

Office of Instruction

Wednesday, January 24, 2018  
9:00 a.m.

Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Maggie Hoover, Stephanie Yates, Carol Nichols, Janet Ingargiola, Carla Boyd, Kala Coon, Laura Williams, Jonathan Jett, Lara Conklin, Bob Mattson, Phillip Langley, Bruce Rape, Kathy Sturgeon and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave Kietzmann welcomed everyone and shared the information for the Black History month. He mentioned that Office of Instruction would be cancelled for February 7 to encourage everyone to attend the Black History month event at Bremer. He reported that District 118 is reviewing possible changes to their academic calendar. Dave reiterated that students who attend College Express, Dual Credit and CNA classes must follow the DACC college calendar and attend on campus classes.

Bruce Rape reported that classes are going well and he is working on the schedule for the next semester.

Phillip Langley reported a smooth start to the semester.

Bob Mattson anticipates enrollment for Spring semester will be down slightly. He announced a new ICCB rule that Winter term must be included with Fall term; currently, Winter term is included with Spring term.

Lara Conklin announced that the "Choose DACC" banners will be set up around campus and available for future events to promote DACC.

Jonathan Jett reported that they will have staff on campus by the end of the month. He asked the Deans to share with the instructors the importance of completing the mileage and daycare forms for students in a timely manner.

Laura Williams reported that the Westville classes have started. The night classes will be starting soon. The day classes have 4 sections; however, due to the loss of an instructor for the semester, the classes have converted to 3 sections.

Karla Coon continues to work on building a CNA class. She reported 4 high school students will start in the credit recovery program. Cost of the class is \$150, but a donation of approximately \$1,200 has been received to assist as needed with the cost of the credit recovery. Karla mentioned that the tutoring enrollment has increased. A special meeting has been scheduled for January 31 to discuss the TIFF. She reported that classes are going well.

Carla Boyd encouraged everyone to attend the Black History month event at Bremer on February 7. She reported that Career Services will be assisting Jennifer Slavik's class with mock interviews this week.

Janet Ingargiola reported that the Financial Aid office is contacting students who have been approved for financial aid but have not enrolled in classes. She is assisting Jill Cranmore with HLC compliance information. Janet received a request to provide ICCB proof that DACC is in compliance with the Illinois Public Act for Veterans. She is concerned students who have not applied for next year's financial aid and will be working with Marketing to share the information.

Stephane Potts reported that she has received several emergency requests for textbooks. Working on curriculum guide updates. Would like to discuss a catalog change with the deans regarding classes that have not been offered.

Carol Nichols announced that SBDC has been approved for a grant and hopes to receive it soon. She reported that Becky Blankenship is the new Coordinator at SBDC. She shared that the SBDC is available to help with classes if needed.

Stephanie Yates reported that 70 people attended the Active Shooter training. She will be providing the Active Shooter training for Mervis Industries. Stephanie continues to promote the second Leadership Series course to increase enrollment.

Maggie Hoover reminded everyone that the HLC Surveys will close on January 31, 2018.

Kathy Sturgeon announced that the Farm and Toy show is this weekend, the Academic Challenge is on Tuesday, January 30, 2018 and the 40<sup>th</sup> Eagle Day will be Wednesday, January 31, 2017.

The meeting adjourned 10:00 a.m.