



c/o Triton College, Building M, Room M100  
2000 Fifth Avenue, River Grove, IL 60171

DES PLAINES VALLEY REGION  
ADMINISTRATIVE COUNCIL  
SEPTEMBER 6, 2012

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:07 a.m. on Thursday, September 6, 2012 in Room B203 at Triton College. In attendance: Dr. Fran Brady (Leyden Dist. 212), Ms. Toni Memmel (Elmwood Park Dist. 401), Mr. Phil Prale (Oak Park & River Forest Dist. 200), Mr. Ed Moyer (Proviso Dist. 209), Ms. Maggie Campbell (Proviso Dist. 209), Ms. Sheri Costello (Ridgewood Dist. 234), Ms. Patti Farlee (Riverside-Brookfield Dist. 208), Dr. Susan Collins (Triton College), Ms. Lorette Dodt (Triton College), Dr. Anne Cothran (DVR), and Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Brady moved, Mr. Moyer seconded the motion to approve minutes of the May 10, 2012 meeting. All ayes; motion carried.

ADMINISTRATIVE COUNCIL FY13 HANDBOOKS

Each year the Administrative Council members receive an updated handbook. Each is personalized with information specific to districts' grants and performance data. The handbook's contents were reviewed. Some forms have been updated. Council members will need to begin submitting grant activity reports so that detailed information can be compiled for the grants' final reports.

EXTERNAL ASSURANCE VISIT

DVR is scheduled for an ISBE External Assurance visit in January 2013 to audit FY13 Perkins and FY11 CTEI. Council members were reminded that object 400 (supplies) and object 500 (equipment) expenditures should all be obligated by the start of school, per grant requirements. Each district's approved budget in IWAS identifies the specific object 500 (equipment) items to be purchased. Equipment Approval Request forms must be submitted for the DVR Director's approval prior to purchasing the items. All outstanding Equipment Approval Request forms must be submitted to the DVR office immediately. Council members were reminded to access the Member Portal on the DVR website to review information on the documentation and records each district is required to have for the External Assurance audit. Each district must ensure that they are fully prepared and their files are in order. The auditors may choose to conduct on-site visits at the high schools.

OCTOBER SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

The School/College Partnership Workshop will be held October 4, 2012 at the Hyatt Lodge in Oak Brook. The topic is "Incorporating Common Core into the Curriculum." Council members received the list of participants' names that have been submitted to-date. A draft schedule was provided. In the morning sessions secondary/post-secondary teams will define what needs to be done to continue effective incorporation of Common Core into the curriculum, and in the afternoon sessions district level teams will create a plan for how it will be refined and enhanced in each district. The presenter has been given

specific instructions to tailor her presentation. She has supplied four guiding questions she would like each participant to write down answers to prior to the event.

1. If I walked through your school, what would I see happening in classrooms that would tell me that the CCSS are in routine use?
2. If I walked through your school, what would I see in classrooms that I will no longer see when the CCSS are in routine use?
3. What work, if any, have you done with the following tools:
  - a. The Tri-State Rubrics?
  - b. The Publishers' Criteria?
  - c. Samples of assessment items aligned to the CCSS?
4. What do you most hope to gain by attending the sessions planned for this day? What is your/your team's most pressing question regarding implementation of the Common Core State Standards?

The Board of Control has been asked to share these four planning/preparation questions with their teams. Council members were asked to follow-up with their teams to help ensure everyone has prepared their responses in advance. Everyone is to bring their responses with them to the workshop.

Council members received the list of participants' names that have been submitted to-date. Some schools will not be using all of their allotted seats. Any school with a waiting list must submit names by the end of this week if they wish to acquire any of the open seats. When all names have been received, Dr. Cothran will send out an invitation that will include specific details. It was requested that participants be given information in advance to help them become familiar with what Common Core is.

#### OCTOBER SCHOOL/COLLEGE PARTNERSHIP WORKSHOP EVALUATION

Council members received a draft of the workshop evaluation form. No revisions were recommended.

#### PROGRAMS OF STUDY TEMPLATES

Work has continued on developing Programs of Study templates for each degree and certificate at Triton, customized for each of the high school districts. Council members received the list of 91 templates as well as a USB drive containing electronic copies. A sample template was viewed.

The goals for fall semester are as follows.

- The college will verify the accuracy and identify any industry credential for which a student taking specific degrees or certificates would be appropriately prepared to sit for the industry test.
- Have the program committees verify that the succession of knowledge and skills needed for successful transition to and completion of each college credential are appropriately reflected.
- Identify any additional dual credit opportunities for recommendation.
- Identify for each degree or certificate the credits a student (per high school) could earn by high school graduation that would apply to that postsecondary credential.

The process for updating the templates will be as follows.

When a program committee has a meeting, the Administrative Council member will give the USB to their committee representative.

At the meeting, district representatives will update the master file templates on the USB.

The USB will be returned to the Administrative Council member following the meeting.

Counselors and core content area representatives are to assist with updates also.

The USB will be given to the DVR office to input Triton updates and then returned to the Council member.

In a previous meeting the Council discussed obtaining feedback from counselors who would be asked to use the templates with students. At the next meeting the Council will discuss developing a specific feedback form.

The question was raised as to how updating and use of the templates will be communicated throughout the schools.

## PROGRAM COMMITTEES

The Administrative Council provides input on goals and directions for the program committees. Per agreement at the Council's April 2012 meeting, committees will focus on the following programs of study during the 2012-13 school year.

Industrial Technology: Manufacturing/Engineering, Architecture

Business Education: IT, Finance/Accounting, Business Management

Family & Consumer Science: Nursing/Health, ECE, Hospitality

Student Services: Implementation of templates as a counseling tool

Dr. Cothran has communicated this information to the four program committee chairpersons. Principals will be included in the committees' meeting notifications. This year's program committee lists need to be updated. Council members are to submit names and email addresses to the DVR office.

## ILLINOIS STUDENT COURSE SYSTEM (ISCS)

Districts were given until July 31 to upload their FY12 enrollments with state course code matches in the Illinois Student Course System (ISCS). Dr. Cothran is in the process of running ISCS reports as part of the FY12 data verification process. Each district's ISCS representative has been notified of course match corrections that need to be completed by the end of September. Due to ISBE's changes made to the system (such as removal of all local course title references in the reports), the verification process is more challenging this year.

To facilitate the process of verifying data in the reports, a request was sent on August 10<sup>th</sup> to each district's ISCS representative asking that they provide a report that lists all of their district's CTE courses (title, number, section, semester, number of students) and corresponding state course match used when uploading. No reports have been received to-date. Council members were asked to assist in following up with their ISCS person and request that they send DVR the upload files.

## OTHER

Dr. Heather Sass is conducting three workshops this year and schools need to have their people sign up.