



## **Des Plaines Valley Region**

Partners in Education, Employment & Life-Long Learning  
2701 W. Washington Boulevard - 2nd Floor West - Bellwood, IL 60104  
708-544-4278 Office 708-544-4692 Fax  
www.dvr.w-cook.k12.il.us

### ADMINISTRATIVE COUNCIL DES PLAINES VALLEY REGION MAY 13, 2010

#### MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:15 a.m. on Thursday, May 13, 2010 at the DVR office. In attendance: Dr. Fran Brady (Leyden District 212), Dr. Jack Denny (Leyden District 212), Ms. Toni Wurch (Elmwood Park District 401), Ms. Amy Hill (Oak Park & River Forest District 200), Dr. Joan McGarry (Proviso District 209), Ms. Tracy Jopa (Ridgewood District 234), Ms. Antoinette Baldin (Triton College), Ms. Mary-Rita Moore (Triton College), Ms. Karen Bear (Elmwood Park District 401 and DVR Business Ed. Committee chairperson), Ms. Cari Franz (Ridgewood District 234 and DVR Student Services Committee chairperson), Mr. Steve Silca (Ridgewood District 234 and DVR Industrial Technology Committee chairperson), Dr. Anne Cothran (DVR), and Ms. Denise Yaneck (DVR).

#### APPROVAL OF MINUTES

Dr. McGarry moved, Dr. Brady seconded the motion to approve minutes of the April 15, 2010 meeting. All ayes; motion carried.

#### PROGRAM COMMITTEE REPORTS

The DVR program committee chairpersons distributed written reports, provided brief highlights of FY10 activities, and addressed any questions from the Administrative Council members. Final reports are attached to these minutes.

#### SELECTION OF PROGRAM COMMITTEE CHAIRPERSONS FOR FY11

Ms. Franz and Ms. Bear expressed interest in serving as chairpersons for the FY11 school year. Mr. Silca has been appointed as Ridgewood's Administrative Council representative for FY11. He expressed interest in serving as Industrial Technology chair as well, and the Council's recommendation is that Mr. Silca continue as committee chair in addition to his new role as Council member.

Program committee chairpersons have been attending three Administrative Council meetings each year. In September they present their annual goals, a mid-year report is given in February, and a final report is given in May. Council members suggested that the program committee chairpersons do not need to attend the meetings. Instead they could use Skype to join in the meetings when reports are due. The Council agreed to look into this option.

#### PROGRAM COMMITTEE CHAIRPERSONS' PRIORITIES FOR FY11

Dr. Cothran reported that, through yesterday's Office of Community College Research and Leadership (OCCRL) webinar, she gained information on program approval. Additional information will be provided in approximately six weeks. The Council agreed to wait until then to determine program committee goals for FY11.

#### DUAL CREDIT – FINAL HANDBOOK

Ms. Moore reported that she received input from the Student Services committee per the Council's recommendation at the last meeting. The current version of the handbook was distributed, and Ms. Moore

reviewed some sections such as placement tests. She noted that articulated credit will continue only through the graduating class of 2013. The document does not yet have final approval from Triton. It is anticipated that the handbook will be presented at the Board of Control and Partnership meeting on May 25, 2010.

#### ENCUMBERING FUNDS LOCALLY

Council members were informed that all grant funds must be encumbered or expended before June 30, 2010 except for CTEI stipends only. Amendments must be finalized with ISBE by May 30<sup>th</sup>.

#### ARTICULATION DATA FILES

Schools are to submit data files in Excel format to the DVR office at the end of the school year. Data files will be sent to Triton for verification, and eligible students will receive a letter from the Triton College president, a certificate, and instructions on how to obtain the articulated credit. Data files are to be submitted by June 30<sup>th</sup>.

#### UPDATED CONSOLIDATED REGIONAL CALENDAR

The updated FY11 calendar was distributed. Council members are to notify the DVR office if additional updates are required. The week of June 13<sup>th</sup> is the targeted time for next year's career camps.

#### NAMES OF PARTICIPANTS FOR JUNE WORKSHOP

Council members were asked to provide names of participants for the June 17-18, 2010 workshop, "Developing Standards Based Curriculum for Career Technical Courses" with Heather Sass. The budget allows for 24 participants. Presently Dr. Cothran has the names of 6 persons, and 2 more were identified at the meeting for a total of 8 to-date.

#### NAMES OF PARTICIPANTS FOR TEACHER WORKPLACE EXPERIENCE

Council members were asked to provide names of participants for the June 22-23, 2010 Teacher Workplace Experience. Names are due by June 7<sup>th</sup>.

#### PARTNERSHIP AWARDS NOMINATIONS FORMS

Forms and guidelines were recently e-mailed to Administrative Council members. Completed forms are to be submitted to the DVR office. Awards will be presented at the October 6, 2010 School/College Partnership Workshop.

#### PCCS IMPLEMENTATION GRANT FINAL REPORTS

The Implementation Grant guidelines require a final report. Council members are to submit written reports as well as any samples of items developed.

#### OTHER

Registration for career camps was been extended to May 12<sup>th</sup>. Lists of students who have signed up were distributed. Registration will be opened again for an additional week. Dr. Cothran stated that she will look for ways to provide funding for a second baking camp. Funds might be reallocated from the Teacher Workplace Experience since the budget allowed for 24 participants but only 15 have signed up, and the program will be limited to 18. Ms. Baldin provided the dates of June 14-17 for the second baking camp. The Career Camp Coordinator will confirm that students on the waiting list for the first baking camp can in fact attend the second week instead. The Council agreed that all seats in all camps should be filled even if all schools are not represented equally.

Ms. Sarkady has completed the Program of Studies Self Assessment.

The October 6, 2010 School/College Partnership Workshop will be held at Brookfield Zoo.

The Council recognized Dr. Jack Denny for his service to DVR. Dr. Denny is retiring as of June 30, 2010.

## Attachments – Program Committee Final Reports for FY10

### DVR Business Committee 2010 End-of-Year Report – submitted by Karen Bear

#### Curriculum Revitalization Workshop

The workshop on February 11<sup>th</sup> held at Riverside Brookfield was a tremendous success. Topics covered were Web 2.0 functions and vodcasting. All attendees were very complimentary. The information was relevant and was able to be applied immediately in our classes. We would love to have another session.

#### WINC – Women in Nontraditional Careers

Several schools attended WINC on March 3<sup>rd</sup> and thought the conference was better than in past years. The workshops were interactive and the student attendees were impressed.

#### Teacher Workplace Experience – SITE

The Teacher Workplace Experience (formerly known as SITE) will be held on June 22-23, 2010. The event will be shorter than in past years (1.5 days) and will be focused on CTE teachers. Sites are Microsoft (confirmed) and Apple (pending.) Most of the schools submitted the names of Tech-Prep teachers who were interested in attending.

#### Technology Integration in the Classroom

Marcia Bernas of Elmwood Park High School passed out a folder full of hands-on activities for career-based classes. She and Toni Wurch have spoken at several conferences to share these ideas. Marcia also demonstrated how she used avatars, wikis, Jing, acrostic poems, Schoology and more in her Word (Business Computer Applications) course. The techniques would work in multiple areas.

#### Bring Your Child to Work Program

Kathy Peterson of Riverside Brookfield shared a Bring Your Child to Work Program instituted by RB and chaired by Kathy. She shared an agenda and a wealth of ideas of how they involved all areas of the school.

#### Future Curriculum Sharing and Workshops

Discussion was held to determine how we would like to progress next year with Curriculum Sharing. We find this aspect of the committee to be the most beneficial. In addition, so many of our staff members benefitted from the workshop held this year that we concluded that we would like to have another hands-on workshop run by Partner School teachers to share how we use technology. Kathy Peterson volunteered to host the event at Riverside Brookfield. Tentative timing is November 2010.

#### Dual Credit Coordination

Julie Gilbert of Triton reviewed the process we started last year to evaluate the Partner Schools' Accounting classes for dual credit. Most schools would be able to offer Accounting 100 for dual credit if they choose. Some of the schools will be able to offer the Accounting 101 class in the fall.

#### Goals for 2010-2011

Tentative goals for the Business Committee were reviewed and revised for next year.

Year-End Report -- Family and Consumer Sciences -- May 6, 2010, submitted by Val Berger

1. October 6, 2009: Medical Careers Meeting
  - a. Health Careers Articulation/Dual Credit
    - i. Members discussed the changes with articulation. These changes include the phasing out of all articulated credits. Dual credits will continue to be available to our high school students.
    - ii. Susan Collins outlined the courses that are currently available for dual credit.
  - b. Tour of Triton's Program
    - i. Susan Collins gave the members of tour of their facilities.
    - ii. This included radiology, EMT, Simulator Sam, and the surgery technology classrooms.
  
2. October 15, 2009: Fashion Meeting
  - a. Fashion Articulation
    - i. The purpose of this meeting was to review the articulation agreement and update the outline for the articulated class. The phasing out of articulated classes was also discussed.
    - ii. Annette Jajko discussed the spring and fall dual credit courses.
    - iii. Annette discussed the difference between fashion merchandising and fashion marketing.
    - iv. Annette and Chris gave us a tour of the department, and showed us many of the projects for the fashion expo.
  - b. Fashion Expo
    - i. The date was set for November 17, 2009.
    - ii. Attendees discussed the rotation for the event.
  
3. October 28, 2009: Curriculum Revitalization Meeting

The purpose of this meeting was to:

  - Provide assistance to CTE teachers to utilize the tools and resources available at [www.ilcte.org](http://www.ilcte.org)
  - Assist in meeting requirements for Perkins state leadership activities
  - Building and Sharing Course Outlines
  - Apply standards to measure student progress

“The ‘revitalized’ curriculum is based on needed business and industry standards, including technical skills and academic competencies. Its ‘value-added’ curriculum is aligned to the Illinois Learning Standards (ILS) and the 21<sup>st</sup> Century National Educational Technology Standards. (NETS)”

Presenter was Linda Walker from the Illinois Office of Educational Services, and the meeting was held at West Leyden in the computer lab.

Seven regional FCS teachers attended this meeting.
  
4. November 5, 2009: Child Care Meeting
  - a. Outline Articulation
    - i. The purpose of this meeting was to review the articulation agreement and update the outline for the articulated class. The outlines were reviewed, and no changes are needed at this time. There was discussion over the region changes regarding articulated versus dual credit classes. Although the articulated classes may be discontinued, we reviewed the outline pending a final decision.

- ii. The group brainstormed ideas for those high school students who don't have the time in their course schedule for the dual credit, but may still want to enroll in Triton's programs. High school students may enroll at Triton at take college classes. However, the credit will not be issued until they have earned their high school diploma.
    - b. ECE, Infant, Toddler, or Illinois Director Credentials
      - i. Mary shared information from "Gateways to Opportunity" for the group. This organization provides credentialing for individuals in working in early childhood.
      - ii. Many of our students who have earned articulated and/or dual credit have already reached Level 1 and may be very close to a Level 2. Our high school students may work at a preschool center as an assistant after earning 6 hours of college work. This can be facilitated with the dual credit courses.
    - c. Basic Skills Test
      - i. All education students must pass the Basic Skills test prior to earning 45 college hours.
      - ii. Triton offers a Basic Skills Review Class.
    - d. Dual Credit Courses
      - i. ECE 110: Early Childhood Development is available 1<sup>st</sup> semester
      - ii. ECE 111: Introduction to Early Childhood Education is available 2<sup>nd</sup> semester
5. November 17, 2009: Fashion Expo
- a. Held at Triton College
  - b. Approximately 125 students in attendance.
  - c. Students rotated between the following stations:
    - i. Fashion Illustration
    - ii. Giving Attitude
    - iii. Walk the Walk
    - iv. Make It and Take It
    - v. Design a Creation
    - vi. Project Runway
  - d. The expo was very well received, and the students had a great time.
6. February 23, 2010 – Culinary Meeting
- a. The meeting was held at Triton College – HIA dining room. Attendees had lunch in the Triton dining room and were able to observe HIA students in class.
  - b. The changes with articulation and dual credit were discussed. Chef Pagtakhan reviewed the classes available for dual credit which include the following:
    - i. Sanitation Certification
    - ii. Nutrition
    - iii. Food Prep Essentials
    - iv. Food Prep I
    - v. Introduction to Baking
  - c. Ched Pagtakhan discussed the Triton College High School Cook-Off.
    - i. Students will be paired with an HIA student. The HIA student will be available to assist with equipment location and operation.
    - ii. The teachers and parents will be in the dining room during the cook-off, and Triton is hoping to have cameras available with a live feed into the dining room for spectator viewing.
    - iii. Ideally, Triton would like to have 8 teams. Teachers need to send Ched Pagtakhan ([cpagtakh@triton.edu](mailto:cpagtakh@triton.edu)) their team information. All the information has been emailed to the teachers.
  - d. Attendees discussed food technology and how that information is changing consumer buying.

- e. Val Berger discussed the Sanitation Licensing Class that will be offered through DVR in the summer of 2010. Students and teachers are welcome to take this free course. Upon successful completion of the test, the participants will pay Illinois Department of Public Health \$35 for their actual license. Students successfully passing this test are waived from this course requirement at culinary schools.
  - f. Culinary Demonstration
    - i. Chef Jerome organized a French omelet demonstration given by one of the culinary students. The presentation included an explanation of equipment and ingredients and assembling of the omelet.
    - ii. Teachers were given the opportunity to make French omelets.
7. April 23, 2010: Interior Design Meeting
- a. This meeting was cancelled.
  - b. We were unable to coordinate with Triton.
8. April 30, 2020: Triton Cook-off
- a. 12 students from our region competed at Triton's Cook-Off.
    - i. 6 students from West Leyden
    - ii. 4 students from East Leyden
    - iii. 2 students from Proviso East
  - b. Triton had rubrics, recipes, and everything well organized. Triton provided an HIA student mentor for every team of 2 students. Mentors maintained a high level of safety and sanitation, but could not help the students in the performance.
  - c. Triton had a live video feed for the spectator's to observe the cook-off from the dining room. Ched is uploading the video to Youtube. It is currently available on Facebook at <http://www.facebook.com/v/10150161583475043>
  - d. The event was very well received, and provided an excellent learning experience for students and high school teachers. I am working with Jerome and Ched about the possibility of additional cook-offs during the year, but on a smaller scale. We would then have the larger May cook-off each year.
  - e. Winners/Prizes
    - i. 1<sup>st</sup> Place - East Leyden team: \$500 scholarship, chef's coat, knife set, pastry set, and certificate for each team member
    - ii. 2<sup>nd</sup> Place - Proviso West team: chef's coat, knife set, pastry set, and certificate for each team member
    - iii. 3<sup>rd</sup> Place – West Leyden team: chef's coat, knife set, and certificate for each team member
    - iv. Remaining team members all received a chef's coat and certificate.
9. Summer Camps/Credentialing
- a. Baking Clinic June 7-10, 2010
  - b. Illinois Food Handlers Licensing June 14-15, 2010
  - c. Health Careers Camp June 28-30, 2010

5/13/10

End of Year Report for Industrial Technology Committee, submitted by Steve Silca

Meeting 1 held Thursday, October 15, 2009 at Triton College

Topic: AutoCAD, Architecture, Engineering & Design

Attended by representatives from: Ridgewood, Leyden, OPRF, Triton

Not represented: Elmwood Park, Riverside/Brookfield, Proviso

1. Extensive discussion held about the soon-to-expire Autodesk software as well as alternatives for the future
    - a. Google Sketch-up, MasterCAM, Chief Architect, TurboCAD
    - b. To keep articulation/dual credit arrangement with Triton, we need to use Autodesk programs
  2. Antoinette Baldin clarified for all teachers present the Dual Credit transition process
    - a. She explained in detail the process for classifying a high school course for dual credit AND the process for credentialing individual teachers
  3. A Curriculum Alignment Day was scheduled for 11/11/09 at 1:30pm to get a head start on aligning syllabi between the high schools and Triton. Triton had representatives from their Architecture, Construction, and Engineering Departments at this event to help high school teachers understand their curriculum and what is expected of a student entering their courses with dual credit.
  4. A CPDU day is planned for all Industrial Tech teachers for 4/16/10. In conjunction with Joe Dusek and Antigone Sharris, Triton will host high school teachers and show them exactly what opportunities are available to students. Plans include having several demonstrations and labs set up for teachers to see the content that Triton offers and carry this message back to their students to promote the programs. Triton is looking into offering CPDU's to teachers for attending the event.
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Meeting 2 held Friday, November 6, 2009 at Triton College

Topic: Automotive

Attended by representatives from: Ridgewood, Leyden, OPRF, Triton, Proviso, Riverside Brookfield

Not represented: Elmwood Park

1. This meeting was held during the lunch hour of the Triton High School Instructor Seminar, a very well attended event.
  2. Anne Cothran clarified for all teachers present the Dual Credit transition process
    - a. She explained in detail the process for classifying a high school course for dual credit
    - b. Anne also elaborated on Tier 1 vs. Tier 2 levels of credentialing for teachers.
  3. Anne updated those present about CTE funds being held up and encouraged all present to send a letter to their legislators about this concern.
  4. NATEF discussion
    - a. NATEF requires a certain number of contact hours that most high school courses do not achieve
  5. After much discussion, it was recommended that students that take at least **two** automotive classes (2.0 credits) in high school would then receive dual credit for **one** Triton class, AUT 112 (Intro to Automotive). (Pending the dual credit approval process) This should be the rough equivalent of the contact hours that the Triton course has.
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Meeting 3 held Friday, February 26, 2010, at Ridgewood High School

Topic: Construction/Woodworking

Attended by representatives from: Ridgewood, Leyden, Triton, Proviso, Riverside Brookfield

Not represented: Elmwood Park, Proviso, Riverside Brookfield, OPRF

1. Joe Dusek discussed Triton's Construction Management Program (Associates Degree) (roughly 80 students)
  - a. Non-hands on curriculum
  - b. Preparing students to be Managers, Cost Estimators, Safety
  - c. 1<sup>st</sup> year curriculum includes introductory course that explores different occupations in the construction industry, a safety course focusing on OSHA standards and safe practices, a contract documents course, soil testing course, print reading course.
  - d. Most students go on to complete a bachelors in construction management – mostly to Purdue's extension campus in Calumet City, IN.
  - e. Surveying certificate – 4 courses
    - i. Need a bachelor's degree for a PLS (Professional Land Sureveyor)
2. JoBeth discussed Triton's Architecture program (Associates of Arts or Sciences) (roughly 65 students)
  - a. Science program involves all 4 areas (Wood , Mason, Metal,...)
  - b. Arts program involves 2 areas and more liberal arts courses
  - c. Architecture courses involve a shop component
    - i. Building 8'x8' frame houses
    - ii. Roofing
    - iii. Drywall
    - iv. Masonry
  - d. About 16 students in a class
3. Discussion about the April 16<sup>th</sup> Architecture/Construction CPDU day for high school applied tech teachers.
  - a. Possibility of a surveying demonstration
  - b. Autodesk Revit demonstration/workshop
  - c. Other ideas to be discussed with Joe and Steve
4. Greg Lindemann and Joe Shilts presented their program to the group
  - a. Brought several photographs of their students' projects and their curriculum
  - b. Leyden runs a full construction program on both campuses
5. Steve Silca led a tour of the Ridgewood facility
  - a. Showed Construction shop with sample student projects and in progress projects
  - b. Showed Woodworking shop with new Sawstop table saw paid for through DVR grant monies. Students take home at least three projects from this course focusing on cabinet construction
  - c. Showed new CAD Lab.
6. Steve led a discussion on Programs of Study
  - a. Reported back from Moraine Valley conference on 2/18
  - b. Introduced teachers to Career Clusters, Pathways, and Programs of Study
7. Dual Credit discussion
  - a. Teachers were updated on the transition to dual credit, course certification, and teacher credentialing
  - b. Following Recommendations were made:



- i. Both Leyden and Ridgewood's construction programs are 1 credit and should be proposed as a dual credit course. These courses best mesh with:
      1. ARC 150 – New shop class in the architecture program
      2. COT 101 – Introductory Construction Management Class
    - ii. Also, Ridgewood and Leyden's CAD students, after taking 1 credit worth of AutoCAD classes, should receive dual credit in place of:
      1. ARC 189 – intro to AutoCAD
    - c. All high school teachers attending the meeting have a copy of the syllabus for ARC 189 and COT 101 for curriculum alignment purposes
  8. Attended Ridgewood's Career Fair
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Meeting 4 held Friday, April 16, 2010, at Triton College

Topic: 1<sup>st</sup> Annual High School Teacher Tech Ed Instructor Workshop

Attended by representatives from: Ridgewood, Leyden, Triton, Morton, Lane Tech

Not represented: Elmwood Park, Proviso, Riverside Brookfield, OPRF

1. This in-service was designed to give teachers hands-on curricular experiences that they can bring back to their schools
  2. Architecture Program – Revit Demonstration
    - a. Autodesk's 3D Architectural software
    - b. Teachers completed a 2 ½ hour tutorial introducing them to the software
  3. Engineering Program – Interactive Robotics workshop
    - a. Teachers assembled a hydrogen powered car from a kit
    - b. Introduction to green energy and fuel cells
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#### Career Clusters

1. Architecture and Construction – a natural fit for this committee. Students in CAD, Woods, or Construction courses are introduced to and develop skills for this career cluster. By paving the way for students to enter Triton or other college programs, our courses reflect this career cluster.
2. Manufacturing – Students in Tech Ed courses, particularly hands-on courses, are introduced to several different areas of Manufacturing
3. Transportation, Distribution, & Logistics – Automotive courses prepare students for work as mechanics or vehicle design
4. Arts, A/V Technology & Communications – Students in Radio, TV, or Graphics courses get a taste of this career and an early introduction to the software and technology used in the field.

Conferences – OPRF, Leyden, Ridgewood sent several participants to the ITEA conference in Peoria.

## 2010 DVR Student Services Final Report, submitted by Cari Franz

### East Leyden (Heather Shannon)

- Career Survey through Learning for Life.
- Spent grant money on career related books for the whole counseling department.
- PLAN interpretation presentations to sophomores in January—career & college planning.
- Coordinated two career related presentations for Juniors. Developed new interactive PowerPoint presentation to educate students on career options.
- Completed sophomore career presentations, which were revamped this year to feature the East Leyden Career Corner website.
- Maintained and updated Career Corner website, including the extensive summer opportunities for students organized by career interest.
- Advertised and promoted DVR Summer Career Camps and facilitated students enrolling (ongoing).
- Recruited female and minority students for presentation on technology careers in the fall.
- Met with several juniors individually to help them start thinking about their college and career planning.

### West Leyden (Marijana Uremovic)

- Freshmen- brief interest inventory in their ACCESS classes. They looked at their results in terms of the 16 Career Clusters.
- Sophomores- PLAN scores were interpreted in relation to post-secondary choices. In addition, they all took the Myers Briggs and researched their results. On the second day of PSAE, they did a career activity revolving around setting goals. In the end, they were asked about “who” they would be at their 20 year reunion.
- Students from all grade levels went to AT&T and UPS.
- Marijana is also working with two other teachers on TECH gURLS. They are encouraging young women to break down the barriers and stereotypes in the male dominated tech field. There are currently twelve girls who have been on the two field trips listed above and they are setting up their final field trip to CDW. Their shirts say, “TECH gURLS are chic not geek”!!

### Elmwood Park (Allison Collins)

- Career Survey through Learning for Life.
- Students participated in job posts based on the career fields they are interested in pursuing.
- Freshmen- used “career cruising” and students created a career portfolio. They also took a career cluster interest survey to match them to one of the 16 Career Clusters. Once they found their cluster, they were able to research the different careers in a particular cluster.
- WINC Field Trip at Triton.
- Two speakers came to Elmwood Park – an RN at Good Samaritan Hospital and an Admissions Coordinator at the Schaumburg Cosmetology Institute and Spa.

### OPRF (Sarah VenHorst)

- Career Survey through Learning for Life
- Used DVR funds to purchase Career related literature for the entire department.
- CISCO Trades Fair- Cancelled due to funding; will be working to find suitable replacement for next year.
- Chaperoned Auto Show field trip with “Auto Tune-Up” teacher and classes.
- Visited Pivot Point Beauty Academy in Chicago.
- Promoted DVR Career Camps via e-mail and daily announcements.
- Freshmen- Myers-Briggs and discussion on career path options (Naviance- “Do What You Are”)
- Discussion with other DVR members at OPRHS regarding: Project Lead the Way.

#### Riverside-Brookfield (Mike Reingruber)

- WINC Field Trip at Triton.
- Freshmen- Career Interest Profiler in Naviance.
- Promoted DVR Career Camps.
- Have not used DVR funds yet.

#### Ridgewood (Cari Franz)

- February 2010- Career Fair. I had over 55 different careers with nearly 80 participants. All RHS students were in attendance.
- WINC field trip at Triton.
- Fashion Expo at Triton.
- Computer Programming field trip to UIC with computer teacher.
- Sophomores- completed the Interest Inventory on Naviance and created career goals.
- Ordered career materials.
- Promoted DVR career camps.

#### Proviso East (Paula Howard)

- May 2010 Career and Job Fair.
- March 4, 2010- WINC Field Trip at Triton.
- January 21, 2010- AT&T job shadowing day at Hoffman Estates Facility. Students had the opportunity to sit with an employee of the company and experience their day to day operations. Speakers discussed education, opportunities, and their own experiences.

#### Proviso West (Hilary Gray-Jones)

- Guidance presentations discussing vocational topics (i.e. career exploration, career planning, setting goals, job application process, resume writing, setting goals, etc.)
- Career Day April 2010
- Illinois Hire the Future Recruitment (summer jobs for teenagers)
- Counselors assigned to career center one period a day to assist students in college and career awareness and exploration
- Workshops highlighting some of Triton College's programs
- Bridges and College Cruising workshops for freshmen-seniors
- Implementation of Individual Learning Plans beginning with freshmen class of 2012
- Senior meetings to discuss future college or career goals (at least 4xs during the year)
- Career interest surveys
- Ongoing informational sessions during lunch periods (i.e. UPS, Army, National Guard, Navy, etc.)
- CISCO presentation to students interested in trades.
- Freshmen- Juniors- use PLAN, EXPLORE, and ACT results to create Post-Secondary plans.
- Trips to Tritons (health professions, engineering).
- Career board in career center highlighting specific careers including college preparation, work conditions, training, skills, salary, etc.