Admin Council Meeting

October 12, 2017

East Leyden Dean’s Conference Room

Present: Frank Holthouse, Dean Chuck Bohleke, Sheri Costello, Dean Susan Campo, Eric Lasky, Dr. Anne Cothran, Val Berger

The meeting was called to order at 8:32 am.

Sheri Costello moved, and Frank Holthouse seconded to approve the minutes of the September meeting. All in favor.

Discussion/Sharing -Grant Core Indicators and Performance Trends:

* Non-Traditional Participation – Frank Holthouse, Leyden gave a detailed description of their program with NAPE to improve non-traditional participation and completion. The program was very well received in Fy17 and is being repeated in FY18. In addition, Leyden has a Women in Tech Club that has events with panel speakers that is also well received by students.
* Sheri Costello discussed the reading specialists working with Elmwood Park business faculty as part of their reading integration efforts in CTE.
* Chuck Boeleke asked how Triton could partner with high schools on non-trad initiatives? Perhaps consider information sessions with their faculty?
* Sue Campos suggested student ambassadors from Triton who are also excellent role models. Brief discussion about Triton personnel visiting high schools or high school students visiting Triton, which would give students a better idea of what the campus offers.
* Triton considering a spring recruitment event. Members discussed the difference in timing of when high schools do enrollment for the next year compared to when the college does.
* Sheri commented that efforts need to be made with lower grade levels, not just juniors and seniors.
* Anne touched on issues relating to planning so grant funds could be available for travel.
* Sheri mentioned the Board of Education for Elmwood Park might be interested in making travel available.
* Frank briefly discussed Leyden’s efforts on pathways (based on 16 clusters) including listing student experiences in the high school as well as courses. Anne said those details can be added to the Programs of Study website.

Anne let people know the Teacher Service Records reports are still not available.

Discussion on Career Spotlights. Anne reviewed the evaluations so far, and reminded AC members they have access to see the student comments. Anne requested claims for events that have taken place so far (Claims for subs and buses) to be reimbursed from the regional budget. In the next meeting there will be further discussion of Spotlight activities.

FCS/Health Committee Presentation and discussion (Guest- Val Berger, Committee Chair)

* Val gave an overview of the first two meetings of the year, Early Childhood, and Culinary. Illinois has a shortage of Early Childhood teachers.
* There are some one credit Dual Credit courses at Triton that can be interwoven into a high school year long course, and count for credit. Leyden is working on this plan now.
* In the Culinary meeting Chef Denise demonstrated techniques for higher level skills required in dual credit courses. They discussed wage options, with the hourly wage being higher in the city of Chicago, but the commuting expenses are also higher.
* April 28 will be Triton’s Culinary Cook-off.
* Culinary faculty have expressed an interest in a full day together to work on curriculum sharing and updates. Chef Denise is willing to do another demo, if planned ahead. Anne asked if Prostart, who works with Proviso, could supply some business partners to collaborate in that meeting. Antoinette will check, and Val will see how many culinary faculty would participate so planning for expenses can be done.
* Chuck said Triton advisories are required to have high school representation, but often it does not take place. Anne asked if upcoming advisory meeting dates could be brought to the Admin Council meetings so members could share that information with their departments.
* Sue said Triton would also like to plan a counselor meeting.

Dual Credit

Dean Boleke shared that Triton is beginning the search for a new Director of Dual Credit. The position has been posted. As high school faculty attend workshops and PD in which certificates are awarded, they can forward those to Tim (if they have an adjunct application file open) to be considered as part of their credentials. The Higher Learning Commission is discussing “experiential learning” as part of the credentialing portfolio. Chuck is working on a revise/update of the dual credit handbook.

Anne explained the PD Hours at CTSO Events option, but planning would require an amendment, and asked that schools remind their faculty going to the Certiport meeting about the parking lot construction taking place by OPRF. (memo shared)

October Workshop

Arrangements for the upcoming workshop were discussed. Rooms were assigned for members who will bring a laptop and projector to share in breakout sessions.

Guiding questions for the content and district breakouts were planned.

Admin Council members will share the e-exit ticket with participants from their districts. The responses should be done in the district collaborative session.

The meeting adjourned at 9:58 am.