

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**RICHARD J. DALEY COLLEGE
ADULT EDUCATION PROGRAM STAFF PARTICIPATE IN PANEL PRESENTATION
“CONDUCTING EFFECTIVE EVALUATION OF INSTRUCTIONAL STAFF”**

THE CHANCELLOR

REPORTS that Daley Adult Education Program Dean Jeff Janulis and Assistant Dean Nancy Koll participated in the “Conducting Effective Evaluation of Instructional Staff” panel presentation that was offered as part of the 2008 Adult Education Fall Conference Administrators’ Day on Thursday, December 4, 2008 at the Hilton Indian Lakes Resort in Bloomingdale, Illinois. The conference was hosted by the Adult Learning Resource Center for the Northern Region of Illinois and included presentations by Illinois Community College Board Adult Education staff.

that in addition to the Daley Adult Education staff members who represented the City Colleges of Chicago, the panel presentation also included staff members from the Albany Park Community Center, William Rainey Harper College, and McHenry County Community College.

that members of the Adult Learning Resource Center Advisory Council had previously identified the topic of conducting effective evaluation of instructional staff as priority area for the professional development of administrators. The panel presentation, followed by roundtable discussions lead by the panelists, focused on three areas: the nuts and bolts of conducting effective instructor evaluations, tools used in the evaluation/observation process, and what to do with the information collected.

Respectfully submitted,

Wayne D. Watson
Chancellor

February 5, 2009