

Adult Education All Staff Meeting
Galesburg Adult Ed Classroom
Wednesday, January 4, 2024
8 a.m. - 2 p.m.

Mission: To provide all adult learners an opportunity to learn at high levels and achieve their goals!

Vision: Serving Adult Learners in our communities

Purpose: The purpose of the meeting is to increase communication, consistency, alignment, and teamwork of the Adult Education Staff.

Outcomes for our meeting: Data Review, Celebrate our accomplishments, improve Bridge/ICAPS

Attendance:

Team Norms:

1. Pausing
2. Paraphrasing
3. Posing Questions
4. Putting Ideas on the Table
5. Providing Data.
6. Paying Attention to Self and Others
7. Presuming Positive Intentions

- 8 a.m. - 10 a.m. - Data Review (staff worked in teams to review and clean up data)
 - Student files
 - Students in error status
 - Post-test
 - [Bridge](#) students
 - [ICAPS](#) students
 - The Instructor Outcome Report
 - [Professional Development](#) - Also 12 hours is DAISI with certificates in folder
- 10 a.m. - 10:15 a.m. - Celebrations / Announcements
- 10:15 - 10:30 - Bridge to Career
- 10:30 - 10:45 - ICAPS update
 - CNA
 - CNC (Computer Numeric Control)
 - Automotive (Engines - Fall & Transmissions - Spring)
 - The paraprofessional ICAPS is still in the works. ROE is still working to get an instructor.
 - Cyber security is also still in the works.

- 10:45 - 11:00 Do we need the instructor lists for registration on the Adult Ed book? What can we improve?
- 11:00 - noon Working lunch (improvement ideas)
- Noon - 2 p.m. (Team meetings)