

ADMINISTRATIVE COUNCIL  
DES PLAINES VALLEY REGION  
SEPTEMBER 27, 2007

MINUTES

Ms. Karen Schmidt called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:15 a.m. on Thursday, September 27, 2007 in Room C210 at Triton College. In attendance:

Leyden: Dr. Fran Brady, Dr. Jack Denny

Elmwood Park: Mr. Pete Binder

Oak Park-River Forest: Ms. Amy Hill

Ridgewood: Ms. Jennifer Buteyn

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

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

APPROVAL OF MINUTES

Dr. Brady moved, Ms. Buteyn seconded the motion to approve minutes of the September 6, 2007 meeting. All ayes; motion carried.

SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

The final agenda was distributed and reviewed. To facilitate recording of breakout session notes as well as presentations following the breakouts, a representative from each district is asked to bring a laptop computer and jump drive.

CAREER PLANNING BROCHURE

The group photo for the brochure's cover is scheduled for 1:00 p.m. on October 4<sup>th</sup>. Students should meet at the front steps of Triton's LRC. The Council agreed that students should wear school "spirit wear" and backpacks. Other photos will be taken at work sites. Contact Tom Vercruysse regarding additional photo opportunities. All curriculum and board member updates should be completed by the end of October.

TECH PREP SNAPSHOT

Tech Prep data for the Des Plaines Valley Region was distributed for informational purposes.

## DVR FACT BROCHURE

Council members identified uses of the fact brochure within their districts.

Ridgewood: Presented in division meetings to reinforce that all students are ultimately being prepared for a career, review articulated and dual credit, explain grants, and discuss SITE program.

Oak Park-River Forest: Brochures will soon be distributed based on the determined target audience.

Elmwood Park: Given to all faculty, discussion of articulated credit, dual credit, relationship with Triton, discussion of SITE. Volunteers for the Tech Prep team are being sought.

Leyden: Given to teachers, counselors, career education office, presented at open house, used in conjunction with other brochures in English and Spanish regarding preparing students for careers.

The fact brochure is for informational purposes only. No suggestions were made regarding adding content. A recommendation was made to adopt a specific color to identify the Region.

## PROGRAM COMMITTEE MEETINGS

A schedule of meeting dates was distributed. Council members were asked to ensure that division chairs are made aware of the dates as well as ensuring representation at each meeting.

## DUAL CREDIT

The fall and spring timeline was distributed. Ms. Moore will review the billing process when she receives it from Mr. Reyes. The dual credit DVD is in the final editing stage. A suggestion was made to have Mr. Reyes attend the Student Services committee's meeting to develop a relationship with the high school counselors, and to have the DVD shown to the counselors. At the September 6<sup>th</sup> meeting, the idea of a subcommittee meeting to discuss the dual credit program was presented (i.e. discussion of what is positive, what needs improvement, how to enhance the program, how to inform the persons at the high schools who are coordinating the dual credit students). A recommendation was made to have this discussion with the Student Services committee.

## UPDATES

Grants: Council members were reminded to ensure that equipment approval forms are submitted, equipment is purchased by November 1<sup>st</sup>, and payment schedules are adhered to.

2000 Hour Requirement: Information was given on where to find the requirements on ISBE's web site.

## ISIS

At this time nothing is due. Council members were reminded to review to the procedures outlined in the Administrative Council manual.

## OTHER

Health Careers camp: A description of the program, coordinators' duties, and coordinator applications were distributed. The program will accommodate approximately 24 students. The

question of a liability issue/insurance concerning students was raised. Co-coordinators will be selected and must be certified teachers. Applications are due by October 30<sup>th</sup> and will be reviewed following the December meeting. Ms. Hill and Ms. Antonich volunteered to assist in reviewing applications.

WorkKeys presentation: The November 6<sup>th</sup> system directors meeting will be held at 10:00 a.m. in the DVR office. A panel of educators will discuss ways WorkKeys is being used for test preparation. Council members are invited to attend or to send a representative from their district.

Data analysis: Consultant Kara McElwrath has provided the Region with an analysis of ISIS data. Key points of the analysis were distributed in order to focus on the need for consistency of reporting in ISIS.

Future Focus: The annual college fair will be held October 11<sup>th</sup> at Triton.

Dual Credit: Mr. Reyes stated that the Marketing coordinator wants to propose additional courses. This will be placed on the Council's December agenda.