

# Transitions Newsletter

Volume 11, Issue 1-Fall 2022

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## Forum for Excellence

The 2022 Forum for Excellence celebrated 20 years this year and truly embraced the theme, **Cultivating Conversation through Collaboration.**

This was a hybrid conference with various modalities offered to participants to be able to provide access to attendees. The Forum had 452 registered attendees who were able to engage with sessions, fellow colleagues and vendors both virtually and in-person. The Whova App was utilized for communication, agendas, online-networking, and more with a 94% download rate by our attendees! Conference attendees are welcome to return to the app and watch recorded sessions.



Tope Sadiku, Global Head of Digital Employee Experience, Draft Heinz Company, shares Creating a Collaborative Environment to Unlock the Power of People



Dr. Brian Durham, Executive Director of Illinois Community College Board, welcomes virtual and in-person attendees to the 20th anniversary offering of the Forum for Excellence.



The Illinois Community College Board Forum for Excellence Committee with members from the IL Adult Ed Professional Development Network, the Illinois Center for Specialized Professional Support, and the ICCB.



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## Transitions Academy

The Transitions Academy is preparing to start the year with the annual Fall Convening on November 2. Please see below for information and click [here](#) to register! Then see the following pages for more events and information about the Academy.



ILLINOIS COMMUNITY COLLEGE BOARD

# TRANSITIONS ACADEMY

## 11.2.22

## FALL CONVENING

CAREER AND TECHNICAL EDUCATION/TRAINING PARTNERS  
AND  
ADULT EDUCATION AND LITERACY

### Spotlighting Access and Options for Success

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**REGISTER NOW! FREE & VIRTUAL**  
**11.2.22 | 8:30AM-4PM**

DESIGNED TO ASSIST PROGRAMS AND THEIR  
PARTNERSHIPS ON:

- DEVELOPING BRIDGE AND ICAPS PROGRAMS
- EXPANDING THE PARTNERSHIPS BETWEEN AE AND CTE/TRAINING PROVIDERS

HEAR FROM STATE LEADERS AND EXPERIENCED  
ICAPS/IET AND BRIDGE PROGRAMS.



To support you in your planning, strengthening, and updating of ICAPS/IETs and to increase collaboration between partners, ICCB is offering Transitions Academy Cohort Convos. This will be an in-person structured meeting on November 16th for you and your team to share and discuss topics, efforts, and initiatives that can best serve your students, teachers, and programs. Programs will apply as a team. Team members should include instructors, administrators, front-line staff, and support providers connected to your ICAPS/IET.

## **Transitions Academy Day 2** *Cohort Convos for Success*



**Save the Date and look for an email from ICCB inviting you and your team to apply for this in person event on November 16th in Bloomington-Normal.**

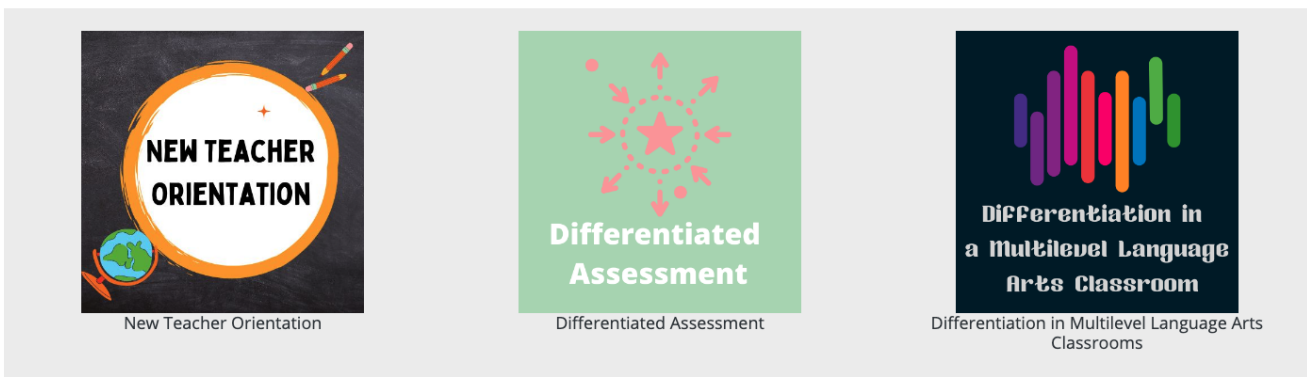
The Transitions Academy is designed to assist programs and their partnerships in developing, strengthening, and updating Bridge and ICAPS (Integrated Career and Academic Preparation System) programs by increasing awareness of the expanding partnership between Adult Education and Career and Technical Education as it relates to the IET/ICAPS models, Illinois Bridge programs, and Illinois Programs of Study. The Transitions Academy commences with a convening each fall and continues throughout the year with offerings such as virtual learning communities, mentoring, professional learning opportunities, and communication.

## iLearn

The updated version of iLearn is here! Make sure to check out the refreshed site! The AE Professional Development Network is continually working to update courses and feature key PD opportunities. Click [here](#) for a direct link.



### Current Spotlight Courses!



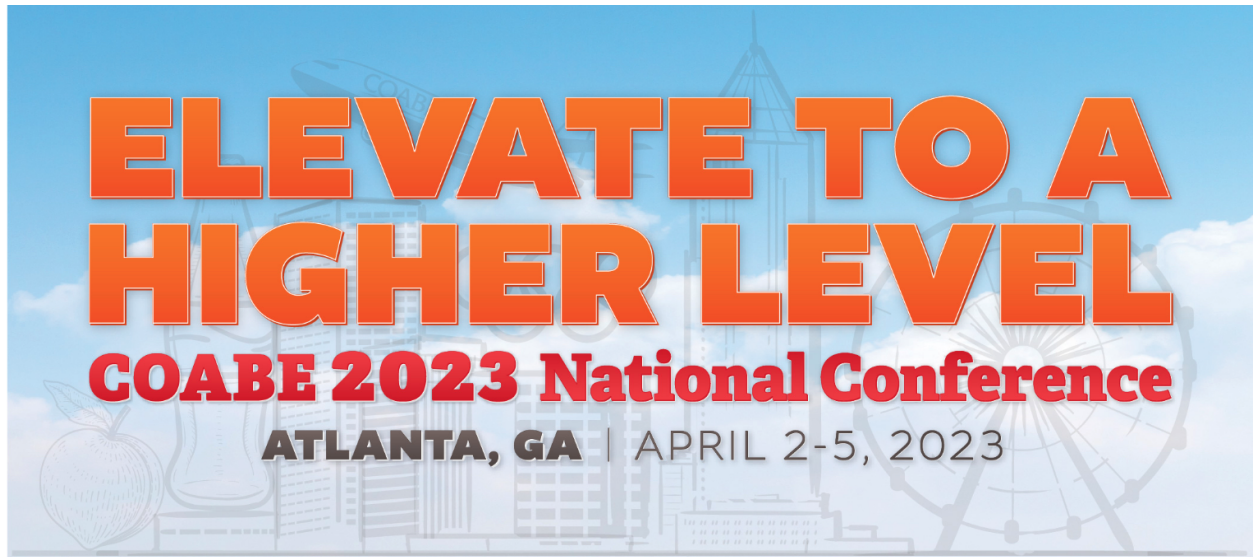
## Ability to Benefit

New guidelines are out for Ability to Benefit. Angela Gerberding and Whitney Thompson held a session at the Forum for Excellence titled **Ability to Benefit (AtB) - The Illinois State-Defined Process**. Their session description was as follows: [Come learn about how the third option for ATB can provide flexibility to both your institution and students! ICCB staff will walk through the State-Defined Process, covering programmatic and reporting requirements. Staff will share available resources and allow ample time for discussion.](#)

Click [here](#) to view the slidedeck and [here](#) for the recording.

## COABE

COABE is coming! Click [here](#) for more information about the April 2-5 2023 Hybrid Conference.



Also, check out COABE's new Podcasts!

## COABE PODCASTS

*Available now on all the major podcast platforms*

A white rectangular box containing logos for four major podcast platforms: Apple Podcasts (purple), Spotify (green), Amazon Music (black), and YouTube (red). Below the Amazon Music logo is the Google Podcasts logo (multicolored).

[Click here to view COABE's Podcasts](#)

## Focus on Equity - Equity VLCs



The Southern Illinois Professional Development Center has continued to host our Equity Virtual Learning Community. In our latest conversation, participants asked for additional support in providing greater access through hyflex teaching and learning.

You ask for it and we'll bring you what you need!

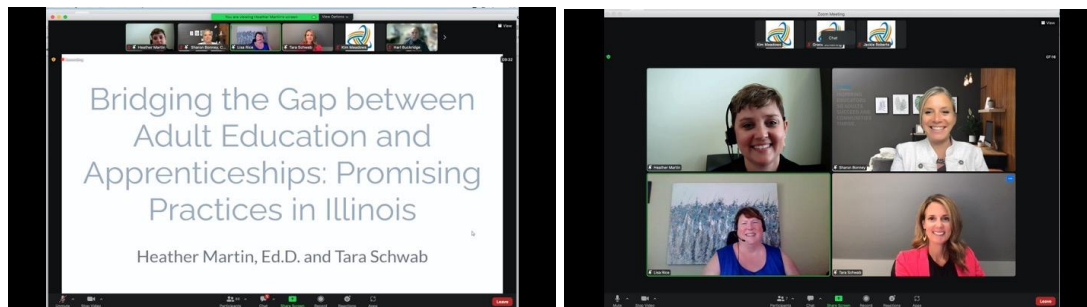
This month's VLC, on **October 27 at 2:00 p.m.**, will be **Promoting Equity and Access through Hyflex Teaching and Learning** and the following session on January 26, 2023 will be focused on **Equity in the Multi-Level classroom**. **Please join the discussion!** As seen above, our sessions will continue to be safe and open forums for discussions about equity.

Click [here](#) for registration.

## Apprenticeship News

Heather Martin and Tara Schwab of the Southern Illinois Professional Development Center have given two follow-up presentations following their COABE session titled **An Overview of the Relationship between Apprenticeships and Adult Education: Stories from Illinois in April**. They were **Bridging the Gap between Adult Education and Apprenticeships: Promising Practices in IL Parts 1 & 2**. The recordings can be viewed on the [COABE website](#).

The first session served as a review of the spring COABE session with updated data from IL. It is also published as part of the 30 minutes of Excellence Series on the National Association of Workforce and Development Professional's [YouTube channel](#).



The second session in August featured some amazing administrators from around IL who discussed their ICAPS and Pre-Apprenticeship/Apprenticeship Programs. Here is the session description for Bridging the Gap between Adult Education and Apprenticeships: Promising Practices in IL Part 2: [Heather Martin and Tara Schwab from the Southern Illinois Professional Development Center](#) will briefly recap some of the partnerships between adult education and apprenticeship programs that were highlighted during their first presentation. They will be highlighting additional programs and giving representatives from those programs and partnerships an opportunity to share their experiences and answer your questions. Programs represented are from [Joliet Junior College](#), [Kishwaukee College](#), [Lincoln Land Community College](#), [Literacy Chicago](#), and [St. Clair County Illinois Intergovernmental Grants](#). Click [here](#) for the recording.

A special thank you to Michelle Lyman and Dain Meza-Gotto at Joliet Junior College, Patti Wragg from Kishwaukee College, Jamil Steele from Lincoln Land Community College, Richard Dominguez from Literacy Chicago, and Lee Reese from St. Clair County Illinois Intergovernmental Grants for sharing their amazing work.

## IACEA



IACEA just held a successful Advocacy Event. Check out [their website](#) to learn more about it. Information about the spring conference is coming soon. Click [here](#) to follow IACEA on twitter for continued news and events.

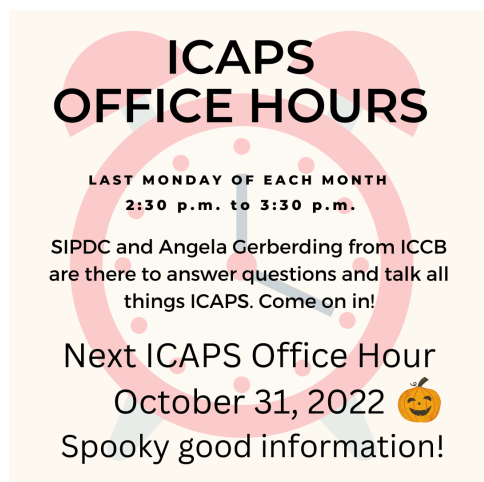
## Mentorship

We have ongoing mentoring happening between programs across the state, and thank you to all who have been participating. This involves some with recurring meetings established and others who simply exchange resources and update each other on similar programming they may share.

If you want to be a mentor or be assigned a mentor, please contact

[sipdctrainer@gmail.com](mailto:sipdctrainer@gmail.com).

## ICAPS Office Hours



Angela Gerberding from ICCB and the Southern Illinois Professional Development Center team will continue to hold office hours in FY23 for ICAPS program development questions, issues, or concerns. We meet on the last Monday of each month at 2:30 p.m. For access to these office hours or if you have any questions, please reach out to Sarah Goldammer [sgoldam@siue.edu](mailto:sgoldam@siue.edu) or Tara Schwab [tarschw@siue.edu](mailto:tarschw@siue.edu). You can register for the series of meetings [here](#).

## Illinois Center for Specialized Professional Support

# Workforce Resources

### Workforce Webinars

ICSPS is proud to assist the WIOA core partners in facilitating the WIOA professional development team meetings. The WIOA professional development team includes representatives from the Illinois Department of Commerce and Economic Opportunity, the Illinois Community College Board, the Illinois Department of Human Services, the Illinois Department of Employment Security, Northern Illinois University: Center for Governmental Studies, Southern Illinois University Edwardsville – Southern Illinois Professional Development Center, and Illinois State University: Illinois Center for Specialized Professional Support.

The team has hosted several events and produced numerous webinars to assist one-stop operators and WIOA administrators.

In collaboration with ICCB and ICSPS, SIPDC presented at the July 20, 2022 Workforce Wednesday Webinar.

Click the image below to view the recording.



### Toolkit for Developing High-Performing Industry Partnerships

This toolkit guides workforce practitioners through characteristics that are necessary to develop, grow, and improve industry partnerships. It includes a mix of reports and resources that industry partnerships can use to guide the implementation of different practices based on your industry partnership's goals and stages of development.

[Learn more](#)

[Access archived webinars](#)

**ARE YOU HOSTING A NATIONAL APPRENTICESHIP WEEK EVENT?**

NOVEMBER							2022
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Let us know so we can add it to our website and promote your event!

\*events can be any day in November\*

Apprenticeship ILLINOIS.com  
Prepare • Train • Retain

[Register Your Event on the Apprenticeship Illinois Calendar](#)

## The PDN Pulse

The Illinois Professional Development Network continues to develop and distribute the PDN Pulse, an exciting publication that allows listserv subscribers to get all the news about Illinois PDN Adult Education professional development opportunities in one place each Tuesday in their email inbox! We also feature key events from important adult education professional organizations. Here is a glimpse:



Click [here](#) to view the PDN Pulse archives.

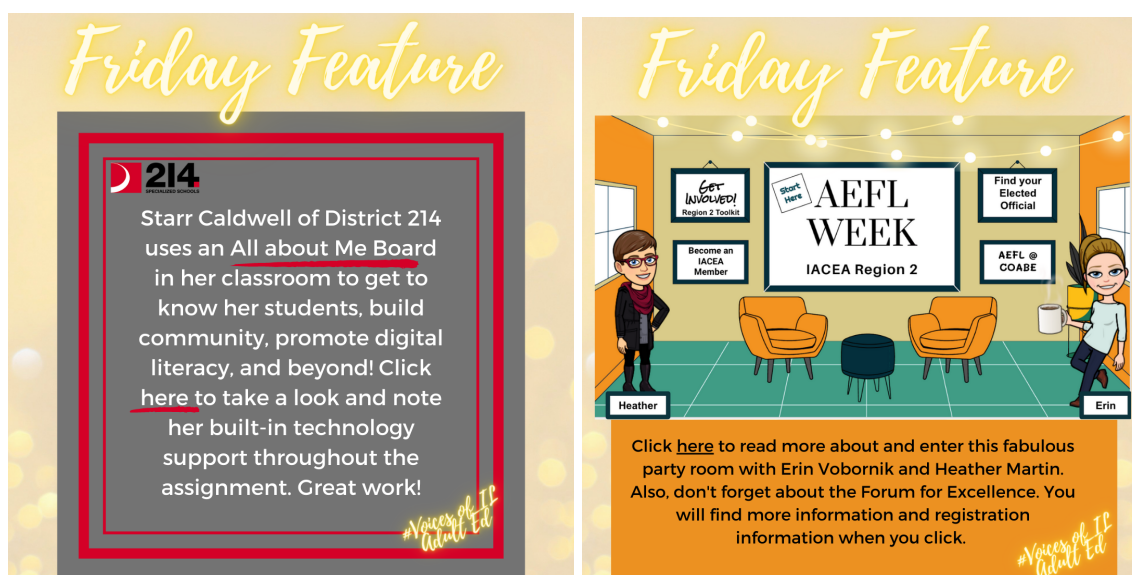


Make sure you are on the Pulse! Do not miss out on PDN and IL Adult Ed information!  
Click here to sign up.

## Friday Features

In order to elevate the voices of Adult Education and to highlight promising and equitable practices, the Professional Development Network has maintained the **Friday Features**. These features are posted on the Illinois Professional Development Network social media accounts and go out via email through the Illinois Adult Education listserv. If you have an idea for a Friday Feature, please email Tara Schwab at [tarschw@siue.edu](mailto:tarschw@siue.edu). Again, see above to subscribe to our listserv and don't forget to like us on social media.

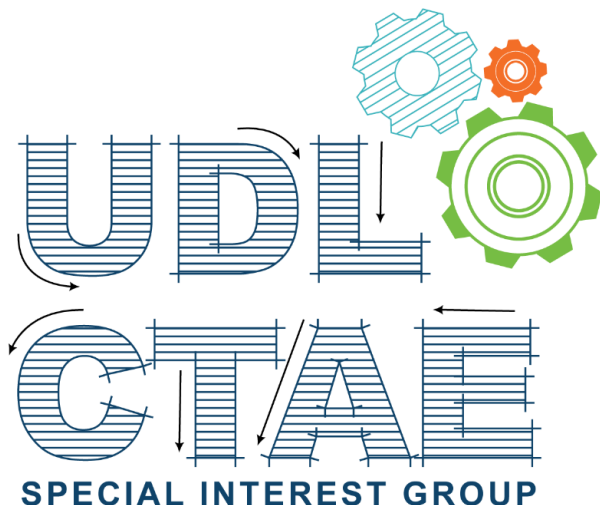
Take a look at a couple of our latest Friday Features below.



Click the images to read about their amazing work!

## New Career and Technical and Adult Education

### UDL Special Interest Group



In response to the growing interest in Universal Design for Learning (UDL) in career, technical, and adult education, CAST's Implementation and Research Network has launched a new special interest group: CTAE. The CTAE special interest group brings together career, technical, and adult education professionals from across the nation to discuss ways of making instruction and services accessible and

inclusive. Topics of interest include universal design for learning, cultivating partnerships between programs, inclusive education, and related topics. The group will serve as a forum for sharing and gathering information on implementation practices in CTAE.

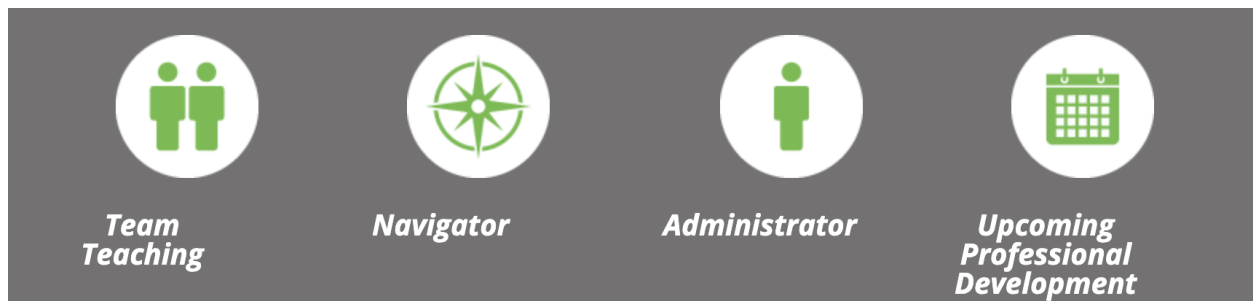
To join, visit [UDL-IRN CTAE SIG](#) to join us!

### IELCE News

Dr. Kathy Olesen-Tracey and Angela Gerberding from the Illinois Community College Board will be presenting at the Transitions Academy Fall Convening on November 2 about IELCE updates. See information about the Transitions Academy including registration above.

## ICAPS Website

Make sure to bookmark the [ICAPS website](#)! This site provides basic information about the history of ICAPS in Illinois, programs across the state providing ICAPS, and a plethora of resources for:



This website exists because of the hard work of many Illinois programs and their dedicated individuals who decided to forge new opportunities for Illinois learners. We strive to refresh the site and add resources often. If you have something to share, please contact Sarah Goldammer at [sgoldam@siue.edu](mailto:sgoldam@siue.edu). We'd love to highlight what you are doing to reach and teach in your program! Check out the new ICAPS Learning Community tab to see all the recordings of this year's meetings. Also, please refer to the Learning Community section for FY23 registration. We are looking forward to it!

## Instructional/Professional Pathways

Considering starting on a professional pathway! Many of our iLearn courses are actually part of a pathway such as Career Navigator or Transitions Specialist. Please check the [Excellence in Adult Education Website](#) and email the Southern Illinois Professional Development Center at [sipdctrainer@gmail.com](mailto:sipdctrainer@gmail.com) for more information.

## Illinois Digital Learning Lab

The Illinois Digital Learning Lab (DLL) 2022-2023 year began with a Virtual Launch Event on October 7th. Our Subject Matter Experts: David Rosen, Jennifer Maddrell, Joy Pak, and Michelle Schallmo worked with Ideation, a Sprint Overview, and a Debrief & Metric Drilldown. Our guest, Ann Darton from Women Employed, joined us to talk about Career Foundations and gathered interest for a supplemental cohort with those interested in the digital Career Foundations program. Burlington English will be returning with their cohort in DLL as well.

On our Illinois Digital Learning Lab website, you will find the 2022-2023 participants, slides, and recording of the DLL Launch Event 2022-2023.

The 2022-2023 tab is up on our [DLL Website](#).

For our 48th year, the CAEL Annual Conference will be held at the Palmer House, Chicago, November 16-18, 2022. There will be two presentations about the Digital Learning Lab at this Conference.

Conquering the Digital Divide in Adult Education: workshop - November 17th, 1:55pm - 2:45pm  
presented by Angelique Maguire,

Adult Education Instructional Services Director, Illinois Eastern Community Colleges  
Now more than ever it is important to incorporate digital literacy skills and technology into the Adult Education classroom and curriculum. By continually looking for answers to benefit and successfully advance our adult learners, we are preparing them for college and career readiness. With the focus on new technology and resources, we are expanding our reach to those that desire something different and innovative to draw them to the classroom and keep them connected. I invite you to join me in a world of new technology possibilities for our lower literacy, adult basic and secondary education, and English as a second language learners. With the help of the Illinois Digital Learning Lab, we have transitioned how we reach our students and how we have continued to teach our students in today's world.

The Digital Learning Lab: Innovative Experiment Building Self-Efficacy for Teachers and Learners:  
roundtable discussions - November 16th, 2:45pm - 3:30pm  
presented by Michael Matos, EdTech Director, scaleLIT

The Digital Learning Lab (DLL) is an innovative experiment integrating digital literacy skills and technology integration through the development and implementation of best practices. Technology can be a powerful tool for transforming learning in adult education. DLL supports teaching effectiveness, increases learner engagement, accelerates learning, closes the "technology gap" so adult learners gain 21st century skills, and reaches students when in-person services are unattainable. We shrink long-standing digital equity and inclusion gaps.

## New Resume Builder Tools in Illinois workNet

Illinois workNet's updated Resume Building Tools are available to help students prepare for their next hiring event. With an Illinois workNet account they can access these tools at no cost through their dashboard. Learn about the new updates below.



**Resume & Cover Letter Builder** – Build, edit, preview, and share resumes. New features allow students to:

- Select modern ATS (Applicant Tracking System\*) templates, fonts, and styles so their resume looks sharp.
  - For more information on ATS, read the [Using the Resume Builder to Pass Applicant Tracking Systems article](#) on Illinois workNet.
- Easily add skills and certifications by clicking a button and typing out their skills or certifications and see suggestions.
- Drag and drop to reorder the sections in their resume or cover letter.
- Use AI Keyword Optimization by copying and pasting a job description to get suggested keywords. Including these keywords in their resume will increase the likelihood that their resume will get into the hands of hiring managers.

**Elevator Pitch** – Create and customize an elevator pitch to say quickly and concisely what it is they do at the next career fair and elsewhere. New features allow students to:

- Record the audio and/or a video of their elevator pitch.
- Add a transcript of their pitch.
- Browse through over 150 elevator pitch scripts that can be customized to match their experience.

**Portfolio Builder** – Choose from templates to easily customize and structure a portfolio with their past projects and accomplishments.

**Interview Prep** - Practice for interviews. New features allow students to:

- Browse through over 1,000 types of interviews
- Record responses to interview questions
- Customize and create their own interview and choose from over 12,000 questions

Practicing an interview in advance will get students thinking about how best they can answer questions they may be asked.

### **Did you know Illinois workNet offers Virtual Job Fairs (VJF)?**

These job fairs and resources are an excellent opportunity for students to directly communicate with employers on available job openings.

Students can:

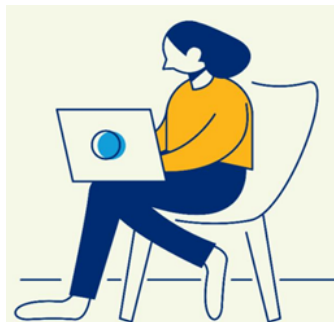
1. Look at the calendar of upcoming virtual job fairs and existing job booths.
2. Use the Resume Builder tools to customize their information and prepare for the events.
3. Attend a VJF and/or apply to VJF booths.

Learn more:

- Visit the [Virtual Job Fairs page](#).
- Read articles on how job seekers can [prepare for a virtual job fair](#) and [what to expect when attending](#) a virtual hiring event.



## Women Employed Career Foundations Has Gone Digital!



Career Foundations is a short course that helps participants develop a career pathway plan leading to sustainable careers, strategically using their current program (Adult Education or Workforce) as an on-ramp. Through scaffolded lessons, students work through self-awareness activities, learn about local pathways and programs of study (including related Bridge/IET programs), match their skills and interests to careers, and create a plan and timeline to get to postsecondary education or short-term certificate training.

In the last seven years, many program administrators and instructors around the state (and outside Illinois) downloaded the original version of Career Foundations—developed by Women Employed and City Colleges of Chicago—through the Women Employed website. But in 2020, with the help of CrowdEd Learning, the curriculum was adapted for online instruction. The resulting version, released in early 2021, can be used equally effectively for in-person, hybrid, or completely remote learning. Built on Google Docs and Google Slides, it is free, readily accessible, and user-friendly.

The digitized version of Career Foundations consists of three components: an Instructor Guide (which contains links to all the other components), Instructor Slides that mirror the instructor Guide but are designed for projection whether in-person or virtual and a Student Guide with the worksheets needed for each lesson. In addition, CrowdEd Learning developed a companion Technology Integration Toolkit that suggests activities for each lesson that help build students' digital literacy. The Technology Integration Toolkit is applicable not just to Career Foundations but also to other courses an instructor might be teaching.

One of the strengths of Career Foundations is its inclusion of activities around local community college career offerings and support services as well as other local job training programs; this enables participants to leave the course with an actionable career education plan and timeline. While the curriculum was written for Chicago providers, it is completely universal, and the introduction includes an outline delineating which lessons will need customization to replace Chicago references with local references.

The curriculum is suitable for students at or above the Low Intermediate ABE and High Intermediate ESL levels. Lessons can be embedded in an Adult Education class or can be used as an orientation component while students are waiting to start a class or workforce training program.

To obtain a free copy of the curriculum (or of free Bridge curricula in a variety of sectors), visit the [Women Employed](#) website.

## Check out LINCS for New Resources



# Integrated Education and Training Design Toolkit

[Click here to access](#)

### Training Opportunities:

- [Creating Adult Pre-Apprenticeships](#) (8 hours): This course is designed to help adult education providers design new pre-apprenticeship programs and support providers who are refining existing pre-apprenticeships or implementing similar integrated education and training programs. The content includes examples and resources that are relevant to a range of adult education providers and a variety of industries. The course includes four modules: Understanding Pre-Apprenticeships, Working with Industry, Designing Your Pre-Apprenticeship, and Managing Your Pre-Apprenticeship.

### Workforce Preparation

- [Introduction to Workforce Preparation and Employability Skills](#) (1.5 hours): This course is designed for adult educators, administrators, teachers, and advisors who seek an introduction to the general concept of workforce preparation and the specific skills outlined in the U.S. Department of Education's Employability Skills Framework. Participants should expect to learn what constitutes the workforce preparation activities referenced in the Workforce Innovation and Opportunity Act (WIOA); explain how to integrate workforce preparation activities into adult

education programming and instruction; and locate resources you can use to develop and incorporate workforce preparation activities into curriculum and instruction. This course is the first in a two-part series exploring workforce preparation skills. The second course is Workforce Preparation Activities in the Classroom: Contextualizing Employability Skills for Deeper Learning.

- [Workforce Preparation Activities in the Classroom: Contextualizing Employability Skills for Deeper Learning](#) (1.5 hours): This course is designed for adult educators, administrators, teachers, and advisors who would like more familiarity with how workforce preparation and employability skills can be incorporated into instructional activities. It is recommended that learners also complete the Introduction to Workforce Preparation and Employability Skills course, which covers workforce preparation and the specific skills outlined in the U.S. Department of Education's Employability Skills Framework. After completing this course, participants will be able to: describe the rationale behind contextualized instruction that simultaneously addresses college and career readiness instruction and general workforce preparation and employability skills, and demonstrate how this rationale is already incorporated into an existing curriculum; explain best practices concerning workforce preparation activities as referenced in WIOA and illustrate how these practices are currently being used to teach employability skills to adult learners; and locate resources you can use to develop and incorporate workforce preparation activities into curriculum and instruction.



## Contact Information

### **Southern Illinois Professional Development Center (SIPDC)**

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Southern Illinois Professional  
Development Center

For more information, see SIPDC's website at [www.siue.edu/sipdc](http://www.siue.edu/sipdc)

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Illinois State University, College of Education

For more information, see ICSPS' website at [icsps.illinoisstate.edu](http://icsps.illinoisstate.edu)