



# GATEWAYS TO OPPORTUNITY

Illinois Professional Development System

## PDAC Technical Assistance (TA) Credential Committee

Tuesday, May 31, 2016

10:00 AM – 3:00 PM

INCCRRA

### Meeting Minutes

#### Attendees:

Barbara Volpe

Jamie Nichols

Joni Scritchlow

Karen McCarthy

**\*de-notes co-chair**

Lisa Downey\*

Peggy North-Jones

Sandy Young

Sharyl Robin\*

Tami O'Daniel

Tricia Desmond

Stephanie Hellmer

#### Welcome – Sharyl Robin and Lisa Downey, co-chairs

- Members were welcomed to the meeting.
- Each member gave a brief introduction (name and organization).
- TA Member Updates:
  - Wendy Mertes and Pamela Reising-Rechner have both retired and will no longer be on the TA Committee.
  - Rita Elliott Greathouse is currently busy with program needs and will no longer be on the TA Committee.
  - Dina Emser is busy with work travel and will no longer be on the TA Committee.

#### Review and Approval of Minutes

- March 10, 2016 Meeting Minutes
  - Motion to approve minutes made by Karen McCarthy.
  - Motion seconded by Jamie Nichols.

Motion passed and minutes approved.

#### Review Gateways TA Credential Applications

- Tricia gave a basic overview of the credential review process before starting to look at applicant grids, work experience forms, and professional contributions.
- **Applicant 2:** Approved for TA Credential Level 5
  - Family Child Care Provider
  - Question rose if Family Child Care (FCC) Providers are giving more technical assistance to other FCC Providers rather than mentoring or coaching them.
    - Comment: When providing technical assistance it would be difficult to not provide mentoring to the FCC Provider as well as it is often combined.
    - The applicant's contacts (Family Child Care providers that they mentored) can also be called to confirm work completed.
  - The applicant submitted a professional contribution in the area of program improvement.
  - She guided the work to have her family child care program accredited.
    - The applicant should be helping to mentor another provider on the accreditation process and not just her own program.

- Approved today as it is says in the professional contribution guidelines that applicants can use this as a professional contribution for program improvement (“help guide a program through an accreditation process”).
  - Suggestion to change this example (under program improvement) after the pilot.
    - Would like to see that the activity was done to help another program versus only the applicants program.
- **Applicant 12:** Approved for TA Credential Level 5
- **Applicant 22:** Approved for TA Credential Level 5
- **Applicant 1 – Entitled Route:** Approved for TA Credential Level 5 pending additional information on her coaching and mentoring experience at the daycare center.
  - This is the first Entitled Route applicant that has been reviewed for a TA Credential.
  - The applicant applied via the Entitled Route through Rasmussen College.
  - Discussed how Rasmussen only has one professional contribution that is related to coaching and mentoring on the program layout.
  - The program layout was approved at the PDAC TA Meeting on June 17<sup>th</sup>, 2015.
  - Request for Proposals from all five pilot institutions were mailed to all TA Committee members for review before voting at the June 17<sup>th</sup>, 2015 TA Meeting.
  - The professional contributions on the program layout can’t be changed now and will stay into effect until 2019.

#### TA Work Experience Forms

- Suggestion to revise the TA Work Experience Forms so that it is easier for applicants to fill out and determine what they did in their professional role (s).
  - Include a section for applicants to write a summary and then have their supervisor/contact sign the form along with the summary.
  - Include the NAEYC definitions of coaching, mentoring and technical assistance along with examples of how an individual would coach, mentor or provide TA.
    - This will help individuals to understand the difference between these roles and provide a more in depth summary of their work experience.
  - Include on the summary form to write an extensive summary (versus a brief summary).
    - Do not put a word restriction (remove 100 words or less from the form) so that applicants include as much information as possible.
    - The committee wants more information from applicants work summaries.
    - Including the definitions of coaching, mentoring and technical assistance in the forms will help prompt applicants to include more extensive summaries on their work experience.
  - TA Work Experience Forms will be edited and sent to TA Committee members and previous applicants.
- Suggested changes for after the pilot closes:
  - Revise the wording at Level 5 and Level 6 from “or” to “and”.
    - “Please include a summary of your coaching, mentoring **and** technical assistance work experience.”
  - Keep the word “or” at the Level 4.
    - Individuals can use technical assistance without having any direct coaching or mentoring experience.

- There should be different levels of expertise between each level when it comes to work experience requirements.
- Changing “or” to “and” cannot happen until after the pilot, as well as any other changes to the TA Framework.

### **Professional Contributions**

- The TA Committee decided that at this time, they are going to require professional contributions at the inception of the application process and not just upon renewal.
- Professional Contributions still need to be tested.
- Even though other Gateways Credentials require professional contributions only upon renewal the TA Credential does have to follow in this same path as the TA Credential targets a different audience.
- Discussed changing the examples for the TA professional contributions, in particular in the area of program improvement.
  - It is required that applicants have a professional contribution in this area at both the Level 5 and the Level 6.
- The committee agreed that the verbiage needs to be clearer if the professional contribution can be part of one’s job or outside of the individual’s job (above their normal scope of required work).
- A majority of professional contributions submitted thus far have been a part of the applicants job and the applicant is paid for it.
  - The committee has approved these professional contributions thus far.
- Suggestion to create questions that the committee can ask to be consistent when determining if a professional contribution is approved:
  - How does it relate to TA or coaching/mentoring?
  - Does it contribute to the field versus to the applicant’s job and if it does contribute to the applicant’s job, did he or she use it to help others?
- The committee also needs to define the difference between applicants work experience and professional contributions.
  - For example:
    - When does a professional contribution become a part of one’s job or considered outside of the applicant’s job?
    - This needs to be outlined after the pilot is complete.
- A decision will not be made during today’s meeting as more applicants need to be reviewed before making a final decision.
- If professional contributions are kept at inception, the committee will need to have a discussion with QC beforehand as to the rationale.
  - Provide evidence that professional contributions are helpful in showing the applicant’s level of expertise in the field of technical assistance, coaching or mentoring.

### **Status of Direct Route and Entitled Route Applications**

- 85 Direct Route applications have been received.
- 19 Entitled Route Applications have been received.
  - 5 from Rasmussen University – Entitled at the Level 5
  - 5 from Highland University – Entitled at the Level 4
  - 9 from Rend Lake College – Entitled at the Level 4
- 118 applicants have emailed asking for an application.

- 23 TA Credential portfolios have been submitted.
- 77 applicants have their official transcripts in.
- The number of TA Credentials awarded from December 17, 2015 through March 10, 2016 is as follows and at the following levels:
  - 3 TA Level 6
  - 3 TA Level 5
  - 2 TA Level 4

### Higher Education Jumpstarts

- A Jumpstart was held with Rasmussen College on February 9<sup>th</sup>, March 9<sup>th</sup> and there is another one scheduled for June 7<sup>th</sup>, 2016.
  - The anticipated number of students that will participate via the Entitled Route (ER) for the TA Credential at the Level 5 for Rasmussen is between 20-25 students.
- Tricia went to Highland Community College for a Jumpstart on April 12, 2016.
  - The anticipated number of students that will participate via the ER for the TA Credential at the Level 4 for Highland Community College is five students.
  - Students are integrating reflective practice in their current positions through videotaping sessions and then sharing them with one another in class to get feedback on what they did well and also feedback on what they can do to improve their mentoring skills.
- There was a webinar held with Rend Lake College on May 4<sup>th</sup>.
  - The total anticipated number of students to participate in the ER for the TA Credential at the Level 4 is approximately is 10 students.
- Jumpstarts are being scheduled with Roosevelt University and Kendall College (early June).

### Questions for the TA Committee

- **Question:** What TA Content Areas are missing the most?
  - **Answer:** Applicants often do not have points in the TA Content Areas of Professional Skills and Change Process.
    - The Content Area Reflective Practice is also an area that applicants do not receive points in if they did not complete their internship or practicum.
- **Question:** Does work experience have to be paid?
  - **Answer:** No.

### Applicant Questions:

- **Question:** Will a Standard Teaching License Type 04 meet the Work Experience hours required in Early Childhood?
  - **Answer:** 3,600 hours is required at each level for the TA Credential. The ECE Credential allows 1,200 hours if an applicant has the Type 04 therefore an applicant will receive 1,200 hours of ECE Experience if they have the Standard Teaching License Type 04 or Professional Educator License with an endorsement in early childhood.
    - Applicant will need to submit an additional 2,400 hours.
- **Question:** Can applicants use mentoring experience if helping the lead teacher with coaching and mentoring new staff and teachers?
  - **Answer:** The TA Committee would need to see the applicant's description of the experience and then would decide whether or not to approve it.

### **Course Articulation Guidelines**

- This will be discussed via telenet as there was not enough time today for this discussion.
- Important conversation to have as it will affect how applicant's courses are articulated moving forward.

### **Discussion:**

- The TA Pilot is coming to a close and the committee will need to maintain meeting on a regular basis in order to review applicants for TA Credential approval.
- Suggestion to break up into smaller groups at the next TA Meeting when approving applicants.
  - For example four applicants will be reviewed by one group and a different set of four applicants will be reviewed by another group.

### **Schedule Additional TA Credential Committee Meetings**

- A telenet will be scheduled to discuss course articulation guidelines two weeks from today.
- A face-to-face meeting will be scheduled a month from now.
  - All requests will be sent via a Meeting Wizard and confirmed via email.

### **Additional Attachments Available Upon Request**

### **Adjourn**

