GATEWAYS TO OPPORTUNITY
Illinois Professional Development System

PDAC Qualifications and Credentials (QC) Credential Committee
Friday, November 6, 2015
1:30PM – 3:00PM
Telenet
Meeting Minutes

Attendees:

Allison Lowe-Fotos	Joan Longtin	Penny Williams-Wolford
Ashley Moore	JoAnn Burnside	Ryan Duffy
Carole Franke	Joni Scritchlow	Sandra Cole
Danyle Watkins	Juliet Bromer	Sharyl Robin
Diana Rosenbrock*	Lisa Downey	Stephanie Hellmer
Gayle Mindes	Michelle Wagner	Teri Talan*
Jenny Metcalf	Nina Wargel	Tricia Desmond

*Denotes co-chair

Welcome – Teri Talan and Diana Rosenbrock, co-chairs
- Teri welcomed Diana Rosenbrock as the new Qualifications and Credentials co-chair.

Review and Approval of Minutes – August 4, 2015
- Teri made a motion to approve the minutes.
- No objections.
- Minutes approved.

Ad Hoc Committee Updates:

Technical Assistance Credential – Sharyl Robin, co-chair
- Weekly calls to review applicant course descriptions.
- Working to get applicants approved and looking at portfolio documents at the next face-to-face meeting on December 17th, 2015.
- **Question:** What are portfolios?
    o **Answer:** Portfolios include documents that applicants fill out to verify work and practical experience and professional contributions. This is required for Direct Route applicants only.
- 75 Direct Route applications have been received and 115 applicants have emailed asking for an application.
- 14 portfolios have been submitted (portfolios being work and practical experience forms and professional contributions).
- 69 applicants have their official transcripts in.
- Course descriptions are currently being reviewed on a weekly basis.
    o Guidelines for reviewing course descriptions are being set during these meetings in order to maintain consistency.

- The TA CD Review Group had its first meeting on September 8th and have had a total of 6 meetings to review course descriptions.
- Finding that applicants have coursework that aligns with the TA Content Areas yet, there still is a need for more coursework to be developed in the field of coaching and mentoring in early care and education/school-age children.

Family Specialist Credential – Stephanie Hellmer, INCCRRA Staff
- 235 direct route applications received
  - 43 direct route credentials awarded
    - 35 – FSC Level 5
    - 1 – FSC Level 4
    - 4 – FSC Level 3
    - 3 – FSC Level 2
  - 18.2% of all direct route applicants have been credentialed
- 323 total have expressed interest
- 180 have sent transcripts
- 67 have sent portfolio documents
- 41 total entitled route applicants
  - Seven FSC entitled route credentials awarded
    - 2 – FSC Level 5
    - 3 – FSC Level 4
    - 1 – FSC Level 3
    - 1 – FSC Level 2
- **Additional Information:** The FSC committee met on 10/30/15 and approved 24 direct route applicants and 2 entitled route portfolios. The committee will have a course description telenet on 11/6/15 from 9-10 am. The next committee telenet is on 12/4/2015 from 9-10 am. The focus of this meeting is to develop a checklist for applicants to use when verifying "family related" work experience.
- The Family Specialist Credential pilot ends December 31, 2015.
- Survey questions being sent out to entitled route applicants, direct route applicants and faculty members from entitled institutions.
- **Question:** Where are applications coming from – is there a sector of specific work from practitioners?
  - **Answer:** Head Start Family Workers, Parent Educators, Family Support Specialists, Family and Community Engagement Specialists, Social Service Agency Workers
  - There is not one particular place of employment or position but a wide variety of individuals that are working with families.
- **Question:** Have individuals that work in schools applied?
  - **Answer:** There have been a few regional offices of education that have had their staff apply but a majority of applicants come from an early childhood background.

School-Age Credential and Youth Development Credentials – Ryan Duffy, INCCRRA Staff
- 169 direct route applications received
- 119 direct route transcripts have been received
- 34 credential grids completed
- 33 portfolio packets have been received

- 15 entitled route applications have been approved by committee
- 9 direct route applications have been approved by committee
- Survey questions being sent out to entitled route applicants, direct route applicants and faculty members from entitled institutions.
- Pilot ends December 31, 2015.
- After the pilot is complete, the SAYD committee will review all the survey data and make revisions as necessary.
- Statewide roll out July 2016.

Family Child Care Credential – Sandra Cole, co-chair
- 214 direct route applications received
- 293 total have expressed interest
- 167 have sent transcripts
- 62 have sent portfolio documents
- 112 need additional coursework/trainings
  - A total of 23 direct route applicants have been awarded the Gateways Family Child Care Credential.
    - 1 awarded the FCC Level 5
    - 10 awarded the FCC Level 4
    - 7 awarded the FCC Level 3
    - 5 awarded the FCC Level 2
- 21 total entitled route applicants *(10 St. Augustine College , 3 National Louis University, 2 Rockford University, 6 Harper College,)*
- **Additional Information:** Family Child Care Credential Committee will meet face-to-face on Saturday, November 14th from 10:00 AM – 3:00 PM to review applicant documents and issue credentials.
- **Future meetings are scheduled for:**
  - Thursday, December 10 2015 1:00 - 2:30 Telenet
  - Thursday, January 14, 2016 1:00 - 2:30 Telenet
  - Saturday, February 6, 2016 10:00 - 3:00 Face-to-Face
  - Thursday, March 10, 2016 1:00 - 2:30 Telenet
  - Thursday, April 7, 2016 1:00 - 2:30 Telenet
    **May and June   (Face to Face and Telenet May/June TBD)
- Meet again on November 14 to review more applicants.
- Pilot ends – March 2016.

ECE/ITC Level 6 Roll-Out – Teri Talan, co-chair
- Meeting with the ECE/ITC Level 6 Committee for ongoing review of applications for the ECE and ITC Level 6 Credentials.
- Reviewed the framework and the scoring rubric to make sure that the intellectual knowledge and expertise that the original committee started is being transferred to the group of professionals moving forward.
  - Entitled route credentials have been easier for applicants to obtain versus the Direct Route – as DR is dependent on areas of mastery and professional contributions (requires more portfolio documentation).

- Number of applicants that have been awarded the ECE and ITC Level 6 Credentials is going to be lower compared to other credentials because of the level of mastery that is requires.

Lessons Learned – Guidance provided by QC to Credentials in Pilot - Teri Talan
- Shared experiences from individuals on the phone of lessons they've learned from previous credentials in pilot or from when they themselves applied for a credential (ECE, ITC, IDC).
- Questions asked: What do you find you are struggling with? Are there things that you would like to discuss? Any questions from applicants from institutions? How can we help credentials in pilot move forward in their work?
    - Answers: Struggle for applicants who have Bachelors in Early Childhood Education and are not able to receive the ECE Credential. Some applicants report struggling not being able to get enough Education and Training points (missing one class) and have been in the field for 30 plus years.
    - Paperwork is not difficult to fill out but education requirements hard to meet.
    - Question: Is there a time requirement on an individual's degree?
        - Answer: No time requirement on a degree's validity. The degree can go as far back as possible.
    - Communicate more with applicants to speed up the process.
- Question: Is there an overlap between the School-Age Credential and Youth Development Credential?
    - Answer: Right now, the credentials are both in pilot and are separate credentials. The age ranges are different (School-Age is 5 – 12 and Youth Development is 10-18). The credentials do not overlap. Survey questions will be analyzed at the end of the SA and YD Credential pilots to determine if the credentials will remain separate or combined.
- Do other Gateways Credentials overlap?
    - It is messaged to the field that at the core, the ECE Credential is what the ITC builds off of, similarity you build off of the ECE Credential with the IDC having administrative courses.
    - Family Child Care also wants an Early Childhood Core and but requires unique competency to FCC.
    - The ECE Content areas are foundational for other Gateways credentials. They do not represent the content areas of other credentials entirely but build a basis for additional knowledge needed in a particular field of study.
    - Some individuals do qualify for more than one credential.

Supervised Experience Recommendation Revisions – Attachment A
- The definition will read as follows:
    Supervised experience involves candidate (student) working (hands-on) directly with children in a supervised setting. Supervision may come from the instructor or the candidates (student's) ECE contact designated supervisor at the site. Experience must be instructor evaluated and contain an evaluation of the candidate working within the setting. on site evaluation of the student.
- This definition will be utilized for the ECE Credential and will serve as a template for all other Gateways Credentials. The population/audience will be changed for each credential as needed.

Implementation and Timeline for EC Credentialing State Team Recommendations
- Two recommendations reviewed with the QC Committee.
  - Both have been shared at PDAC and Steering Committees.
  - Want to make sure that all QC Members are aware of the recommendations.
  - Messaging in January to the field – effective July 2016.
  - For those who have already applied, will be grandfathered in.
  - New applications will have to meet the 16 hour requirement.
  - Help with Gateways scholarship dollars as well as students will be eligible for financial aid.
  - Important point of information for credentials in pilot to note if changes will need to made to their credential requirements at the end of pilot.
- The recommendations included:
  - General Education requirements for the Gateways to Opportunity ECE Credential at Level 3 and Level 4 be changed to "credit-bearing" versus "transferable". The change will go into effect the week of September 21, 2015.
  - Increase the number of hours of coursework required for the Gateways ECE Credential Level 2, to 16 points (semester hours) to align with federal requirements for financial aid. The PDAC Qualifications and Credentials Committee will work through the different processes for the changes to be implemented.   Gateways entitled institutions will be required to meet these changes by July 1, 2016.
- Question: Where are we in term of Gateways Scholarship dollars?
  - Answer: Funding has been provided and will be moving forward with those applying for credentials.

Frameworks
- Have students look at them in the field to get a fresh pair of eyes.
- Two different versions – the content is the same but the layout of how the levels are presented is different.
- Individuals like the idea of putting the levels across the top.
- Send suggestions to tdesmond@inccrra.org if you have any additional thoughts on the frameworks.

Adjourn

FY16 Meeting Dates
February 25, 2016 – 1:00PM – 3:00PM (Telenet)
March 29, 2016 – 1:30PM – 2:30PM (Telenet)
April 19, 2016 – 1:30PM – 2:30PM (Telenet)

GATEWAYS TO OPPORTUNITY
Illinois Professional Development System

Professional Development Advisory Council (PDAC)

RECOMMENDATION FOR APPROVAL

DATE: August 4, 2015

COMMITTEE MAKING RECOMMENDATION: PDAC Qualifications and Credentials Committee

RECOMMENDATION: The PDAC Qualifications and Credentials (QC) Committee recommends approval of the following revised definition of supervised experience for the Gateways to Opportunity ECE Credential.

> **Supervised experience** involves candidate ~~(student)~~ working ~~(hands-on)~~ directly with children in a supervised setting. Supervision may come from the instructor or the candidate's ~~(student's) ECE contact~~ designated supervisor at the site. Experience must be instructor evaluated and contain an evaluation of the candidate working within the setting. ~~on-site evaluation of the student.~~

RATIONALE: The previous definition of **supervised experience** required that students have an "on-site" evaluation. The revised definition will allow the incorporation of technology in ways that didn't exist when the previous definition was created and can also serve as a template for other Gateways credentials.

DISPOSITION:
PDAC Qualifications and Credentials Committee
Approved: x   **Date:** 8/4/15
Disapproved: **Date:**

DISPOSITION:
PDAC Steering Committee
Approved: X   **Date:** 10.21.15
Disapproved: **Date:**

DISPOSITION:
PDAC
Approved: X   **Date:** 11.13.15
Disapproved: **Date:**

DISPOSITION:
IDHS
Approved: **Date:**
Disapproved: **Date:**

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