

Office of Instruction

Wednesday, February 28, 2018
9:00 a.m.

Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Cindy Peck, Bob Mattson, Stephane Potts, Karla Coon, Ana Nasser, Brian Hensgen, Mark Barnes, Maggie Hoover, Dr. Penny McConnell, Lisa Osborne, Bruce Rape, Carol Nichols, Stephanie Yates, Carla Boyd, Lara Conklin, Nick Chatterton and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave welcomed everyone and thanked them for attending. He shared the Danville Area Community College Placement Scores and mentioned that ICCB is working towards a statewide standard for placement scores. Dave shared the draft of the Academic Services Master Plan for review and noted that Athletics will be added as its own department.

Kathy Sturgeon shared a proposal for changes to the Radiologic Technology Program. She stated that she believes that these changes are necessary and if passed should take effect Summer 2018. She mentioned that the changes to the Radiologic Technology Program will set the stage for changes to the Sonography and Echocardiography programs. A discussion ensued regarding the proposal and the committee unanimously approved the changes. Kathy reported that the Health Professions Day was a success.

Carol Nichols reported that the SBDC has added a few new workshops. She shared the Small Business Awards Nomination form and encouraged everyone to complete a nomination form.

Cindy Peck thanked everyone who attended the High School Articulation program yesterday. She stated that she will extract the Summer and Fall schedules next week. Cindy announced that the first New Student Orientation is on March 9th.

Bob Mattson reported that he will be meeting with Dr. Nacco regarding the public forum meetings that will be held on March 8. He shared the Fall End-of-Term History report and noted that the numbers have stayed flat.

Carla Boyd reported that she is currently preparing for the Job Fair on April 18 and stated that information has been sent to employers.

Stephane Potts is currently working on the College Transfer Day event. She reported that the IAI review has been submitted. Stephane commented on a recent issue that was brought to her attention by a student regarding the Drop/Withdrawal policy. A discussion ensued regarding the pros and cons of the Drop/Withdrawal policy.

Stephanie Yates reported that the OSHA and EMT training sessions started yesterday. She is currently working on training sessions for ThyssenKrupp Presta and Watchfire. She mentioned that there are 15 people enrolled for the Six Sigma training.

Karla Coon reported that the GED class starts on March 12 and the CNA class starts on March 19th in Hoopeston. She mentioned that they have started advertising for the Agriculture Workshop that is scheduled for March 20. Karla is currently working on the Hoopeston College for Kids schedule. She reported that 9 students are currently enrolled in the Hoopeston Credit Recovery program.

Nick Chatterton provided an update regarding the Perkins audit. He reported that the Health Professions Day was a success. He mentioned that the planning for the Girls STEM Camp has started and noted that it will be in June.

Brian Hensgen shared the AJC Traffic report and the American Job Center Dashboard report and noted how the American Job Center uses this information. He provided an update regarding the Board meeting that he attended.

Lara Conklin reported that the Marketing Department is currently working on several publications.

Mark Barnes reported that his team is currently working on preparations for the NJCAA Tournament and that they should have the capability of a replay function this year. Mark is currently working on moving all physical servers into a virtual department.

Maggie Hoover reported that Blackboard will undergo a maintenance update this Saturday and that she has alerted students by email.

Dr. Penny McConnell reported that she is working on finalizing the schedule.

Bruce Rape reported that the Horticulture Advisory meeting is today. He announced that he will be advertising for two instructors for the Automotive Department.

Lisa Osborne provided an update on the Perkins Grant. She reported that she is in need of updates for the activities listed to include in the next quarterly report. She also reminded everyone who plan the activities to make sure the activity is measurable. She stated that the report is due on May 31st

The meeting adjourned 9:52 a.m.