

ICAPS Learning Community





ICAPS Learning Community Purpose

- Fulfill the mission of the **Transitions Academy**
- Share information, ask questions, and learn from one another
- Engage both AE and CTE training partners
- Provide a safe place to share challenges and provide support

*If you need a PD certificate for this hour, please email us at sipdctrainer@gmail.com.



ICAPS
Illinois' Integrated Education and Training Models
Integrate Illinois – Skills. Jobs. Economic Opportunity.

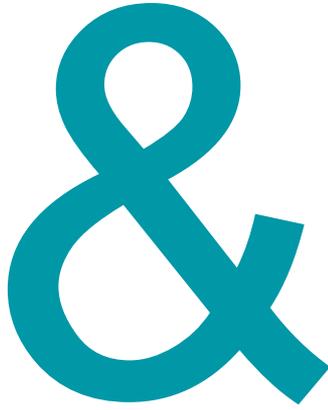
Thank you to the teams
from:

- McHenry County College
- ROE #33 and Carl Sandburg College



Regional Office Of
EDUCATION

HENDERSON, KNOX, MERCER AND WARREN COUNTIES
Jodi L. Scott, Regional Superintendent of Schools



SANDBURG

ICAPS Advisory Meeting Agenda

ICAPS Advisory Meeting
The Third Monday of Each Month at 2:00 PM
Regional Office of Education #33
932 Harrison Street
Galesburg, IL 61401
Room 20

Purpose: The purpose of the meeting is to increase communications, consistency, and alignment of the ICAPS and to continue to kickstart our ICAPS offerings in partnership between ROE #33 and Sandburg, while building additional ICAPS.

Outcomes for our meeting: Current and Potential ICAPS students and next important ICAPS focus

Attendance: Bridge & Transition Services Coordinator, CTE Transitions Navigator, Dean of CTE, Director of Adult Education, Associate Vice President of Nursing and Health Professions, Director of Workforce Development & Community Education, Assistant Director of Workforce Development & Community Education, Bridge & ICAPS Instructor, Career & Employment Specialist, Executive Director of the Carthage Campus, Career Advising & Success Coach, Coordinator of the Testing Center, Student Success Advocate for Health Professions, Student Success Advocate for CTE, Director of Advising/Registrar, Dean of Enrollment Management, Recruitment Coordinator for CTE and Health Professions, Director of Recruitment, Workforce & Community Education Support Specialist, Accounts Receivable Technician, Financial Reporting Specialist, Coordinator of Career Development, Dean of Humanities & Fine Arts, Math & Natural Sciences, Social & Business Services, Workforce Development Director, Director of the Southern Illinois Professional Development Center, and Follett Field Accounting Analyst

1. Entrepreneur ICAPS student
 - a. JP has taken the Entrepreneurial Exam and passed!!!
2. 5 Summer CNA ICAPS students passed
 - a. MT, AC, and CM came to the pinning. The Assistant Manager of Marketing and PR took wonderful pictures.
3. Fall Phlebotomy ICAPS: Bridge & ICAPS Instructor
 - a. MN (Monmouth ELL) IBT Grant
 - b. DS(Galesburg ELL): IBT Grant
 - c. LL(Galesburg ELL): IBT Grant
4. Community Health Worker ICAPS: Bridge & ICAPS Instructor
 - a. CJ (Galesburg HSE) Sandburg's IBT Grant
 - b. LD(Galesburg HSE) Sandburg's IBT Grant: Brand new Adult Education Student; very excited for all the new opportunities
5. Essential Skills Academy
 - a. The Coordinator of Career Development has coordinated ESA for all of our fall ICAPS students. Thank you T!!!
6. What is going well? We had 29 students receive ICAPS services, 24 exited, and 20 completed in FY25. That is way up from FY24; we had 4 students receive ICAPS services, 3 exited, and 3 completed.
7. What can we improve?
8. What is our next ICAPS focus?
 - a. Community Health Worker ICAPS has been approved!!!!
 - b. Industrial Maintenance ICAPS: WIOA Approved? I need to start a JotForm. Will share with the Dean of CTE when ready.
 - c. Welding: WIOA Approved. I need to start a JotForm. Will share with the Dean of CTE when ready.
9. Does anything need to be added to the agenda?



Shared Events/Orientations

- Weekly Bridge & ICAPS Meetings
- Human Services Council Meetings
- [Take Charge Enrollment Days](#)
- [ICAPS Orientations Fall, Spring, Summer](#)
- Illinois Adult and Continuing Educators' Association Conference (IACEA)
- Transitions Academy
- Advisory Monthly Meetings
- PDN Pulse Webinars
- [Transitions Coordinator Chats](#)

TAKE CHARGE DAYS

It's time to take charge of your future. Explore opportunities available to you or get registered for classes at Sandburg.

Sept. 25 / Oct. 23 / Dec. 18 / 9 a.m.-noon
Student Center (building B)

FYI NIGHT

Whether you still need to apply or are ready to register for classes, we'll help you take your next step at Sandburg. Tour the campus (including our new Science & Technology Center and freshly renovated Student Center), learn about our wide selection of programs and more.

Nov. 18 / 6-7:30 p.m.

6 p.m..... Welcome
6:15 p.m... Financial aid
6:30 p.m... Scholarships
6:45 p.m... Next steps
7 p.m..... Optional campus tour



Learn more & sign up
today at sandburg.edu/visit.



SANDBURG

For more info, contact:
Welcome Center
Galesburg campus, building B
309.345.3500

sandburg.edu/eoo-nondiscrimination

PARENT NIGHT

Is your student considering Sandburg after high school? Not sure how to get started? Join Sandburg's admissions team to learn how to support your senior along their college journey while learning more about financial aid, scholarships and next steps.

Oct. 14 / 6-7:30 p.m.

6 p.m. Welcome
6:15 p.m... Financial aid
6:30 p.m... Scholarships & Promise programs
6:45 p.m... Next steps
7 p.m. Optional campus tour

CTE Transitions Navigator

- Breaking down barriers to students' education
 - Community Resource Document
 - Open office hours for Bridge & ICAPS instructors
 - House Liaison for Sandburg
 - Parent Support Group
 - Sandburg Care Team Referrals
 - Sandburg Foundation Success Grant



ICAPS Orientation Agenda

ICAPS Orientation



- Teachers
 - = ICAPS Instructor: Bridge & ICAPS Instructor (ROE #33)
 - = Digital Literacy Instructor: Digital Literacy Instructor (ROE #33)
 - = Transitions Navigator: CTE Transitions Navigator (Sandburg)
- CASAS Testing
 - = Reading and Math
- Purpose
 - = Relay what I have learned four years of doing this
 - = We are here to help
 - We communicate with teachers to see what they need from you
 - We communicate with you to see what you need from teacher
 - = You must accept responsibility
 - Be ready the first day of class
 - You're not being criticized you're being given ideas to get better
 - Sit in the front of the class
 - Put your phone away during class.
 - = Must have a 75% on the first quiz/exam to pass the phlebotomy class
- Communication
 - Both instructor and me
 - App-text: Talking Points and Email
- Teachers
 - = Be comfortable with communicating with them
 - = They are experts at their discipline
- Dates
 - = First Day of Sandburg Class
- Attendance
 - = Transportation free bus pass with Sandburg ID Card
 - = We record attendance for classroom/labs and support class
- Support Class
 - = Mandatory 4 hours a week
- Grades
 - = Know your grade
 - = Be specific and prepared to tell us
- Digital Literacy
 - = Computer: May loan a computer out from the Sandburg
 - = Moodle
- Money
 - = Receipts
 - = Mileage record
 - = White Leather Shoe limit is \$80
- CIS 360: Bridge to Careers: Mandatory!!!
- Essential Skills Academy: Mandatory!!!
- FERPA: <https://sandburg.jotform.com/213214793623050>
 - ICAPS Instructor is the third party designees
- Health Care Worker Background Check
 - = https://www.identogo.com/uploads/general/IL_DPH_Authorization_Disclosure.pdf
- Student Commitment Form: Read, sign, and date

McHenry County College



**INTEGRATED CAREER AND ACADEMIC
PREPARATION SYSTEM (ICAPS) PROGRAM**

Pedagogical and Administrative Tasks

- Connect AE and CTE instructors
- Share checklist and sample syllabi
- Encourage instructors to meet at least five times during the semester as checkpoints
- Reserve seats for AE students
- Determine deadline for AE student enrollment
- Meet with student to determine eligibility and academic readiness

ICAPS Instructor Collaboration Checklist

DUE DATE	DELIVERABLE	LEAD	STATUS
45 DAYS PRIOR TO ICAPS PROGRAM START	Introduction of Adult Education (AE) Instructor and CTE Instructor	Administration/CTE Management	Completed
	AE Instructor and CTE Instructor create and schedule at least one or two planning meetings (see minimum objectives for meetings below) prior to course start and meetings throughout the course per state and program requirements. <ul style="list-style-type: none"> ● One-hour meetings ● Include modality-Zoom, in-person, etc. ● Share schedule with administration and transitions coordinator/advisors 	AE and CTE Instructors	Not Started
30 DAYS PRIOR TO ICAPS PROGRAM START	Ensure that syllabi for the training course and Adult Education Support Course are completed. The Adult Education support course syllabus should contain <ul style="list-style-type: none"> ● Shared student learning outcomes <ul style="list-style-type: none"> ○ See the IET Toolkit Section 3.2 ● ICAPS requirements 	All Parties- Administration/CTE Management, AE and CTE Instructors	Not Started

Coordinator of Adult Education Student Success

- Makes classroom visits to advertise ICAPS programs: Bridge, ESL Transitions, HSE, and ESL courses
- Meets with students individually to discuss career goals and possible ICAPS opportunities
- Collaborates with CTE staff
- Meets with students to discuss requirements for ICAPS students
- Provides ICAPS orientation before the semester starts
- Conducts 1:1 check-ins with ICAPS students during the program/course

ICAPS – NAE (Basic Nursing Assistant Certificate)

- Met twice a week, one hour before the NAE class and the instructor stayed for at least one hour of the NAE class
- ICAPS instructor assisted with:
 - Facilitating necessary documentations for class requirements
 - Navigating CANVAS
 - Organizing class material
 - Front loading upcoming concepts by previewing class slides
 - Learning new vocabulary words – Kahoot games
 - Preparing for exams-test-taking tips

ICAPS – AOT (Administrative Office Skills Certificate)

- Meet with students once a week for two hours; AOT course is online asynchronous
- ICAPS instructor assisted with:
 - Supporting students with technology issues like logging in
 - Reinforcing learning (e.g. correct way to type)
 - Provide students an opportunity to complete and ask questions about assignments

Q & A with MCC AE Instructors

1. What do collaboration and communication look like between the CTE instructor and you?
 - What did interaction look like before the semester and the beginning weeks?
 - What does a typical week look like?
 - How often did you meet? What did you discuss?
2. What norms would you say are important to establish?
 - AE instructor-CTE instructor
 - Student-AE instructor
 - CTE course
 - AE support course
3. What important lessons have you learned about collaboration in ICAPS programs?
4. What tips do you have for collaborative Adult Ed and Training Partner teams?

Looking Ahead

- Next meeting-October 9

Come ready to chat!!!

- How can we provide more opportunities through ICAPS?