

Office of Instruction
Wednesday, March 14, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Laura Williams, Lara Conklin, Stacy Ehmen, Cindy Peck, Stephane Potts, Carol Nichols, Janet Ingargiola, Laura Hensgen, Karla Coon, Stephanie Yates, Mark Barnes, Maggie Hoover, Bob Mattson, Phillip Langley, Dr. Penny McConnell and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave welcomed everyone and shared the 2018-19 Tennessee Promoted Industry Certifications information. He also shared information regarding a Healthcare Tech program.

Maggie Hoover and Mark Barnes gave a presentation on the HTML updates to the Course Schedule and College Catalog that are on the DACC website. They also provided an overview of the new Self-Service Portal that will be coming soon.

Kathy Sturgeon shared the proposal for requiring pre-requisites for the DACC Nursing Program. A discussion ensued regarding the pros and cons of pre-requisites for the Nursing Program.

Laura Williams reported that the new sections of GED classes started this week. She stated that volunteers are needed for the NJCAA concession stand and asked those interested in volunteering to contact Susie Landers.

Lara Conklin reported that the Marketing Department sent letters to the parents of high school juniors with information regarding Dual Credit classes. She also stated that their office is currently working on the Foundation Newsletter and the Corporate and Community Education Tabloid. Lara announced that AG Day is April 12th.

Stacy reported that the Threat Assessment Team is reviewing the best communication practices for potential threats on campus. She reported that the team has decided, for the safety and security of all students, faculty and staff, to share with employees the basic information regarding people who have been banned or dismissed from DACC property. She stated that this information will be shared with employees through google drive and will include a confidentiality disclaimer.

Cindy Peck reported that interviews for the Recruitment position have started and hopes to hire someone quickly due to DACC Discover Days. She reported that the Summer and Fall class schedules are online now and that the printed schedules will be distributed next week.

Stephane Potts announced that the pre-registration meeting will be in Bremer on Friday, March 16. She declared that the Counseling and Registration offices will be open every Wednesday until 5:30 p.m. during the month of April. Stephane reported that the visit with Dr. Ben Young regarding the Mandatory Advising Project went very well.

Carol Nichols reported that the Small Business Awards have been decided; however, the recipients have not been notified yet. She stated that she will be working with the city tomorrow.

Janet Ingargiola reported that she has been working on the Financial Aid Self Service piece for the Student Self Service and stated that it should be available for students this summer. She announced that Pell will be available for summer classes this year and that the Financial Aid Office has sent letters to students to notify them of this change. Janet noted that she has received grade change requests that are past the 30 day policy. A

discussion ensued regarding the policy of backing out students after the 30 days. A decision was made to assemble a committee with key players to review the policy.

Laura Hensgen reported that the College for Kids schedule is almost finished. She stated that she is working on locating a few more instructors for the College for Kids program.

Karla Coon reported that the GED classes started last night in Hoopeston and that CNA classes start on Monday with 5 students enrolled. She announced that the Hoopeston College for Kids schedule is ready. She reported that 10 students are enrolled in the Hoopeston Credit Recovery program.

Stephanie Yates reported that the Communication in the Workplace Conference was last week. She mentioned that there are several training sessions occurring this week. She stated that the Vermilion Advantage has asked her to speak at an upcoming meeting regarding the ICP grant.

Mark Barnes reported that the scholarship system is working. He noted that there will be a change for the NJCAA cameras this year. Mark announced that security updates to the employee portal on the website are coming soon and will include a two-step verification process. He stated that the projectors in Lincoln Hall 218 and 219 will be updated this summer.

Maggie Hoover reported that updates have been made to the online Student Handbook and College Catalog.

Bob Mattson reported that enrollment has decreased by 4% even though online enrollment is slightly up. He stated that he is currently reviewing the possibility of a polling center for surveys at DACC. He has contacted faculty who have programs related to this topic and might be interested in a polling center. Bob reported that he is also reviewing all of the course descriptions in Colleague.

Phillip Langley reported that the visit to WCIA went well and that they are interested in internships with our students. He stated that 18 students are enrolled in the class and will be assisting with videoing of the NJCAA.

Dr. Penny McConnell reported that they have started advertising for a Spanish Instructor. She stated that in celebration of Women's History month the movie Hidden Figures was shown on Monday night with about 75 students who attended.

The meeting adjourned 10:23 a.m.