

# Adult Education Council Meeting

December 12, 2008  
10:00 a.m. – 12:00 a.m.  
MCCS - Boardroom

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

**Attendees:**

Lenora Basso, Phyllis Goff, Sunny Mathews, Barbara Summers, Kaye Downing, Jeff Hess, Hope Clayton, Nina Turner, David Houston, April Tischer, Theresa McAlister, Kathy Clower, Catherine Rifkin, Jimmie Jones, Aleen Marsh, Judy Knapp, Sharlene Chatham, Donteacia Seymore, Tammy Tuschhoff, Barbara Yankowy

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## Minutes

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

**Discussion:**

**North** – David Houston

- The AE faculty and staff are wrapping up fall term.
- North had their Christmas party for AE students.

**Kent** – Lenora Basso:

- It is official that Adult Education at Kent Campus will be moved to the Cecil Center by fall of 2009. It is uncertain what will happen to the existing AE Cecil faculty members. There is technology access at the Cecil Center, and the Kent technology staff is making sure the AE department will have access.
- Rawlslyn Francis completed Kent's book order. However, Follett ordered ALL the books that were on the list when they should have first done a price check. Now the AE staff will have to sort through all \$14,000 worth of the materials and determine what is needed. The rest of the books will have to be shipped back.
- Follett had a 27.5% mark up. It was suggested that part of those funds be put towards book scholarships for AE students.

**South** – April Tischer:

- Sonny Mathews piloted a GED Hybrid course. It was not successful for Math C students, but was moderately successful for Math D students. She indicated that lower level students appeared to need more direct academic support than can be provided in an on-line or hybrid course.
- Theresa McAllister's GED Quick Start has a 74 % success rate. Those students successful in the class worked diligently, logged on frequently, and communicated with the instructor on a regular basis.
- Jaime has left AE for a full-time position in student Records at the Main Street Building. She will be greatly missed. However, she offered to still remain as a contact for AE when needed.
- The AE staff has had to enroll, advise, and register all of their AE students for next semester. In the past this has been a function of the Student Success office. However, the Student Success staff at South stated that they were too busy to assist with that task.

✓ **Action Item:** Jeff will research this issue.

**Open** – Kathy Clower:

- Elluminate training will be available Thursday January 22, 2009 from 1:00pm-5:30pm. Participation is encouraged. A reminder will be emailed to all AE faculty.
  - GED Connections will offer three different sections on TV as follows: Reading and Language, Science and Social Studies, and Math. Students can now start viewing any topic throughout the semester. This will start in January of 2009.
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- WJCT Saturday morning session will also be offered on open air. Also, Kathy will send out information on Palm Beach streamlined GED lessons. This allows students to view GED lessons from a computer. The link is also posted on the Adult Ed. Website under student resources.

**Downtown – Jimmie Jones:**

- Due to the remodel of the second floor of the A building, AE faculty are still in the process of moving their classrooms elsewhere on the campus. The spring schedule is not yet complete due to the struggle of locating space. AE staff is still in the process of working out class loads and searching for alternate locations.
- April extended the offer to send any overflow students to South and/or other campuses for service due to the lack of space at DTC.
- DTC has received access to FATDEC. Pilots will be developed for Reading and Math.
- The Project Coordinator position in the Polytechnic department is now closed. The process of forming a committee, screening applications, and interviewing will take place by early January.
- The Florida Times Union recently highlighted a DTC student who is 85 years old.

**ESOL- Catherine Rifkin:**

- There was an ESOL graduation on December 11<sup>th</sup> for the level 700 and 800 students at DTC. Around 300 people attended. There was much food and fun.
- Catherine suggested for more information on EAP call extension 8360.
- ESOL enrollment is steadily increasing.
- New ESOL staff support will be added to DTC.

**Agenda item:** Pre-College Update

**Presenter:** Jeff Hess

**Discussion:**

Jeff gave status updates on various projects.

- Donteacia Seymore was introduced to the group as the new Retention Specialist. She will be stationed at the Martin Center and will work with AE students as well as our grant partners.
- A reminder, the TABE level for Reading will rise to a 5.0 by January 1, 2009. Any student scoring at or below the 4.9 level in Reading must be referred to one of our Reading Consortium partners.
- The Technology Committee met and is making decisions on what software to purchase for next year. The committee is still in conversation. Decisions will be shared soon.
- Tammy Tuschhoff has taken the lead in developing a strategic plan for AE. Results are forthcoming.
- Hope and Aleen provided input for changes to the Early Alert system presented by Pete Biegel. The AE section will include messages such as you are approaching six consecutive absences, we are required to withdraw you, please call or check with your instructor.
- Tammy shared some of the transition data. This project is not yet complete. Katherine suggested we also provide data on ESOL 700 and 800 levels.
- Kaye Downing talked about getting our students involved with the Adult Education Honor Society.

✓ **Action Item:** Kaye and Dee will research more information on the AE Honor Society and the opportunities it could provide for our students.

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**Agenda item:** GED Academy

**Presenter:** Jeff Hess

**Discussion:**

- Jeff has asked leadership to bring in more detail for this vision. The goals are to be more effective and efficient.
- The committee has met for one year. The 30 page final report and an executive summary have been forwarded to the cabinet.
- The official roll out date has not yet been determined.
- Polytechnic will still fall under AE, but the details are unknown.
- Jeff explained the model in detail. It will look like a lab model. Transition to post secondary is the main goal of GED Academy.

**Orientation**

- Students will receive orientation in the classroom. In orientation, instructors will set expectations. Assessments will be completed on separate dates rather than all at one time. Students will be a part of the learning commons model. Also, at orientation, students will develop an educational plan.

**Learning Commons**

- This model will serve many students. Faculty and instructional support will work within the learning commons.
- Students will be exposed to more computer learning
- Separate classrooms will be provided for tutoring, roundtables, etc.
- The learning commons will be a very structured environment.
- Classes will NOT be stacked.
- SOAP standards are forthcoming.

**Workshops**

- SLS class will be included before and after the student completes their GED exam.
- Hope suggested a counseling component be included in the model.

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## **TABLED ITEMS**

College Prep and Adult Education- How will AE serve CP students who have exhausted their three times in a remedial class.

Adult Education Hybrid and On-line courses- Jeff and Hope will talk more about this topic at the next meeting.

## ***Other Information***

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The meeting adjourned at 12:00pm