GATEWAYS TO OPPORTUNITY
Illinois Professional Development System

PDAC Technical Assistance (TA) Credential Committee
Thursday, March 10, 2016
9:30 AM – 11:30 AM
Telenet
Meeting Minutes

Attendees:

Amanda Quesenberry	Karen McCarthy	Teri Meismer
Barbara Volpe	Medina Bailey	Tricia Desmond
Joan Longtin	Sharyl Robin*	Wendy Mertes

*de-notes co-chair

Welcome – *Sharyl Robin, co-chair*
- Members were welcomed to the meeting.
- Each member gave a brief introduction (name and organization).
- Welcomed new member Barbara Volpe with the McCormick Center for Early Childhood Leadership at National Louis, Quality Specialist Coordinator.
- TA members that recently joined the TA Committee (unable to call-in today) were announced:
    o Ruth Kimble with the Austin Childcare Providers Network.
    o Rita Elliott-Greathouse, Early Childhood Education Specialist with the Office of Head Start Training and Technical Assistance Network.

Review and Approval of Minutes
- January 25, 2016 Meeting Minutes
    o Karen McCarthy motioned to approve the minutes.
    o Joan Longtin seconded the motion.
    o Minutes approved.

General Technical Assistance Credential Updates
- 81 Direct Route applications have been received.
- 17 TA Credential portfolios have been submitted.
- 76 applicants have submitted their official transcripts.
- INCCRRA staff presented a webinar to students attending Rasmussen College on February 9, 2016. Another Jumpstart presentation is scheduled with Rasmussen for March 8, 2016.
- A Jumpstart has been scheduled with Highland Community College for April 12, 2016.
- TA Credentials awarded from December 17, 2015 through January 25th, 2016:
    ▪ 3 TA Level 6 Credentials
    ▪ 2 TA Level 5 Credentials
- A total of five TA Credentials have been awarded to date.
- **Question:** Should applicant's grades be whited out on their official transcripts?
    o **Answer:** All applicants must have a C or better to be reviewed by the TA Committee for credential credit. Only the page where degree verification is indicated is included in the review process. All pages of transcripts were included when the committee first began reviewing applicants.

- o We can provide copies of each page of the applicants official transcripts moving forward.
  - ▪ Committee decided not to include all pages of the applicants official transcripts as the courses are listed on the applicants grid.
- o A comment was made that if an applicant does have a course that is specific to the TA content areas, that page should be included in the packet.
  - ▪ Including this page of the official transcript helps inform the committee as to what coursework is being taken in the field and completed by applicants.
- If an applicant has received the ECE Credential Level 5, they meet the ECE/SA Education and Training requirement for the TA Credential Level 5.
- **Question:** Do we need to include all of the ECE/SA courses (non-TA specific) on the grid if they have already received their ECE Credential Level 5?
  - o **Answer:** During the pilot, all courses should be included on the grid. The committee can re-evaluate later if these courses need to be on the TA grid for applicants who have been awarded an ECE Credential Level 5.
- **Question:** What if an applicant can't get the signature of their supervisor (e.g., the center is no longer open) to validate work experience?
  - o **Answer:** They can still have the previous supervisor verify their hours if they are able to contact them (it does not matter that the center closed – just that the person can verify the hours). Another option would be to submit tax documents.
- With applicant permission, the following applicants received a Technical Assistance Credential:
  - o Debra Wells Level 5
  - o Mark Obuchowski Level 5
  - o Maryann Scarborough Level 6
  - o Michelle Ellis Level 6
  - o Tammy Notter Level 6

TA Course Description Review Group
- A sub-group was created from the group of individuals that were in attendance at the first face-to-face meeting when course descriptions were reviewed. This committee meets weekly to review coursework and trainings for Technical Assistance content.
  - o We have had a total of 16 course description review meetings.
- During this process, course content is reviewed to evaluate what/if TA Content Areas are embedded in the course content.
- This group is developing guidelines for evaluating applicants' coursework for TA content areas.
  - o This will help maintain consistency and expedite the process of reviewing coursework.

Review Gateways Technical Assistance Credential Portfolios
- **Applicant 4:** Approved for TA Credential Level 5
  - o Applicant does not have a graduate degree to receive the TA Credential Level 6 although meets the TA Level 6 Education and Training point requirement.
    - ▪ Has 26.50 points in TA Points and needs 21 for the TA Level 6.
- **Applicant 10:** Pending approval of Professional Contribution in the area of "Service in a Professional Organization" for a TA Credential Level 4.
  - o Tricia will contact the applicant and provide the TA Committee with supporting documentation for review. If the committee approves of supporting documentation, this applicant will be approved for the TA Credential Level 4.

- o The TA Committee did not accept the Professional Contribution in the area of Program Improvement – Piloted Family Child Care Specialist Training Program for Erikson Institute. The committee agreed this was a job requirement and not a professional contribution.
  - o Approved the Professional Contribution in the area of Program Improvement – Illinois Trainers Network (ITN) Trainer as a Professional Contribution because this applicant is not required to do this in her current role as a Coordinator at Skip-a-Long Child Development Services.
- **Applicant 5:** Pending approval of TA Work Experience for a TA Credential Level 4.
  - o Applicant is a Family Child Provider and has mentored other Family Child Care Providers.
  - o The documentation submitted includes the Work and Practical Experience Forms signed by Family Child Care Providers that she mentored and the total hours mentored.
  - o Signature is good to have for verification but committee requested further supporting documentation.
    - ▪ INCCRRA staff will contact one of the Family Child Care Providers who signed the form and ask what this applicant did to mentor her. Examples of questions to ask:
      - How did she help you?
      - Did she visit the house?
  - o The supporting documentation will be provided to the committee for review and if committee approves of supporting documentation, applicant will be approved for the TA Credential Level 4.
  - o All Professional Contributions approved and no questions asked for additional supporting documentation.

TA Course Articulations
- The committee evaluated course descriptions for the following courses to see if the articulations are consistent and valid:
  - o Administrative Courses focused on operating Early Childhood Centers
  - o Leadership Courses
    - ▪ Examples of Leadership Courses:
      - ECE 311 Administration I - Leadership Strategies and Staff Development at National Louis University
      - OL 430 The Art of Leadership at Dominican University
      - INT 410 Leadership in a Contemporary World at National Louis University
      - L 7432 Professional Development in Leadership at Argosy University
  - o Early Childhood Educacion History and Philosophy Courses
- **Question**: Should we evaluate each course even if has the same title but from a different school?
  - o **Answer:** We have been using a guideline chart as a reference for how many points to give a course that has the same general content to be consistent. The committee is finding that courses vary with different descriptions (same general titles).
  - o Some descriptions can be shorter or longer in length, some giving more detail than others.
  - o INCCRRA staff can try to get the syllabi but it is often difficult to obtain and would slow down the approval process for applicants.

- Syllabi vary and would be hard to find archived syllabi for older coursework.
  - o The committee thought ome courses at the graduate level should get more TA content area points. Entry level or Bachelor level courses should receive less points but meet the same TA content areas.
  - o A decision will need to be made at the next face-to-face meeting as to what is best to do when articulating coursework.
    - Should the Guidelines sheet be utilized as a reference or as a final tool?

Updates:
- Next TA Meeting will be held as a Face-to-Face Meeting at INCCRRA in May to review a larger group of applicants.
  - o A Meeting Wizard will be sent out with 2 – 3 different dates.

We will not meet the second or third week in May (conflict with other meetings).

Additional Attachments Available Upon Request

Adjourn