



GATEWAYS TO OPPORTUNITY®

Illinois Professional Development System

PDAC Technical Assistance (TA) Credential Committee

Thursday, November 10, 2016

10:00 AM – 3:00 PM

INCCRRA

Meeting Minutes

Attendees:

Amy Law	Lisa Downey*	Sharyl Robin*	Stephanie Hellmer
Joni Scritchlow	Peggy North-Jones	Teri Meismer	
Karen McCarthy	Sandy Young	Tami O'Daniel	

*Denotes Co-Chair

Welcome – *Sharyl Robin and Lisa Downey, co-chair*

Approval of October 6, 2016 Meeting Minutes

- Motion to approve minutes made by Sandy Young.
- Motion seconded by Karen McCarthy.
- Motion passed and minutes approved.

Updates

- Technical Assistance Credential
 - Recommendations for the TA Credential were approved by Steering on October 26, 2016.
 - PDAC will review and vote on the Recommendations on Friday, November 18, 2016.
 - 134 applications have been received for the Technical Assistance (TA) Credential.
 - 38 Technical Assistance Credentials have been awarded to date.
- Competencies – *Joni Scritchlow*
 - All Gateways Credentials are moving toward a competency model. Through an Early Childhood Education Preparation Program Innovation (EPPi) grant, Nancy Latham at Illinois State University and Johnna Darragh at Heartland Community College were contracted as consultants to review the ECE Credential benchmarks.
 - Approximately 347 ECE Credential benchmarks were “repackaged” and categorized into 50 overarching competencies.
 - Rubrics and assessments for these competencies are being developed for higher education institutions to assess these 50 competencies.
 - No information will be changed from the Credentials knowledge, skills, and dispositions/benchmarks when reviewing for competencies. All will be embedded into competencies.
 - Work Groups have been formed for the Infant Toddler Credential, Illinois Director Credential as well as the Family Specialist Credential and Family Child Care Credential to change to the competency model.

- The goal is to secure funding to start looking at the Technical Assistance Credential in January 2017.

Review Gateways Technical Assistance (TA) Credential Portfolios (Attachment A).

- TA Credential direct route applicants reviewed:
 - Applicant 107 – approved for a TA Credential Level 6.
 - Applicant 87 – not approved.
 - Work experience was not reflective of technical assistance, coaching, or mentoring.
 - Applicant 96 – approved for TA Credential Level 4.
 - Applicant 16 – approved for TA Credential Level 4.
 - Applicant 90 – approved for TA Credential Level 4.
 - Applicant 41 – approved for a TA Credential Level 6.
 - Applicant 42 – approved for a TA Credential Level 4.
 - Applicant 94 – approved for a TA Credential Level 4.
 - Applicant 65 – approved for TA Credential Level 6.
 - Applicant 101 – approved for a TA Credential Level 4.
 - Applicant 35 – approved for a TA Credential Level 5.
 - Applicant 34 – approved for TA Credential Level 4.
 - Applicant 71 – approved for TA Credential Level 6.
- TA Credential entitled route applicants reviewed:
 - Applicant ER 8 – approved for a TA Credential Level 5 from Rasmussen College.

Course Description Reviews (Attachment B)

- Course descriptions were reviewed and TA Content Areas assigned.

TA Work Experience Form Revisions

- Job titles were reviewed of those who have been awarded the TA Credential.
 - The Committee was in agreement that applicants with the following job titles would be performing coaching, mentoring, and technical assistance. Therefore, they would not need to submit a detailed job description.
 - Infant Toddler Specialist
 - Quality Specialist
 - This list will be added to as we continue reviewing applicants.
- The goal is to streamline and simplify work experience forms for all Credentials.
 - Copies of the one page revised work experience form for the Family Child Care Credential and Family Specialist Credentials were shared with the Committee.
 - All Gateways Credentials are moving to a one page work experience form.
 - As Race to The Top funding in the state comes to an end, we want to hold the cost down on Credentials and much of the cost is to analyze and review applicant information and forms.
 - Illinois Department of Human Services (IDHS) would like all Credentials to move to this type of documentation to cut down costs and create greater efficiency on Credentials.
 - If TA Credential chooses to do something different, there may be a higher application fee tied to the TA Credential.
 - This is ultimately the decision of the Technical Assistance Credential Committee.

- Suggestions on ways to review the Technical Assistance work experience forms included the following:
 - Create a FAQ, such as:
 - If you act as an Infant Toddler Specialist, Quality Specialist, Mental Health Consultant, this Technical Assistance Credential is likely to be a good fit for you.
 - If you are a director of programs or teacher, you may not be providing Technical Assistance, you could be, but only if you are doing something that is directly related to coaching and mentoring.
 - As the previous pilot Credentials have rolled out and been tied to a fee, applicants are presorting themselves prior to applying, whereas during the pilot they were checking every box because it was free.
 - Continue to ask the applicant to provide a job description and attach to the form.
 - Committee liked the looks of the Family Specialist form, but felt that the prompt needs to be very strong to detail what is expected.
 - Gateways Staff will draft a revised work experience form to be used for discussion at an upcoming TA Committee meeting.

Technical Assistance Credential Final Report Draft

- Committee was asked to review the report draft for final edits.
- Final report goes to marketing for printing on Friday, November 11, 2016.

Next Steps

- Future Meetings:

○ Tuesday, December 6, 2017	9:30 AM – 11:00 AM	Telenet
○ Tuesday, January 17, 2017	9:30 AM – 11:00 AM	Telenet
○ Tuesday, February 21, 2017	9:30 AM – 11:00 AM	Telenet
○ Tuesday, March 21, 2017	9:30 AM – 11:00 AM	Telenet
○ Tuesday, April 18, 2017	9:30 AM – 11:00 AM	Telenet
○ Tuesday, May 16, 2017	9:30 AM – 11:00 AM	Telenet
○ Tuesday, June 20, 2017	9:30 AM – 11:00 AM	Telenet

Attachments Available Upon Request

Adjourn



