

September 28, 2007

10:00 – 11:30

Adult Education Council Meeting

South Campus – Lakeside Room

Meeting called by: Hope Clayton & Jeff Hess **Type of meeting:** Monthly Meeting
Facilitator: Hope Clayton & Jeff Hess **Note taker:** Rosa Wynn

Attendees:

David Houston, April Tischer, Jamie Digesare, Sarae Mathews, Kaye Downing, Allison Jump, Jeff Hess, Hope Clayton, Betsy Davis, Angela Wilson, Rosa Wynn, Linda McClelland, Lenora Basso, Carol Williams, Jackie James, Veronica James, Maria Parry, Dr. Jimmie Jones, Ken Williams, Barbara Summers

Special Guest: Mr. Hunter Boylan

The meeting was called to order by Jeff at 10:04am.

Jeff welcomed everyone and gave a special welcome to Ken Williams from the Assessment Office at DTC. Jeff opened the floor for questions in regard to assessment. One question was raised by David Houston in regard to allowing students to use the state website to review their scores. Ken explained to David that giving the students access to this type of information could open the door for tampering with official records. However, he said that faculty could look up the information and verbally inform the students of their unofficial scores.

Minutes

Agenda item: Ground Rules **Presenter:** Jeff Hess

Discussion:

Jeff explained the ground rules for the various agenda topics.

Agenda item: Math External Review Process **Presenter:** Hunter Boylan

Discussion:

Jeff introduced Dr. Boylan to the group and asked April to give an overview of the Math External Review that is currently taking place with Dr. Boylan and his associate. April gave a brief overview of the review and turned the floor over to Dr. Boylan.

Dr. Boylan shared with the group that during his time at the college he has been asking a great deal of questions and wanted to allow the group to ask him questions. He opened the floor for questions.

Question: What have you found out?

Dr. Boylan stated that he discovered that there are many initiatives here at the college but a lack of focus on the results of the initiatives. He noted a need for advising/counseling for more of these students and a need to systematize the things that work.

He expressed to the group concerns about the number of college prep math students we have that need assistance and the low percentage of students that are actually using the math labs.

Question: How long before results are made public?

Dr. Boylan explained that the target for completion of the report is by the end of October but the final decision on when the information is made available college wide is not his decision. He and his colleague will generate the report and present it to college administrators and they will make the decision on when the information is disseminated throughout the college.

Question: Will this report include Adult Education?

Dr. Boylan feels that it should be included but they were not given specific instruction to include information on Adult Education.

Question: What have you found that does work?

Dr. Boylan : Quality Mathematics instruction

Three key points Dr. Boylan shared with the group:

Making sure adjuncts know how to work with under prepared college prep students

Asking students the key question: How do you feel about Math? In order to determine whether a student has math anxiety.

Making sure students do not have time lapses in between one level of math to the next level.

Agenda item: Campus Reports

Presenter: Campus
Representatives

Discussion:

Reports were given from each of the campuses.

Kent Campus; Betsy shared with the group that Kent had added some additional classes for the fall. Also, a stacked math class that was added is at capacity. Next term plans are to have night and weekend classes at the new Cecil Commerce campus. Hopefully by next September they will be able to offer day classes on that campus.

North Campus; Davis Houston shared with the group that enrollment numbers are up and that North has fantastic full-time faculty and adjuncts. Their goal is to help their students succeed and make them more aware of vocational programs.

South Campus; Sarae Mathews shared with the group that her campus offered 3 professional development trainings for the month of September. They have 5 new volunteers to work with adult learners. Also shared with the group the development of a folder system at South. Every teacher gets a folder for each of their students; included in this folder are their TABE reference sheet, scores and ICEP. This folder travels with the student when he/she changes classes.

Downtown Campus; Dr. Jones shared with the group that there is ongoing construction at Downtown Campus. He feels that this may have contributed to the low enrollment numbers. ESOL has excellent numbers. Students are being tested 4 times a week and as much as twice a day. He shared with the group that he had spoken with Dr. Boylan about teaching strategies. He stated that his campus has been awarded additional funds for ESOL students under the Civics Grant to improve retention with an increase from \$56,000 to \$96,000.

ICEP has been revised. His campus has created a contract between case managers and students.

Adult Education; Veronica James reported to the group that we have been awarded the Adult Education and Family Literacy Grant and that there are funds to be allocated to each campus with some support in regards to staff for advising. The title for the positions has not been determined as of yet.

Veronica shared with the group that there is strong partnership for Region II training. The goal is for more faculty training at each campus.

GED Quickstart will continue to exist but it will not be funded through the grant. We all agree that this is a good way to capture student enrollment.

Jeff shared with the group that in a future meeting a discussion will be held on the Val-U Volunteer Program.

Action items

Person responsible

Deadline

- ✓ A suggestion was made to hold some of the AEC meetings at South Campus and at the new Cecil Commerce Center. Jeff agreed to send out information regarding this request in order to get input from everyone on this suggestion.
- ✓ Jeff asked representatives from South Campus if the Adult Education office could get a copy of the "folder" and examples of what is included in each folder.

Jeff Hess

Agenda item: Attendance Reports

Presenter: Barbara Yankowy

Discussion:

Barbara shared with the group that the goal is to keep attendance uniform. She distributed a handout regarding Adult Education attendance recording.

A question was raised regarding whether any progress had been made on getting Artemis to list students in all stacked classes.

Jeff shared with the group that Allison had been asked to send a request to all faculty in order to get their technology needs.

Barbara confirmed with the group that the information requested on the summary attendance packet is being collected by the faculty.

Concerns were raised regarding students signing in and leaving 5 minutes later.

Confirmation was made that for state reporting when a student signs in the student is counted as present for the day.

A question was raised regarding students that attend class for a week which result in two class meetings and a total of 4 hours: are we receiving credit for that student if the student drops from the instructors roll?

A suggestion was made by April that the person actually performing the drop should make notes in My Advisor for anyone to read that may be assisting the student with registration on the various campuses.

Conclusions:

In conclusion, Hope shared with the group that she has created a template for tracking attendance. Jeff asked that all faculty send the templates that they use for attendance tracking to Rosa in order to have them posted on the web.

Action items	Person responsible	Deadline
✓ A reminder will be sent out in regard to keeping accurate attendance records.		
✓ Veronica will follow up with Program Managers to insure that they notify the Adult Ed department of new faculty members.	Veronica James	
✓ Jeff asked the faculty to send an electronic copy or hard copy of their method for tracking attendance to Rosa.	Faculty	

Agenda item: SOAP Informational Reports

Presenter: Jeff Hess

Discussion:

The discussion of short term PSAV programs that would be appropriate for students who are not able to progress to GED diploma level was tabled and will be discussed in the October meeting.

The group held a brief discussion on the legal issue of a SOAP standard and the fact that there are no answers in regard to the matter.

It was shared that there are SOAP standards listed in the college catalog.

Conclusions:

Jeff expressed to the group the need for them to share information and suggestions with their campus presidents.

Action items	Person responsible	Deadline
✓ April and Maria were asked to forward the SOAP standards from Polytech to Jeff in the Adult Education office.	April Tischer & Maria Parry	
✓ Jeff asked that Veronica schedule a meeting of the SOAP Committee	Veronica James	

Other Information

Other items: Hope distributed a comments sheet for council members to complete with ideas for agenda items for future AEC meetings.

Adjourn:

Having no further business the meeting adjourned at 11:36am.

Next Meeting Date: October 19, 2007 – MCCS Boardroom – 10:00 – 11:30am
