

DES PLAINES VALLEY REGION  
ADMINISTRATIVE COUNCIL  
OCTOBER 2, 2014

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:40 a.m. on Thursday, October 2, 2014 in the Boardroom at Oak Park & River Forest High School. In attendance: Dr. Anne Cothran (DVR), Dr. Fran Brady (Leyden Dist. 212), Dr. Nicolas Wade (Elmwood Park Dist. 401) Ms. Marcia Bernas (Elmwood Park Dist. 401), Mr. Phil Prale (Oak Park & River Forest Dist. 200), Ms. Sarah Roodhouse (Oak Park & River Forest Dist. 200), Dr. Tracy Lett (Proviso Dist. 209), Ms. Sheri Costello (Ridgewood Dist. 234), Ms. Patti Farlee (Riverside-Brookfield Dist. 208), Dr. Sandra Hughes (Triton College), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Brady moved, Mr. Prale seconded the motion to approve minutes of the September 4, 2014 meeting. All ayes; motion carried.

DUAL CREDIT

EMP101 – National Incident Management System (NIMS) was recommended by Triton College for dual credit. This course is a requirement for both the Emergency Management Degree and the Emergency Management Certificate. Council members received course details. Mr. Prale moved, Ms. Farlee seconded the motion that EMP101 be presented to the Board of Control for approval as a dual credit course. All ayes; motion carried.

HEALTHCARE PROGRAMS

Dr. Hughes discussed Triton's Health Careers and Public Service programs. Current offerings included Fire Science, Emergency Management, Emergency Medical Technician, Emergency Medical Responder, Diagnostic Medical Sonography, Nuclear Medicine Technician, Nursing, Ophthalmic Technician, Radiologic Technology, and Surgical Technology. Future offerings include Occupational Therapy Assistant, Medical Assistant, and Clinical Trials Research Associate. Programs have also been proposed for Massage Therapy and Dental Assistant. Dr. Hughes identified for Council members which programs offer degrees, certificates, or both. Council members requested job placement data. Dr. Brady noted that there needs to be a better understanding of certificates. Ms. Costello stated that Ridgewood will be holding Naviance training (date to be determined), and that other schools can attend. It was suggested that she invite the Student Services Committee.

SCHOOL/COLLEGE ALLIANCE WORKSHOP

Council members received the list of participants for the October 27<sup>th</sup> workshop. For panel discussions, Dr. Cothran is writing starter discussion items, and Council members can send her suggestions. Participants were contacted via email to complete a survey to select which three panels they wish to take part in. Everyone is being assigned to panel breakouts based on their selections, and those who did not respond will be assigned as well. Everyone will receive a packet containing information about their specific three panels. There was discussion about seating panelists at specific tables for lunch so they could continue to interact with specific representatives from the schools. The purpose would be to allow the school representatives to obtain contact information and determine what type of assistance the panelists are willing to provide in terms of presentations for students, shadowing

opportunities, etc. Students in Riverside-Brookfield's Advanced Broadcasting class will be present to video the panel discussions. Council members requested that note cards be available in each room in case participants want to submit written questions for the panelists. The Council was reminded of the list of facilitators for each panel.

#### FALL COUNSELOR WORKSHOP

Final plans have been made for the October 7<sup>th</sup> counselor workshop. Representatives from the Illinois Pathways Resource Center will present on the topic of Individualized Learning Plans. The list of participants was distributed.

#### CERTIPOINT CERTIFICATION

Certiport will conduct a workshop at DVR on Tuesday, October 28<sup>th</sup>. Teachers will be able to take industry certification tests at the workshop at no cost to them. All participants must register in advance and identify which tests they want to take. The list of names that has been received so far was distributed. The final list is needed by Friday, October 10<sup>th</sup>.

#### WEBSITE CURRICULUM SHARING

Per the Administrative Council's request, we are working on setting up the DVR website to allow teacher access to sharing lesson plans. Our web developer needs a complete list of teacher names and emails. The list of names that has been received so far was distributed. A list of keywords also needs to be developed since the lessons will be searchable.

#### VIRTUAL JOB SHADOW

A trainer with Virtual Job Shadow will meet with the Student Services Committee at their October meeting. When the committee chairperson finalizes the date, the Administrative Council will be notified. Everyone is welcome to attend.

#### STUDENT WORKSHOPS

Previously it was determined that five "Career Spotlight" industry workshops for students would be held this year. Council members were asked to notify Dr. Cothran of dates that their districts could host a workshop. Dr. Brady stated that Leyden can host the Finance workshop on either November 19<sup>th</sup> or 20<sup>th</sup>, from 9:00 – 11:00 a.m. Dr. Cothran will check on available presenters for these dates.

#### PROGRAMS OF STUDY WEBSITE ANALYTICS

Samples were provided showing the types of data analysis available to track usage of the Programs of Study website. Council members can contact Dr. Cothran regarding the specific analytics they would like to receive concerning their districts.

#### CURRICULUM REVITALIZATION PROJECT

Council members received the current list of teacher created lessons available in MyCAERT through the Illinois Curriculum Revitalization Project.

#### HANDBOOK DEADLINES

Council members were reminded to check the monthly to-do list included in the Administrative Council handbook they received at last month's meeting.

#### OTHER

Dr. Brady invited everyone to attend Leyden's Women in Technology event on September 29<sup>th</sup> from 8:30 a.m. – 12:00 p.m. RSVP directly to Dr. Brady.