

## **ExceleRate Subcommittee, Minutes of March meeting**

Thursday, March 21, 2019, 10:00 – 12:00

National-Louis University, 122 S. Michigan Ave, Chicago, and by conference phone

### Present

Mike Abel, Deborah Chalmers, Pat Chamberlain, Debrah Clark, Felichia Crawford, Donna Emmons, Dan Harris, Jamilah R. Jor'dan, Beth Knight, Tom Layman, Jenny Metcalf, Ashley Nazarak, Gail Nelson, Lilliam Perez, Toni Porter, Teri Talan, Tammy Value, Joyce Weiner

### **1. Welcome and Introductions**

Teri welcomed Felichia Crawford, the new Head Start Collaboration Office Director, and Subcommittee members introduced themselves.

### **2. Minutes of previous meeting**

Donna Emmons moved to approve the minutes of the February 21 meeting. Pat Chamberlain seconded it and the minutes were approved by acclamation. Teri reported that the Subcommittee's recommendations were approved by the Quality Committee and will be presented to the Early Learning Council Executive Committee for approval on April 1.

### **3. Examples of "What Does a Program Leader Do" at starting, intermediate and advanced levels.**

Originally, the work plan called for the development of additional CQI standards at the Bronze, Silver and Gold levels. The Subcommittee later decided to defer that work but to generate examples of practice at different levels, to serve as guidance for program leaders.

The Subcommittee brainstormed examples in several of the 8 component areas, as shown on the attached document, *Examples of CQI Practices by Level*. The group then suggested several ways to find additional examples. These might include interviewing program leaders (as we did when we developed the list of CQI components) and/or holding focus groups of program leaders. Collecting more examples could also be a by-product of discussion in Communities of Practice. Discussions could take place in existing or new directors' groups operated by CCR&R agencies, community collaborations, and other auspices. In some cases, coaches and TA providers could be involved. Illinois Action for Children operates separate Communities of Practice for leaders at beginning or more advanced levels of development. These groups might help in collecting examples at different levels.

Subcommittee co-chairs will consider these suggestions and propose next steps for this work. Ultimately, we hope that all the resource materials we have generated will be posted on the ExceleRate Illinois Providers website for guidance.

### **4. Next meeting**

The April Subcommittee meeting has been cancelled because of schedule conflicts. The next meeting will be on Thursday, May 16 as follows:

New location: National-Louis University's Lisle campus, 850 Warrenville Road

New time: 10:30 – 12:30

New topic: Moving toward a hybrid model