

Office of Instruction  
Wednesday, April 11, 2018  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Maggie Hoover, Stephanie Yates, Carol Nichols, Cindy Peck, Stacy Ehmen, Stephane Potts, Cristin Prince, Karla Coon, Laura Williams, Bob Mattson, Carla Boyd, Janet Ingargiola, Nick Catlett, Nick Chatterton, Mark Barnes, Phillip Langley, Dr. Penny McConnell, Bruce Rape and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave welcomed everyone and thanked them for attending. He shared the Grow to Learn Workshop flyer with the team and provided an update on the workshop.

Maggie Hoover reported on the HLC Conference that she attended. She stated that the Bonus Course list is now on the DACC website.

Stephanie Yates reported that two Leadership Series training sessions were held yesterday. She is currently working on HVAC training for Watchfire, Active Shooter training for Presta's Employee Safety Week and the ICP program details.

Carol Nichols is currently working on the preparations for the SBDC Awards Breakfast. She mentioned that she will be attending a Lenders Forum tomorrow. She announced that a Lunch and Learn will be held tomorrow from 11:00 a.m. – 1:00 p.m. regarding Financing a Business.

Cindy Peck reported that Discover DACC Days starts on Monday. She mentioned that the Registration Office has received registrations from Indiana High School students; however, a few of the schools are providing approval for students to enroll for regular college courses, but not for Dual Credit.

Stacy Ehmen reported on the HLC Conference that she attended. She announced that she will be sending out a Drug and Alcohol survey to students.

Stephane Potts reported that the State University Transfer Day is on April 18<sup>th</sup> and noted that 11 Universities are registered to attend at this time. She mentioned that she will be organizing summer training for her staff.

Cristin Prince stated that she is excited about her first Discover DACC Days.

Karla Coon provided an update on placement testing for Hoopeton schools. She reported that the Hoopeton College for Kids schedule is set and that the Conversational Spanish class started last week.

Laura Williams reported that 25 students should graduate from the Middle College program this year. She is currently working on grants that are due in May and reviewing year end information.

Bob Mattson reminded everyone that the Departmental Assessments are due on Friday and noted that the faculty assessments will be due in May. He is currently working on the Strategic Matrix Plan and other various reports.

Carla Boyd reported that 20 students attended the Pre-Job Fair Workshop and that 50 employers are registered to attend the Job Fair. She stated that she will be sending out a list of jobs that the employers are looking to fill. She will be presenting the Getting Ahead program for Burger King's General Managers on April 18. Carla is currently working on the details for a grant that is due next week.

Janet Ingargiola reported that the Personal Training Certificate has been approved for financial aid. She stated that PELL would be available for Summer 2018 classes; however, some classes would not qualify for Summer PELL due to how they are set up and/or being less than 6 credit hours.

Nick Chatterton reported that VVEDs are almost finished with College Express registration and noted that approximately 425 students are enrolled. He stated that they plan to offer tutoring in Lincoln Hall room 105 starting in Fall 2018.

Mark Barnes is currently working on next year's budget, the Departmental Assessment and an HR system. He stated that the scholarship system issue is fixed.

Phillip Langley provided an update on Tech Week for the production of Charley's Aunt and stated that all is going well.

Dr. Penny McConnell provided an update regarding the Paramedic Training Program and stated that the goal is to offer this program starting in January 2019. She reported on the Contractual Arrangements Workshop that she attended. Penny announced that the CRIM Advisory Board meeting is today at 11:30 a.m. and that the first interview team meeting for the Spanish Instructor will be on Monday. She noted that the Departmental Assessment for the Library is due Friday.

Bruce Rape reported that the Technology Center is ready for Ag Day and the petting zoo tomorrow.

The meeting adjourned 9:47 a.m.