

ADMINISTRATIVE COUNCIL
DES PLAINES VALLEY REGION
SEPTEMBER 28, 2006

MINUTES

Ms. Karen Schmidt called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:17 a.m. on Thursday, September 28, 2006 in Room C210 at Triton College. In attendance: Dr. Fran Brady (Leyden); Mr. Pete Binder (Elmwood Park); Ms. Amy Hill (Oak Park-River Forest); Mr. Kyle Hastings, (Proviso); Ms. Jennifer Buteyn (Ridgewood); Mr. Rick Mangun (Riverside-Brookfield); Ms. Cheryl Antonich, Ms. Mary-Rita Moore (Triton); Ms. Karen Schmidt, Mr. Dan Heintz, Mr. Don Lund, Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Mr. Mangun moved, Ms. Hill seconded the motion to approve minutes of the September 7, 2007 meeting. All ayes; motion carried.

SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

Final plans have been made. Participants are selecting presentation breakouts they wish to attend. There may be as many as 80 persons attending this year's workshop.

CAREER PLANNING BROCHURE

A timeline was distributed. The Council discussed career sequences, independent study, and whether special education courses should be included in the brochure.

FACT BROCHURE

Council members identified how the fact brochure and calendars have been used in their districts.

Leyden: Open house, given to sophomores and juniors, calendars given to work program partners, faculty and parents.

Riverside-Brookfield: Two parent nights and given to all staff members.

Elmwood Park: New administrators, all teachers, to be handed out at Bridges parent night and other functions throughout the year.

Ridgewood: All Staff, used to educate division heads as to what DVR is.

Proviso: Board members, teachers, counselors, curriculum night, PTO meetings, parent conferences, Career Center focus nights, groups such as PLCCA and other agencies.

Oak Park-River Forest: Teachers, dean counselors, will be used at upcoming open house.

Council members commented that the history portion is very helpful, and the theme-related design is a positive aspect as well as the compact design.

PROGRAM COMMITTEES

Council members received a schedule of meeting dates for the Business Education, Family & Consumer Science, and Student Services committees. Ms. Schmidt reported that Jim Richardson will in fact not be the Industrial Technology committee chairperson. A suggestion was made to contact Dave Berton who is now an adjunct faculty member of Triton. Dr. Brady stated that she will approach Leyden's Jeff Clarke. Mr. Binder moved, Mr. Hastings seconded the motion to offer a contract to Mr. Clarke. All ayes; motion carried.

DUAL CREDIT

Ms. Antonich stated that dual credit has expanded to approximately 27 courses, and additional courses will be added. The process of identifying high school dual credit students still needs to be improved. Ms. Schmidt reported that a suggestion was made to the Board of Control, to work with their data processing personnel in identifying dual credit students. At this time, Triton does not have a full-time dual credit coordinator.

Discussion took place concerning tool kits for automotive students. Comments included: Triton has the kits housed on-site, and they are passed out on a need-by-need basis. Triton does not have the time nor staff to inventory the kits, each of which includes more than 100 tools. Ridgewood has more students in the program than there are kits available. Ms. Buteyn stated that she will purchase and house the number of kits needed for her students. In all other dual credit classes, students are required to buy their own supplies.

Ms. Schmidt requested that Ms. Antonich obtain input from the automotive instructors about what is happening in the classroom concerning usage of the DVR-provided tool kits.

Council members were requested to send Ms. Antonich their district policy on dual credit.

GRANTS

Council members are to use the Request for Reimbursement form that requires an original signature. All equipment should be ordered, and payment schedules need to be adhered to.

ISIS

Information was distributed and reviewed about maximizing funding and the potential uses of ISIS.

INFORMATION

The newly developed system directors newsletter was distributed.

The DVR office is expected to be moved from Proviso East to the Mathematics and Science Academy in October.