

GATEWAYS TO OPPORTUNITY
Illinois Professional Development System

**Illinois Professional Development Advisory
Council (PDAC) Operating Guidelines
and Procedures**

MISSION

Who We Are:

The Professional Development Advisory Council (PDAC) is a group of highly qualified practitioners, educators, and advocates from around the state. PDAC was created in December 2002 by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development and introduced Gateways to Opportunity statewide in March 2005.

Gateways to Opportunity is the Illinois professional development system for early care and education, school-age, and youth development professionals. PDAC's overall strategy is to improve the stability of the workforce through increased professional development and improved opportunities for career advancement. PDAC members accomplish this goal through their dedicated efforts and involvement in PDAC committees.

What We Believe

The partners involved in this collaborative effort are committed to developing an integrated statewide professional development system. Additional goals are to promote professionalism within the early care and education, school-age, and youth development fields and provide opportunities and compensation for professionals to further their education and training. The system is accessible and affordable to practitioners across Illinois working in these fields. PDAC partners recognize that these goals are achievable only through collaboration with statewide, regional, and local organizations and funding entities (private and public) committed to this common purpose.

Our Role:

The role of PDAC through its membership is to act as a collective advisory body made up of stakeholders who work with and for children, youth and families that collaborate to develop recommendations in keeping with PDAC's vision, mission and goals pertaining to professional development. The work of PDAC is funded by the Illinois Department of Human Services Division of Early Childhood (IDHS DEC).

Our Vision:

We envision an inclusive and efficient system of preparation and training of early care and education, school age and youth development professionals who nurture, engage, and serve the needs of children and youth in partnership with their families and communities.

Our Mission:

To promote, support and recognize engaging professional preparation and training opportunities for all current and future early care and education, school age, and youth development practitioners.

Our Values:

We believe in an engaging, inclusive, and efficient professional development system serving practitioners in all settings.

Engaging: Respects and cultivates education, training, and experience; recognizes and equitably compensates achievements based on levels of competence.

Inclusive: Has diverse representation of culture, linguistics, ability, ethnicity, gender, age and geography; supports inclusive, high-quality, culturally responsive care and education for all children, youth and families in all settings.

Efficient: Is accessible, affordable, and diverse in opportunities; develops and expands core knowledge, skills, and dispositions.

MEMBERSHIP

PDAC Membership represents the diversity of Early Childhood and School-Age and Youth Development, and Family Practitioners in Illinois. Tri-chairs are charged with insuring broad committee member representation including:

- Sectors (e.g. child care, Head Start/Early Head Start, public preschool/primary education, early intervention/special education)
- Settings (e.g. centers, schools, homes)
- Agencies (e.g. CCR&R's, advocacy groups, training entities, and state agencies)
- Geography (e.g. the entire state represented)
- Under-represented groups (e.g. language, culture, ethnicity, and other identifying characteristics within state's population)
- Higher education (e.g. two- and four-year institutions)
- Roles (direct service professionals and those working directly or indirectly for young children and their families)

PDAC Process for Membership:

- PDAC Leadership Team, Committees and Committee Tri-Chairs propose new membership.
 - Includes self-nomination, assignment by agency, direct request due to specific expertise, succession planning etc.
- Illinois Network of Child Care Resource and Referral Agencies (INCCRRA) committee liaison shares proposed members with Senior Program Director.
 - Senior Program Director shares proposed members with PDAC Leadership (comprised of PDAC Tri-Chairs and IDHS) for their approval, and a welcome packet is sent to the new member.
- Annually. PDAC committee member lists are reviewed by PDAC Steering Committee for specific input as to member representation, constituencies represented for a general overview of identification of needs in recruitment on an annual basis.

PDAC Member Responsibilities:

- PDAC members have been selected as professional representatives of specific constituencies related to children and families. Attendance at meetings is expected to maintain full participation and representation.
- All PDAC members are required to complete a yearly update commitment, approval and verification of agency/employer representation.
- All PDAC members must also be a member of a PDAC Standing Committee or designated Ad Hoc committee.
- Participate in the work of the committees and PDAC through meeting attendance, e-mail correspondence, etc.
- Keep Gateways to Opportunity Registry membership current.
- Each member of PDAC is a valued participant in the process of developing the Gateways to Opportunity Professional Development System related to children and families. To make the best use of everyone's time, talent and energy, the following guidelines have been put in place:
 - Attend meetings to ensure full participation and maintain representation. This includes timely response to RSVP's, being punctual and staying for entire meeting.
 - Review materials prior to the meeting and come prepared for discussion.
 - Participate fully in the meetings.
 - This could include turning off/silencing mobile devices.
 - Communicate openly and directly.
 - Assume that other's intentions are positive.
 - Conversation needs to be aligned with the purpose of PDAC.
 - PDAC members who do not fulfill these responsibilities may be asked to resign.

Guest PDAC Participant Guidelines:

- Any PDAC member who is bringing a guest will notify the INCCRRA liaison.
 - Guests at PDAC meetings are non-voting participants.
 - Guests can participate in discussions.
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STRUCTURE

PDAC's work is accomplished through a committee structure that includes the Steering Committee, the Standing Committees and Ad Hoc Work Groups which comprise PDAC. Committees shall be comprised of members who represent a varied array of constituency groups, as well as the regional, cultural, and linguistic diversity in the state. PDAC Leadership includes the Tri-Chairs of PDAC, representatives from IDHS DEC, Senior Program Director of INCCRRA/Gateways, and Program Manager.

Standing Committees are convened when PDAC needs to use them on a continual basis but can be dissolved as needed.

PDAC Standing Committees:

PDAC Standing Committees include, but are not limited to:

- **Financial Supports Committee**
- **Qualifications and Credentials Committee**
- **Workforce Development and Pathways Committee**
- **Higher Education Committee**

Standing committees may convene one or more Ad Hoc Work Groups for a specific task with an identified timeline. Goals and objectives for each committee are listed in the PDAC Strategic Plan.

*Goals as identified in the Strategic Plan X.

Standing Committee Co- or Tri-Chair Responsibilities: *(in addition to the roles listed in PDAC Steering Committee)*

PDAC committee Co-Chairs are responsible for the types of tasks outlined below. Depending on the work of specific committees, Co-Chairs may assume additional responsibilities.

- Provide leadership and vision in determining and prioritizing committee goals.
- Convene meetings quarterly or more frequently.
- Develop and review documents and materials with INCCRRA Staff Liaison prior to distribution:
 - Correspondence with committee members and potential members
 - Agendas and handouts
 - Meeting notes and follow up materials
 - Committee work plans
 - Recommendations to the Committee
- Provide committee reports back to PDAC and PDAC Steering as requested.
- Communicate as needed with other INCCRRA Committee liaison to ensure coordination of work activities and their forward movement.
- Communicate as needed with other committee members to ensure non-duplication of work efforts.
- Attend all PDAC meetings.
- Attend all PDAC Steering Committee meetings.

- Collaborate with other PDAC committees as needed.

PDAC Steering Committee:

The PDAC Steering Committee is comprised of PDAC Tri-Chairs, INCCRRA’s Senior Program Director, INCCRRA Program Manager, the Tri-Chairs of PDAC committees, and at-large members who serve at the discretion of the PDAC Co-Chairs and relevant state agencies and state board representatives.

The Steering Committee will:

- Set the direction of PDAC and coordinate its work across committees to insure non-duplication of work.
- Ensure an effective committee structure to guide the work of PDAC to accomplish its goals.
- Develop and annually review the Strategic Plan.
- Develop and implement goals and objectives for the Steering Committee as part of the Strategic Plan.
- Provide leadership and vision in supporting the Illinois Professional Development System.
- Approve all formal recommendations from committees to take to PDAC for approval.
- Provide input to PDAC meeting agendas.
- The PDAC Steering Committee may develop and move forward time sensitive recommendations that move directly to state agencies/authorizing entities.

PDAC Tri-chair Responsibilities: *(in addition to the roles listed in PDAC Steering Committee)*

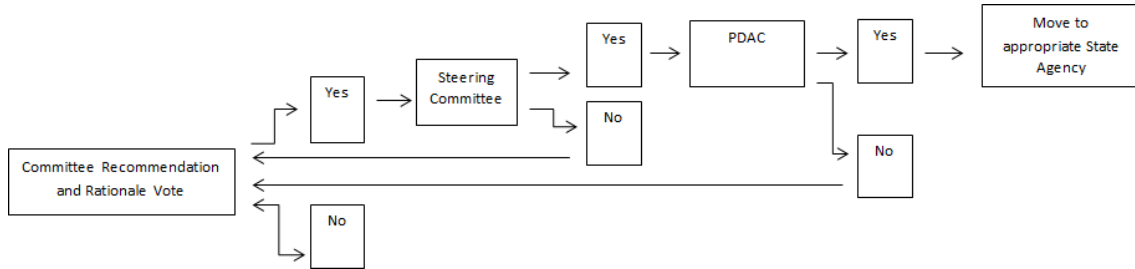
- Provide leadership and vision to PDAC and PDAC Steering Committee.
- Participate in setting and prioritizing PDAC Steering Committee goals and objectives.
- Designate PDAC Committee Co-Chairs in conjunction with relevant state agencies and state board representatives.
- Communicate as needed with the Senior Program Director to ensure coordination of committee activities and their movement forward.
- Develop and review documents and materials with the Senior Program Director prior to distribution:
 - Agendas
 - Correspondence with Steering Committee and PDAC members
 - Recommendations to the Steering Committee
- In a neutral manner, facilitate discussion during PDAC meetings; process information and summarize it back to the membership.
- Convene and facilitate a minimum of four (4) PDAC meetings and the PDAC Annual Meeting per fiscal year.
- Convene and facilitate a minimum of four (4) PDAC Steering Committee meetings per fiscal year.
- Attend all PDAC meetings.
- Attend all PDAC Steering Committee meetings.
- Represent PDAC on the following:
 - At key councils and settings (e.g. P20 Council, and Early Learning Council etc.)
 - Community Meetings in your area

PROCESS and PROTOCOLS

Decision-Making Process at PDAC:

- PDAC meetings use a modified form of decision-making. This process will assist in documenting actions taken at PDAC meetings. Guests can participate in discussion at discretion of co-chairs.

Flow Chart of Process of a Recommendation



Committee Recommendations:

All recommendations made by committees must be approved by the Steering Committee before being brought to PDAC. Recommendations must be brought forward by one of the tri-chairs of a standing committee or designee. The standing committee tri-chairs may provide supporting or background information regarding the recommendation. After the recommendation is presented by the standing committee co-chair, the PDAC Tri-Chair will call for a consensus vote.

The recommendation process is as follows:

1. Motion – a recommendation from a standing committee will be presented by one of the tri-chairs of that committee. If a recommendation comes from a committee, it needs no second.
2. Discussion – all members discuss the recommendation “on the floor”.
3. Re-state the Recommendation – after discussion, the PDAC Co-Chair will re-state the recommendation prior to voting.
4. Vote – see below for a description of the voting procedure.
5. Following PDAC approval, INCCRRA staff will forward to the appropriate entity for approval.
6. Upon receiving state approval, the recommendation or motion will be put into practice.
7. If the recommendation is not approved by PDAC, it will be returned to the originating committee for further development.

Motions from the Floor

Any member of PDAC may make motions. The process is as follows:

1. Motion – A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be before the group at one time.
2. Second – Someone from the group must “second” the motion so that it can be discussed. If no second is forthcoming, the PDAC Tri-Chair will move on to the next item of business with no discussion.
3. Motions are debatable and amendable.
 - Discussion – members, addressing all aspects of the issue, discuss the motion “on the floor”.

- Amendments to Motions – the maker and seconder of the main motion must agree upon any amendments to motions. Amendments are voted on prior to voting on the main motion. If the amendment is voted down the original motion stands. If the amendment is approved the PDAC Co-Chair restates the motion and corresponding amendment before the group votes.
- 4. Re-states the Motion – after the discussion, the PDAC Tri-Chair re-states the motion of the approved amendment and calls for a vote.
- 5. Vote – see below for a description of the voting procedure.
- 6. Following PDAC approval, the motion will be forwarded to the appropriate PDAC committee to be brought forward for consideration.

Reaching Consensus

Consensus does not mean that everyone embraces the final decision with the same degree of enthusiasm, only that each person has been fully heard and agrees to support the decision. To achieve consensus, it may be necessary to dissect the elements of a decision, reworking, redefining, and re-conceptualizing if necessary to reach an accommodation that everyone can support. At PDAC meetings, the Finger Vote technique below is utilized to achieve consensus.

Voting:

Group members indicate their degree of support for a motion or recommendation by holding up the number of fingers that correspond to the strength of their support for an option:

- | | |
|----------------|---|
| Five fingers: | Total agreement, best solution, complete support |
| Four fingers: | Agree, good solution, support |
| Three fingers: | Okay with me, willing to support |
| Two fingers: | Don't agree, not my choice, but I can live with it |
| One finger: | Strongly disagree, if more than 20% of individuals present vote one finger the motion or recommendation returns to the originating committee for review and further discussion. |

ADMINISTRATION

INCCRRA Staff Liaisons Responsibilities:

Designated INCCRRA staff liaison is responsible for the tasks outlined below.

- Develop and maintain committee work plans with committee co-chairs.
- Prepare meeting agendas with committee tri-chairs.
- Take minutes/meeting notes.
- Schedule meetings and handle meeting logistics.
- Coordinate all meeting correspondence including:
 - Invitations to participate to potential committee members.
 - Meeting notices and reminders.
 - Agendas and meeting handouts in advance of meeting.
 - Meeting notes and follow up.
- Work in coordination with committee tri-chairs to produce recommendations for approval.
- Staff Liaisons work together to avoid duplicate committee recommendations or recommendations coming from inappropriate committees.
- Research information pertinent to committee work.
- Maintain member lists and contact information.

- Ensure posting of minutes, updated member lists/contact information and meeting dates to website.
- Prior to distribution to Steering Committee and PDAC, review all documents and materials with committee tri-chairs.
- Report on committee activities quarterly, or more frequently, as needed, to INCCRRA's Senior Program Director and PDAC Tri-chairs.
- Maintain committee files as outlined by the Senior Program Director.
- Serve as a non-voting member of PDAC and PDAC Committees.
- INCCRRA Staff Liaison guidance for PDAC and Standing Committees:
 - Senior Program Director appoints designee
- Send Welcome Packets to new members

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