

**Professional Development Advisory Council**  
**Qualifications and Credentials**  
**August 19, 2024**  
**Minutes**

Barb Christmas	Gabriel Holmes	Sara Seitz
Barbara Volpe	Gwyndolyn Moss	Stephanie Hellmer
Bela Mote	Julie Lindstrom	Stormy Udell
Cerathel Burgess Burnett	Marsha Hawley	Tammy King
Connie Shugart	Paula Schnicker Johnson	Wendy Connell
Danen Busch	Ruth Kimble	

**Welcome and Review of Minutes** Bela Mote welcomed members to the meeting.

**Review of Minutes**

- Bela Mote introduced Gwyndolyn Moss as a new tri-chair. Gwyndolyn is the executive director of the Illinois AfterSchool Network.
- Sara Seitz, higher education navigator with Brightpoint, was welcomed to the meeting as a new member.
- February 13, 2024
  - Tammy King made a motion to accept the minutes.
  - Connie Shugart seconded the motion.
    - Minutes were approved.

**PDAC Strategic Planning Phase X**

- The four goals of the Qualifications and Credentials Committee were reviewed for prioritization.
  - Goal 1: Utilize PDA approved definitions for the Relationship-Based Professional Development (RBPDP) and Job-Embedded Professional Development (JEPD) by placing within Gateways Credential frameworks to expand opportunities for workforce development.
  - Goal 2: Inform and refine existing efforts to expand use of competency infrastructure for Gateways Credentials (in partnership with Higher Education Committee).
  - Goal 3: Utilize and maximize Illinois' well-developed existing competency infrastructure for Gateways Credentials by making it accessible and transparent to the field.
  - Monitor and document progress of recommendations made to the Illinois Department of Child and Family Services (IDCFS) to streamline pathways through utilization of Gateways Credentials in licensing to increase access and transparency for the workforce.
- QC Committee members were asked which goals should be the priorities to be addressed this year, knowing that some goals could overlap or run parallel to each other.
- Committee members reviewed the goals with the knowledge that the new state agency and the on-going efforts to stand up the agency will happen within the next three years, the same timeline as the PDAC Strategic Plan. Bela Mote expressed that none of the activities being undertaken by the Transition Advisory Committee (TAC) at this point would conflict with or create an impediment for advancing the PDAC Strategic Plan. The QC Committee can help to inform conversations TAC is currently holding.
- After reviewing the four goals the following were expressed as priorities by the QC Committee:

- Goal 2/Objective 1. Inform and refine existing efforts to expand use of competency infrastructure for Gateways Credentials (in partnership with Higher Education Committee). Objective 1: Expand the readily accessed Professional Development Record (PDR) to include opportunities that highlight competency attainment.
- Goal 3/ Objective 1. Utilize and maximize Illinois' well-developed existing competency infrastructure for Gateways Credentials by making it accessible and transparent to the field. Objective 1: Standardize all professional development (RBPD, JEPD, and trainings) to identify content using competency language.
- Goal 4 was brought forward as Department of Child and Family Services (DCFS) plays such an important role in the field.
- Clarification was given on badging regarding Goal 2. The QC Committee would use Goal 2 as an opportunity to identify and explore how other industries or sectors are using badging that QC might be able to adopt for credential work. Badges can be seen as steps that once you have achieved a badge (step) it can lead to attaining a credential. The QC Committee will need to inventory what already exists and what would work within our existing system.
  - No determination has been outlined towards badging, the QC Committee will need to determine relevancy, and explore and answer what constitutes a badge for the Gateways system. It is important to consider that any badging system, if the committee moves forward, does not add confusion but rather brings forward transparency to the system. The QC Committee will need to work with the Higher Education Committee as it has connections to their work and offer recommendations if warranted.
- Background on Goal 3 was shared for better understanding. For Gateways Credentials the Professional Development Record (PDR) is currently used to review for credential approved trainings that are long enough to use towards credential eligibility. The Basic Transcript Review (BTR) is a separate review and is not tied to the evaluation and awarding of credentials. A future version of the PDR is to place competencies on it, in order to show what competencies you have attained, and which ones are outstanding in order for the learner to see what is needed for the various levels and types of credentials.
- Staff will follow up regarding when the system is closer to being stood up and ready to be implemented. Joellyn Whitehead's team has been working on the enhanced PDR system and they would be able to tell us how far along or how far out the system is to being launched for use. This would help in determining which goal would have more applicability.
- To conclude the discussion on prioritizing the goals, Bela Mote asked for committee members to use the chat to type in their priorities. Goal 2/Objective 1 was the choice of the committee. Staff will need to follow up with Joellyn Whitehead to see where the PDR project is currently at and her timeline for completion. Once the committee has this information it can better understand if this is the best priority for the committee or should revise their choices.

**Annual membership stats for Qualifications and Credentials for FY 25.**

- PDAC Annual membership forms were sent out earlier this summer to PDAC members. The forms are used to make sure the most current contact information, workplace/position, and committee choice are on file. This information was used to compile the information on slides. Forms are still being collected.
- Registry Membership
  - 17 respondents indicated they were Registry members and 8 replied they were not members.
- Areas of Expertise
  - ECE had 21 responses while Adm/Director was second with 16 responses. Overall, the committee has a balance of represented areas. Members could mark all that applied, so multiple areas were checked.
- Race
  - Caucasian/White show 15 responses, African/ Black 4, Hispanic/Latino 1, Asian/Pacific Islander 2. This is an area where expanded diversity would benefit the committee.

- Gender
  - 24 Female, 1 Male.
- Multi-Lingual
  - 17 responded no, while 7 said they were multi-lingual. Languages indicated on the forms include: Spanish, Italian, Chinese, and Russian.
- Office Location
  - Chicago/Metro 13, directional areas (South 2, West 2). Will review ways to increase members in those geographic (directional areas) to help broaden representation.
- Number of Years on PDAC
  - The largest number are those who have served on PDAC from 12 to 19 years. The second highest number are those who have served for 2 to 5 years.

**Next QC Meeting**

- October 28, 2024

**Adjourn**

**QC Meetings:**

**October 28, 2024**

**February 17, 2025**

**May 5, 2025**

