

ADMINISTRATIVE COUNCIL
DES PLAINES VALLEY REGION
SEPTEMBER 6, 2007

MINUTES

Ms. Karen Schmidt called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:37 a.m. on Thursday, September 6, 2007 in the Columbian Room at the Carleton Hotel in Oak 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. Margo Umans

Ridgewood: Ms. Jennifer Buteyn

Riverside-Brookfield: Ms. Patty Sarkady

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

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

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

Ms. Schmidt provided an overview of the leadership role of the Administrative Council. Members received a manual containing information relating to their duties as a Council representative.

APPROVAL OF MINUTES

Dr. Denny moved, Mr. Binder seconded the motion to approve minutes of the May 31, 2007 meeting. All ayes; motion carried.

PROGRAM COMMITTEE GOALS

Program chairpersons presented and discussed goals for the 2007-08 school year.

Ms. Currins presented the following goals for the Business Education committee:
Completion of Regional course for Computer Programming I, II, III, IV.

Continuous review of course content and course name updates to provide correct information on classes at all times for committee.

Coordination with Triton in developing a course offering informational DVD highlighting dual-credit and articulated credit courses. This DVD can be used by all schools for registration purposes.

Coordination of planning for WINC Conference at Triton directed by Ms. Elma Johnson for 2008.

Review of region course business offerings in accordance with state legislative guidelines.

Continuation of curriculum sharing of ideas and developments for business education courses and requirements.

Coordination of teacher training for updates of SAM/TOM with new version updates as utilized by Triton. Coordination of MOS certification procedures as utilized by Triton for regional schools.

Coordination of updated Bridges software improvements to enhance student electronic portfolio development during high school.

Ms. Pozen presented the following goals for the Family & Consumer Science committee:

Increase school participation at the Triton College Foods Expo.

Assist in facilitating another curriculum based expo.

Continue working with Triton faculty on teacher seminars held in conjunction with FCS meetings.

Continue to update outlines and articulation agreements.

Develop new culinary outlines/articulation agreements that would be an addition to our current foods outlines.

Maintain open communication between all participating faculty.

Plans to hold meetings/seminars in Foods, Child Care, Fashion, Interior Design, Medical Careers, and Foods Expo. One other expo may be planned.

Mr. Stolz presented the following goals for the Industrial Technology committee:

Graphic Arts Seminars: Expand offerings to teachers since many art teachers are using the same software as the Industrial Technology areas. Potential dates for seminars are October 19th and 20th.

AutoCAD: Training will be held on updates to the new version.

Meetings will be held in the areas of Construction, Auto, and Drafting.

The Industrial Technology committee and the Family & Consumer Science committee will have a joint meeting in the area of Interior Design.

Introduce high school students to HVAC careers and Triton's HVAC program.

A chairperson is needed for the Student Services committee. Last year's chairperson, Kim Kopec, is no longer in the Region. Stefanie Andrews was to assume the position, however she is no longer in the careers area. Dr. Brady stated that Marijana Uremovic, who served as chairperson in the past, is willing to chair the committee. Ms. Schmidt will contact Ms. Uremovic.

Ms. Schmidt requested that all committee meeting dates be scheduled and a list submitted to the DVR office by September 21st. Council members were asked to provide the DVR office with the names of their district representatives who will serve on each committee. Committee chairpersons were reminded that a business representative must be included at each meeting.

GRANT UPDATES AND TIMELINES

In their manuals, Council members have copies of their approved budgets and payment schedules. Equipment must be ordered early in the school year and must be for CTE students' use. Items costing under \$500 per item are considered supplies. Items \$500 and over are considered equipment. Out-of-state travel requests and equipment approval requests must be submitted in a timely manner. Payment schedules must be adhered to. Tech Prep Implementation grants have been approved for Leyden, Riverside-Brookfield and Elmwood Park. Ridgewood, Oak Park-River Forest, and Proviso must submit applications by September 14th.

CAREER OUTREACH BROCHURES AND FACT BROCHURES

DVR fact brochures were distributed. Mr. Tom Vercruysse was present to discuss the career planning brochure's format and the student group photo for the cover. The Council reviewed the list of student types for the photo with the intent of showing a diverse population of students. Two photos were proposed: One of student wearing typical high school attire with school-specific t-shirts or other garments displaying school logos, and a second photo of the students wearing work uniforms. October 4th at 1:00 p.m. is the anticipated date and time for the group photo. Plans will be finalized at the September 27th meeting. Mr. Vercruysse will present a mock-up at that meeting. Council members need to update the curriculum grids.

SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

A draft agenda for the October 2nd workshop was distributed. Council members suggested the following workshop titles: Globalize Your Education, and These Skills Are Made For Working.

ARTICULATION

Approximately 1,100 certificates were sent out this summer for Leyden, Elmwood Park, Ridgewood and Riverside-Brookfield. Ms. Moore stated that schools need to make particular note of the ladders requiring two courses at the high school level to meet the agreement. Council members identified the following ways their schools notify students of the articulated credit option:

Leyden: Triton's brochure; letters mailed to parents.

Ridgewood: On the syllabus for each course – teachers explain articulation.

Oak Park-River Forest: Instructors talk to students about articulation.

Elmwood Park: Instructors talk about articulation in classes.

NEW LOOK PROJECT

Information was e-mail to Council members in August. Applications are due September 14th. Dr. Brady and Ms. Umans stated that their schools are applying for a grant.

CTE SECONDARY DATA ANALYSIS PROJECT

Student data analysis reports that were compiled by a consultant were distributed. Council members received a data disclaimer, region composite, and school-specific data analysis.

DUAL CREDIT

Ms. Moore stated that Triton is centralizing the process and procedures for dual credit. A manual is being developed to provide information on dual credit at Triton, dual credit at the high school campus, and articulation. Included will be descriptions, benefits to students, contact persons, timelines, and courses. Mr. Reyes distributed class lists and reported on the number of students enrolled. He requested names and addresses of students interested in dual credit so that he may send information directly to them. Council members were asked for input in order to improve the dual credit program. A suggestion was made to hold a meeting with specific representatives from each school; Council members are to provide names of persons who would attend.

ISIS

Tracking data is needed at this time. District representatives have been e-mailed about this requirement.

UPDATES

Meeting dates for 2007-08 are listed in the Administrative Council manuals.

Ms. Schmidt and Mr. Lund reported on their attendance at the IACTE conference in June.

Evaluations from the SITE program have been compiled and were distributed.

At the November meeting, John Nelson will make a presentation on WorkKeys.

The November 6th System Directors meeting will include a panel presentation about the uses of WorkKeys.