLVEMENT

Per ISBE requirements, business partners must be included in program committee meetings. Committees must document the company representative's attendance. It was suggested to discuss this topic at the Council's inservice meeting in September since the program chairpersons will be in attendance. Council members were asked to provide any possible business contacts.

## FY08 MEETING DATES

Mr. Binder moved, Ms. Moore seconded the motion to approve the following meeting dates and locations for the 2007-08 school year: September 6 (inservice at the Carleton), September 27 (Triton), October 2 (workshop), November 8 (Elmwood Park), December 6 (DVR office), January –

no meeting, February 7 (Ridgewood), March 6 (DVR office), April 10 (Leyden), May 1 (Riverside-Brookfield), May 29 (Oak Park-River Forest). All ayes; motion carried.

#### STAFF INTEGRATED TEAM EXPERIENCE

Ms. Schmidt reported that more than 50 applications were received. All applicants will be notified of their acceptance or non-acceptance next week.

#### SCHOOL/COLLEGE PARTNERSHIP WORKSHOP – OCTOBER 2, 2007

A contract with Dr. Coplin has been secured. His focus is skills for any professional career. Dr. Coplin will facilitate breakout sessions. At the Council's request, Dr. Coplin's book will be purchased for Council members to read prior to the workshop. Dr. Brady updated the Partnership Awards nomination information which will be forwarded to Council members. The Council discussed workshop focus and an overall theme. Suggestions included the following.

Making Education Real.

Identifying "sticking points" for schools that keep us where we are and that inhibit us from advancing.

Nano-technology: Bring It On.

Nano-knowledge.

Communication and Collaboration.

Works for Me – Does It Work For You?

Works for Me – Can I Work For You?

Our Business is Your Education.

Potential outcomes will be written based on discussion from this meeting and previous meetings. The outcomes can help determine a theme.

#### ARTICULATION

Ms. Moore distributed the written process for articulation award certificates. The Triton/Regional/Local course matrix, which will be updated when this year's ISIS process has been completed, will be forwarded to Council members.

#### CHARGE-BACK OF TUITION

Ms. Moore distributed an informational brochure and discussed the process as well as the documents that must be completed by students.

#### DUAL CREDIT

Mr. Reyes distributed information including the following.

Overview of his activities and what issues he wants to address.

Dual Credit fall 2007 schedule with approximately 30 classes offered.

Dual Credit registration form and a modified version.

List of all Dual Credit classes offered, associated fees, and an example of cost breakdown.

Coordinator contract information for each Dual Credit program area.

Grade summary by school.

Mr. Reyes will be meeting with counselors from the high schools to present all of this information to them. He welcomes suggestions for improving the Dual Credit program.

## GRANTS

Tech Prep Implementation: FY08 applications are due by May 4<sup>th</sup>.

Final reports: FY07 Implementation Grant oral and written reports are due at the May 31<sup>st</sup> meeting. Samples of materials developed are to be submitted with the written report. The “outcomes” column on the CTEI and Federal Tech Prep activities grids are to be completed. Council members are to ensure that all grants funds are expended.

## CAREER OUTREACH BROCHURE

Council members discussed revising the career outreach brochure. Comments and suggestions included the following.

A consistent cover, symbol, or logo should be used year-to-year on all our publications to promote “brand recognition” for DVR.

Changing the design each year moved away from a corporate look to a pop culture design.

The format could be a quad-fold piece with a poster on one side and four panels of information on the other side. A lot of photos are needed for the poster side. A staged photo of students in work uniforms could be used as the cover that, when opened, blends into the rest of the photos on the poster side.

To assist with design and color schemes, obtain student feedback prior to the next meeting.

Consider how visual messages and today’s video games are used to get students’ attention.

Prompt ways (such as an on-line survey) for students to provide feedback on how they used the brochure.

The brochure should give students the broad picture of both CTE and academic courses.

Possibly create individual brochures for each program area.

## INFORMATION

Documented grant expenditures to-date were provided.

Ms. Kim Kopec and Ms. Gloria Currins will provide their committees’ year-end reports at the May 31<sup>st</sup> meeting.