

Admin Council Meeting
September 21, 2017
Triton College M Building, Room M124
Minutes

The meeting was called to order by Dr. Cothran at 8:32. Attendees: Anne Cothran/ DVR, Greg Johnson/Oak Park & River Forest High School, David Weishaar/Riverside-Brookfield High School, Antoinette Rayburn/ Proviso Township High Schools, Frank Holthouse/Leyden Township High Schools, Doug Wildes/Elmwood Park High School, Cheryl Antonich and Tim Nystrom/Triton College.

Approval of May 2017 minutes was proposed by Greg Johnson and seconded by Frank Holthouse. Approved.

Dr. Cothran gave an overview of the different sections of the FY18 Administrative Handbook including reports, due dates, and performance trends. In the labor market section, Dr. Cothran noted that the IT cluster has the most career opportunities, in the USA and in the Chicago area. Several AC members said they would like to file amendments. Dr. Cothran will check with our ISBE Consultant about when would be a good time to submit. AC members were reminded that as they go through the equipment purchasing process, new acquisitions must be entered on the existing properties list. External Assurance will ask to see when they visit (date tbd)

Last year James Jennings supplied access to GCN for Fraud Prevention training. Dr. Cothran noted she has received one certificate of completion from the AC members, but Fraud prevention training is required each year.

During the overview of performance indicators, Dr. Cothran noted that post-secondary transition has been declining over the last couple years. Ms. Rayburn asked about the data sources. ISBE uses the state longitudinal database and merges database information on graduates with the university enrollment records and Department of employment security records, six months after graduation.

Dr. Cothran reminded members to discuss potential course changes in the CTE area with her to be sure program approval issues are not overlooked. Teacher Service Records for FY18 have not yet been released (as of this morning). Dr. Cothran will print and distribute as soon as they are available (probably by the next AC meeting). TSR are a necessary part of verifying enrollment in approved programs.

Dr. Cothran gave an overview of FY18 DVR Committee chairs across districts, and noted the annual application process.

Regional Activities - There was a detailed discussion about Spotlight activities including recent student participation and available seats for upcoming activities. Dr. Cothran noted that students in introductory CTE classes can go to school site events (hosting is rotated), but should have an actual interest in the field. Business based site visits should be upper level CTE students. David Weishaar said he will have two classes at the manufacturing field trip, technology and accounting. AC members need to decide who will take the other seats for a total of 80 students. Greg said he would



need to check with his faculty. AC members have access to google docs to see exit slip responses from students after Spotlight activities.

In discussion regarding the October 20 Workshop, Frank Holthouse, Greg Johnson, Doug Wildes, and Antoinette Rayburn committed to bringing a laptop and projector, with speakers for the breakout rooms. Proviso will have a counselor help at the Workshop reception/sign in table. Frank Holthouse said he would help as needed.

Cheryl Antonich gave an update on dual credit, and introduced Tim Nystrom. AC members thanked Tim for his assistance on dual credit issues. Frank Holthouse asked when registration is for the spring? Nov. 1 for full year courses for which credit is awarded in the spring, and in January for one semester spring courses. Frank asked how to track which students are fully registered for dual credit? Greg Johnson asked about access to Accuplacer testing results. OPRF is a College Board testing site and may move to being a site for Accuplacer. Cheryl said Triton is making an update to on-line applications to include parent permissions, which were previously on the hard copy forms. Frank mentioned challenges in enrollment due to differences in the start dates at high schools compared to the college.

Greg Johnson asked for clarification between DVR and the College. DVR is under the control of ISBE, while the college is under ICCB. Ms. Antonich noted there has been ongoing cooperation between the college and DVR, and mentioned the School/College Alliance.

AC members said they have not received their CTEI expense claim reimbursement forms yet.

Antoinette mentioned that the PACE Framework does not address meeting standards. NIU has developed a workshop specific to this. Debbie Pixton at NIU is the contact. NIU presented this workshop to Proviso counselors. David asked if DVR could host this kind of workshop for teachers? Dr. Cothran responded it is not in the FY18 budget, but the October 20, 2017 Workshop is on Competency-Based Model, and following that the AC can discuss what they would like to plan in the future.

Adjournment 10am