

Adult Education Council Meeting

December 7, 2007
10:00 a.m. – 11:30 a.m.
MCCS - Boardroom

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

Attendees:

Susan Shriver, David Houston, April Tischer, Sunny Mathews, Jamie Digesare, Aleen Marsh, Barbara Summers, Veronica James, Nina Turner, Carol Williams, Donna Coursey, Roberta Thomas, Linda McClelland, Lenora Basso, Hope Clayton, Jeff Hess, Rosa Wynn
Special Guest: Carl Jowers

Minutes

Agenda item: Assessment **Presenter:** Carl Jowers

Discussion:

Carl Jowers distributed a handout to the group on polices and procedures for TABE Retesting. Carl allowed the group time to review the handout and ask questions.
There were numerous concerns and issues raised with the policies as they were written.

Conclusions:

Jeff asked the group to continue to provide Carl with feedback via email.

Action items

- ✓ Jeff will make changes/revisions to the form and submit to Carl.
- ✓ Once completed Veronica will schedule a meeting with representatives from each campus assessment office to meet with Adult Ed. Program Managers in order to review the entire process.

Person responsible	Deadline
Jeff Hess	
Veronica James	

Agenda item: Campus Reports **Presenter:** Campus Representatives

Discussion:

North – Nina Turner shared with the group that their campus Christmas party went very well. She also gave a special thank you to Carol Williams for all of her assistance with the party.
Nina shared good news for senior citizens. North Campus has an 80 year old student who passed the GED test. His name is Claude Moseley.
David Houston shared with the group that out of the conference held by the National College Transition Network (NCTN) in Providence, RI he gathered useful information that may be obtained from their website. He feels this information will be useful with adult education students on all of our campuses.
He is planning to offer a course on more vocational exposure to promote enrollment on the college side. This course would be offered as a mid-semester vocational educational course.
Downtown/ESOL – Aleen Marsh shared with the group that the International Festival was successful.
ESOL graduation will be held on December 13th at 10:00 a.m.
Dr. Jones is currently interviewing for two case manager positions within ESOL. Dr. Jones is also working on developing a new program called “College for A Day”. He is attempting to have the program up and running by January.

South - Sunny Mathews shared with the group that she is part of the Editorial Advisory Board "Focus on Basics". Linda McClelland announced to the group that her proposal was the first to be accepted by the Adult Education track of the upcoming Teaching and Learning Conference.

Linda also informed the group that the holiday party held on their campus for students went well.

Kent – Jeff Hess provided the report for Kent. He shared with the group that their awards ceremony went very well. He informed the group of the amount of talented students in the Adult Education Department. Jeff also shared with the group that the student performances tie into a NCTN Conference focus, getting students interested in extra curricular activities like music to get them back in school.

Lenora Basso added that approximately 100 guests attended the morning awards ceremony and approximately 130 guests attended the evening ceremony. Lenora wanted to extend a special thank you to Phyllis Goff for all of her hard work on the event.

Conclusions:

Action items	Person responsible	Deadline
✓ Jeff asked that Veronica have Barbara contact Michael Corby in Marketing in order to obtain some publicity for the 80 year old GED student at North Campus.	Barbara Yankoway	

Agenda item: Pre-College Instructions Programs Report **Presenter:** Veronica James

Discussion:

Veronica James shared the following information items with the group.

1. New Hires – Advisor positions have been advertised and close on 12/19/07. She is currently waiting for the Program Facilitator positions to be released by HR.
2. Faculty TABE Training – Currently working on getting the TABE training set up for January or February.
3. Intake Tour – Allison Jump and a team have been to both North and South for tours. She will visit DTC on Wednesday, 12/13. Kent’s tour will be scheduled shortly after the DTC visit.
4. 2007-08 Scholarships are available for students. An email will go out to faculty and program managers regarding this matter.
5. GED Flow Process – The GED Process Data is on the IT list to be transferred to the Orion and Artemis system.
6. Additional Testing Funds – The use of the additional funds as requested has been pre-approved.
7. TABE Item Analysis – Veronica shared with the group that TABE analysis, CASAS and the CPT are also on the IT list to be made available through Artemis.
8. Faculty Travel – Funds are available for faculty members who are interested in traveling to look at “Best Practices” in and out of the state of Florida. Veronica stressed to the group the imperative need to spend the travel funds by May 2008 and reminded them to submit their travel request.
9. Telephone Calls – In January, every Adult Education telephone number along with the call center number will be listed in the telephone book.

Conclusions:

Lenora and Hope expressed a concern that their telephone numbers may be listed as contacts for GED information numbers. Veronica stated that she would ask Barbara to check the website to determine whether their numbers are listed in error.

Action items	Person responsible	Deadline
✓ Veronica asked each campus to send her a name and telephone number for students to reach their department contact person.	Campus Representatives	
✓ Sunny Mathews will forward information on an upcoming conference in Philadelphia that she would like to attend to Veronica.	Sunny Mathews	
✓ Veronica will ask Barbara to check telephone numbers that are listed on the Adult Education website.	Barbara Yankoway	

Agenda item: L.D. Pamphlet

Presenter: Veronica James

Discussion:

Veronica distributed L.D. Pamphlets to everyone. She shared with the group that we do not have a representative on the task force currently and we are in need of someone to serve.

Agenda item: Val-U Program

Presenter: April Tischer

Discussion:

April distributed a brochure to everyone on the Val-U Program. She shared with the group that there are currently 5 individuals listed as volunteers with an additional 15 signed up on the volunteer list.

April asked the group if they would consider using this program on their campuses. Jeff shared with the group that the program can be adapted for any campus.

Agenda item: ABE Levels Focus Group

Presenter: Roberta Thomas

Discussion:

Roberta Thomas shared with the group that she served on the ABE Levels Focus Group. The purpose of the group was to determine whether the college should split ABE levels.

The reason for this possible change is to capture more LCP's.

A recommendation is going to be made to split Level 1. The range would be 0-.9 and 1-1.9. Level 4 is still under consideration.

There will be a meeting held on December 19th regarding using the CASAS for ABE reading testing.

Other Information

Having no further business the meeting adjourned at 11:39 a.m.