

CONFERENCES OF  
INTEREST

- NCPN Conference, October 28-30, 2015, Dallas, TX
- NCTN Conference, November 9-11, 2015, Providence, RI
- IACEA Adult Education Conference, March 9-11, 2016, Springfield, IL

INSIDE:

Transitions Academy and Retreat	2
What I Wish I'd Known	3
Forum for Excellence Career Tech and Ad Ed Conference	4
Investing in Bridge Programming as a Strategy for Success	5
Online Learning	6
LINCS Resources	7
Effective Transitions in Adult Education—NCTN	8
New ICAPS Website	9
New ICAPS Manual	9
Illinois ICAPS Team Teaching Webinar	9
SIUE Graduate Program	10
Request Best Practices	10

# Transitions Professional Development

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## Transitions Academy and Retreat

Year four of the Transitions Academy brought some format changes to reflect the progression of our Illinois integrated programs. We currently stand at 28 ICAPS programs and growing! Day 2 Retreat was designed to increase awareness and to expand collaboration between Adult Education and Career and Technical Education. It provided an opportunity to share best practices with peers and to give useful feedback into the future direction of the project to ICCB.

New to the Academy this year were the following ICAPS programs: **John A. Logan College, Morton College, and Triton College**, and the following Bridge programs: **Carbondale Community High School, Kankakee Community College, and National Able.**

The Academy on July 21st provided direction and support for the new programs this year as well as to new team members at seasoned programs. All new programs were assigned a mentor and given resources and future training opportunities to assist them.



Dan Deasy of College of DuPage leads a discussion on best industry-recognized credentials with fellow ICAPS providers at the Transitions Academy Retreat.

(Continued on page 2)

# Transitions Academy and Retreat

Topics chosen by the participants of the first Transitions Academy Retreat were:

- ◆ Is your college filling your ICAPS program?
- ◆ How to build relationships with your community college
- ◆ What are the best industry-recognized credentials?
- ◆ Strategies for marketing ICAPS
- ◆ Implementing program improvement through focus groups
- ◆ How do programs select their career pathways?

Notes from these sessions were distributed to participants but it's not too late to receive a copy. If you are interested in the ideas of the TA Retreat participants, contact Sarah Goldammer at [sgoldam@siue.edu](mailto:sgoldam@siue.edu).

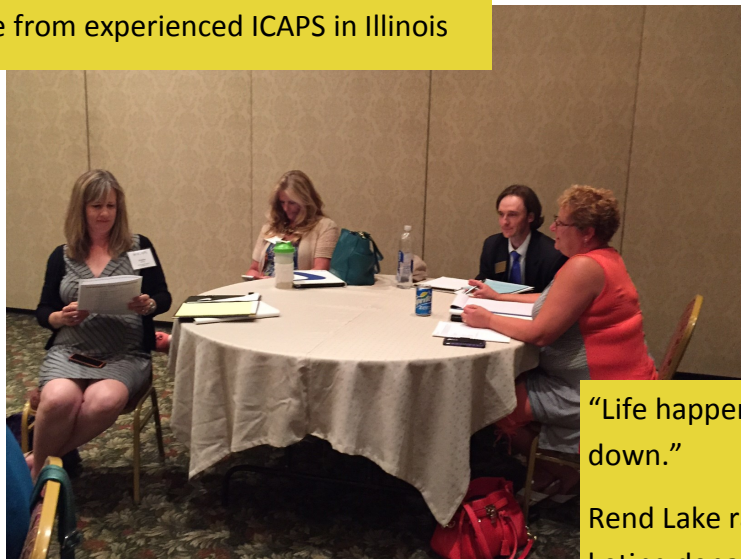


"Create a business case for ICAPS—how will this benefit the college financially?"

Advice from experienced ICAPS in Illinois

"If a short-term certificate does not exist at your college, build one."

Advice from experienced ICAPS in Illinois



"Gather your focus groups together before implementation to make the process flow more smoothly."

Advice from experienced ICAPS in Illinois

"Life happens...but don't let it slow you down."

Rend Lake radio ad produced through marketing department for ICAPS promotion

## What I Wish I'd Known When Starting an ICAPS Program

Alice Daniels, Transitions Coordinator with Rock Valley College, shared insights with the field in an online presentation housed on the ICCB iLEARN site and at the Forum for Excellence Conference last month. Here are some of the highlights of what Alice has learned.

In the 2014–15 school- year, Rock Valley College piloted our first ICAPS/Accelerating Opportunity program in Manufacturing. We began with 8 students in the first semester, went down to 6 students in the second semester, had 3 GED® graduates by graduation in May, and 4 of the original 8 completed the program in August and transitioned on to college full-time getting their associate's degrees in manufacturing. For those not completing the program, they are back in GED® class once again increasing their basic skills.

We spent a lot of time, almost a year, putting together the program and, overall, we are really happy with the results. However, as with any start-up venture, there are certainly things I wish I had known more about in order to do differently and have a better outcome.

First we assembled a great team. We had two Deans—Adult Education and MET (Manufacturing, Engineering & Technology). We also had the chair of the MET department, a grant coordinator, and myself—the navigator—who made up the initial design team. In addition, we received some great help from our college testing center, our registrar and accounts department, and we had some help recruiting from various departments within our program. Being able to all work well and communicate together really helped in paving the way for a successful program.

Since we knew our students would have difficulty with the college math requirement, our MET faculty waived the math requirement. We then offered a preliminary summer class called “Math for Manufacturing,” which required a 7.0 GLE. We used the Ray Prendergast textbook by the same name, and it, along with other great resources, is available on the ICCB site. This course ended up preparing our students even more thoroughly than the traditional incoming students. It also ended up being a great way to determine student persistence—if they showed up five mornings a week, including Friday mornings in the summer, it showed they would be committed to the program overall.

**What I Wish I'd Known...**That Students Lack Basic Computer Skills: Now we have added 30 minutes per day to our Math for Manufacturing summer class for students to work on keyboarding and computer skills. Obviously, when setting this up, make sure you have daily computer access for the students. There are great technology resources on the ICCB site as well.

**What I Wish I'd Known...**That Students Aren't Sure How to Be Students Yet: Another piece I am adding this year is our Planning for Success, or STU 100, class for the students. Your institution may have something very similar or, if not, there are resources on the ICCB site with regard to fostering behaviors for student success.

**What I Wish I'd Known...**The Ins and Outs of College & Industry Certification: If your ICAPS program is offering any sort of certification, it is important that you understand all the requirements.

For more advice from Alice, visit the iLEARN site and view this course as part of the online learning resources known as the Transitioning Continuum. See page 6 for information on how to register.



# FORUM FOR Excellence

Illinois Community College Board  
Career Technical and Adult Education: Building Pathways for All Students

This year, the **Forum for Excellence**, expanded on a growing partnership between Career and Technical Education (CTE) and Adult Education (AE). This Conference was sponsored by the Illinois Community College Board, and hosted by the Illinois Center for Specialized Professional Support (ICSPS), the Southern Illinois Professional Development Center (SIPDC), and the Central Illinois Adult Education Service Center (CIAESC).



The Forum began with a welcome from Dr. Karen Hunter Anderson, Executive Director of ICCB. Sessions provided insights for CTE, Adult Education, and for partnerships through ICAPS. Brian Durham, Deputy Director for Academic Affairs, and Jennifer Foster, Deputy Director for Adult Education and Workforce for ICCB, partnered in the closing session sharing information and encouraging the good work from the field.



## Transitions Blog

To view the latest information and to share ideas with other educators in Illinois, visit the Transitions blog at:

<http://www.illinoistransitions.blogspot.com/>

## Investing in Bridge Programs as a Strategy for Success

Community colleges are facing pressures to increase retention and completion rates, but enrollments are declining. Funding is at stake. There's a large pool of potential students, many of whom are already on college campuses in adult education programs, who could become future college students. They just need college leaders to welcome them.

Join the Pathways to Careers Network on **October 29th** for a 1 hour and 15 minute webinar to learn why implementing bridge programs--which combine basic skills training with career preparation--can be a key strategy for success. In addition to supporting students, bridge programs will even help colleges generate revenues, while improving enrollment and completion rates.

Sameer Gadkaree, author of the policy brief, *Good for Students, Good for Colleges: Investing in Bridge Programs as a Strategy for Success*, published by Women Employed, will share his experience as former Associate Vice Chancellor of Adult Education at the City Colleges of Chicago. In that role, Gadkaree oversaw programs for six colleges and thirty thousand students, and expanded transition programs, including the creation of new occupational bridge programs and the expansion of the Gateway to City Colleges of Chicago academic incentive program across the system.

Visit [womenemployed.org/InvestingInBridgePrograms](https://womenemployed.org/InvestingInBridgePrograms) to see the companion fact sheet and the Investments and Returns Worksheet we'll discuss during the webinar.

We look forward to our conversation with you!

### The Pathways to Careers Network:

Mary Kay Devine, Women Employed

Carrie Thomas, Chicago Jobs Council

For more information, please contact Mary Kay Devine [mdevine@womenemployed.org](mailto:mdevine@womenemployed.org)

# Transitioning Through Adult Education online learning

The Transitioning Continuum of Professional Development is available through the Southern Illinois Professional Development Center (SIPDC). It provides free online professional development to improve transition knowledge from basic to complex.

Online modules include:

## **Technology 101**

### **Integrating Career Awareness**

#### **Career Development 101**

Soft Skills

Interview Techniques

Resume Writing

Goal Setting

Self-Advocacy

Job Applications

Multiple Intelligences

#### **Career Pathways Core Training**

#### **Bridge Program Development Basics**

#### **College Readiness 101**

#### **Intro to Special Learning Needs**

#### **Team Teaching (via World Ed)**

#### **Advance Organizers 101**

#### **Career Plans**

#### **Critical Thinking/Problem Solving**

#### **Career Development 201 Overview**

#### **College Readiness 201**

#### **Advanced Integrated and Contextualized Instruction**

#### **Finding True North--Role of the Navigator (via World Ed)**

#### **Workplace Systems & Culture**

#### **How to Keep Your Job**

#### **Communication**

#### **Job Shadowing**

#### **Learning Techniques to Improve Technology in the Classroom**



### **Matching Mainstream Technology Solutions to Assist Adults with Learning**

#### **Career Ready Practices**

#### **21<sup>st</sup> Century Illinois: Adult Education and Career Training System**

#### **Testing Accommodations and GED®**

**Contact**  
**[sipdctrainer@gmail.com](mailto:sipdctrainer@gmail.com) for**  
**more information**

## **Recently Added Modules!**

### **Instructor Development and Evaluation Strategies for Marketing the ICAPS Program What I Wish I'd Known Before Starting My ICAPS Programs**

### **Strategies that Work in Marketing and Selection of ICAPS Students**

### **Creating and Sustaining Partnerships for the College Navigator**

### **Incorporating Contextualized Math into the Classroom**

# LINCS Resources

## Integrating Employability Skills: A Framework for All Educators

In today's highly competitive and increasingly global economy, students need more than just academic skills and knowledge. They also need employability skills in order to successfully cultivate a career.

The College and Career Readiness and Success (CCRS) Center, in partnership with the Center on Great Teachers and Leaders (GTL) and RTI International, released *Integrating Employability Skills: A Framework for All Educators*. This professional learning module—a collection of customizable, content-rich train-the-trainer materials—can support regional comprehensive centers, state educational agency staff, and state regional centers in building their knowledge and capacity to integrate and prioritize employability skills at the state and local levels.

This interactive module – a collection of PowerPoint slides, handouts, sample agenda, a workbook and tools for individuals or state workgroups, and a facilitator's guide – provides the following activities:

- Introduces participants to the Employability Skills Framework and explains why it is important for all students,
- Connects the Employability Skills Framework with other educational initiatives,
- Provides strategies to prioritize employability skills at the state, employer, district, and individual teacher levels.

To request technical assistance services related to this PLM or copies of the materials in Microsoft Word format, please email [ccrscenter@air.org](mailto:ccrscenter@air.org)

# Effective Transitions in Adult Education

The **National College Transition Network at World Education, Inc.** will hold its ninth annual national conference on Effective Transitions in Adult Education on **November 9 - 11, 2015** at the Crowne Plaza at the Crossings, Providence (Warwick), RI.

The Effective Transitions Conference is held every year and is geared towards adult education, workforce development, and post-secondary educators, advisers, and administrators. Workshop themes include foundational skills, acceleration strategies and effective practices for college transition, career pathways and ESOL/ESL programs, preparing students for college-level reading, writing, and math, advising and support services, and more. The full conference schedule and workshop descriptions are now available!

For more information and to register for the conference:

**<http://www.cvent.com/events/effective-transitions-in-adult-education-conference-2015/event-summary-48c87b2fb50a43e887298fc82fd5074c.aspx>**

## **World Education - E-Learning PD Fall Course Suggestion**

### ***Helping Students Stay: Exploring Program and Classroom Persistence Strategies (October 28 - December 9)***

In this course, participants use the six core “drivers” of persistence to organize and review a wide range of successful persistence strategies, and to prioritize the ones that might have the most impact in their own program.

Course fee: \$289.00

**<http://elearningpd.worlded.org/helping-students-stay/>**





## ICAPS Manual In Progress ICAPS Website Is Live

The new ICAPS Manual that was previewed at the Transitions Academy this year is undergoing development and will be complete by the end of the fiscal year. The full manual will be unveiled at the 2016 Transitions Academy.

The current draft version of the ICAPS Manual can be found on the new ICAPS website: [www.icapsillinois.com](http://www.icapsillinois.com). The new website will be undergoing periodic updates and revisions. It contains links and listings of resources for Administrators, Team Teachers, and Career Navigators/Transition Coordinators, as well as anyone interested in the Integrated Career and Academic Preparation System.

## Illinois ICAPS Team Teaching Webinar

View this archived webinar to review the **Illinois Team Teaching Continuum**, learn how the stages evolve, and how you can improve team teaching at your college.

**Coming soon:** new online session overviewing all of the resources available on the **Team Teacher Menu of Resources** and how to use them most effectively. Check the **Transitions Blog** for more information.

<http://www.illinoistransitions.blogspot.com/>

## New ONLINE Adult Education Course from SIUE

### AD ED 523: Curriculum and Instruction in Adult and Continuing Education

- ⇒ **This new course is part of a series of online courses available in the Master's Degree in Curriculum & Instruction with an Adult Education option.**
- ⇒ **This course is designed to enhance the leadership and teaching skills for those who teach adults in a variety of work-related settings. This option is designed to integrate the adult leader's past and future work experience.**
- ⇒ **Enroll in one course—or choose a Master's Degree Option in Adult Education.**

Dr. Caroline R. Pryor, capryor@siue.edu, Adult Education, option advisor

Angie White, angewhi@siue.edu, Advisor, Student Services, 618-650-2433

Dr. Susan Breck, sbreck@siue.edu, Graduate Program Director

## New Online Training Menus for Administrators and Career Navigators

As part of the sustained professional development for team teachers, ICSPS and SIPDC created a Team Teacher Menu of Resources housed on the ICAPS website. We plan to create the same type of on-demand training resource menu for Administrators and another for Career Navigators. As part of the resources, **we are soliciting examples/templates/processes from experienced programs. If you have resources in any of the categories below, please send them to Sarah Goldammer at [sgoldam@siue.edu](mailto:sgoldam@siue.edu).** If you have suggestions for additional items not listed below, please share that as well as we hope this will be an evolving and responsive collection of resources. Thanks for any assistance you can provide.

Integrated/Bridge class offerings  
 Integrated/Bridge scheduling  
 Contextualized curriculum  
 Distance learning  
 College success courses  
 Staff integration roles for best student results  
 Articulation agreements  
 Sustaining ICAPS/Bridge programs  
 Working within APC  
 Braided funding  
 How to fund a career navigator

Career/transitions plan  
 College success courses  
 Partnerships materials (introductory materials, agreements, meeting agendas, sustaining materials, etc.)  
 Checklists  
 Screening and selection process materials  
 Marketing materials  
 Orientation



Southern Illinois Professional  
Development Center

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

Southern Illinois University  
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Edwardsville, IL 62026-1128  
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For more information please contact  
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