

Office of Instruction
Wednesday, March 28, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Karla Coon, Stephane Potts, Bob Mattson, Carol Nichols, Stephanie Yates, Stacy Ehmen, Cindy Peck, Carla Boyd, Laura Williams, Maggie Hoover, Nick Catlett, Dr. Penny McConnell and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave welcomed everyone and thanked them for attending.

Maggie Hoover reported that the curriculum guides have been updated online. She has made preparations for Summer and Fall online orientations. Maggie stated that she would like to start an investigation into options other than Blackboard when the HLC visit is over.

Nick Catlett reported that his office has officially moved to Lincoln Hall 104i and that Carla Boyd's office is now located in Lincoln Hall 109. He announced that the Pre-Job Fair Workshop will be held on Saturday, April 7th and that the Job Fair will be on April 18th. He stated that Career Services will be sending out an email to request volunteers for the event.

Bob Mattson reported that the enrollment numbers are steady. He reported that a draft of the Strategic Planning Matrix should be ready to share by the next Expanded Administration Council meeting. He is currently investigating information regarding a polling station and how it would tie into the curriculum.

Laura Williams reported that they are going to start allowing high school juniors and seniors to take CNA classes. She has received notification that the DACC CNA students have a 90% passing rate for the state license test. Laura provided an update regarding the MOU meeting that she attended.

Karla Coon reported that Hoopeston will be offering a summer CNA class, if there is a minimum of 8 people enrolled. She stated that the Agriculture Workshop was a success. She mentioned that several of the Credit Recovery students have been coming in during their spring break to work on homework. She stated that approximately 112 Hoopeston High School students will be taking the Accuplacer test through DACC soon.

Stacy Ehmen is currently working on the Bonus Courses for Fall 2018 and will be sending a list to the Deans for their approval. She reported that the new recruiter will start on Monday, April 2nd and be located on the 2nd floor of Vermilion Hall temporarily.

Stephane Potts reminded everyone that Tuesday, April 3rd will be the first day for students to call and schedule appointments. She stated that the College Transfer Day will be on April 18th.

Carla Boyd is currently working on a new grant.

Carol Nichols reported that all the winners of the Small Business Awards have been notified. She provided an update regarding the Public Services meeting that she attended.

Stephanie Yates reported that training was provided for 62 employees from ThyssenKrupp and that the Six Sigma training has started. She mentioned that ThyssenKrupp has requested a Tech Math class for 16 of their employees and that Watchfire has made a request for HVAC training. She is currently working on the ICP grant.

Dr. Penny McConnell reported on a meeting that she attended with OSF regarding Paramedic training. She announced that during Library week the Library will have a table of free books for students. She reported that she will be attending a meeting at the Vermilion Co. Museum regarding celebrating Danville's 200th year and to be on the lookout for information on Truman's Whistle Stop.

The meeting adjourned 9:43 a.m.