

Office of Instruction
Wednesday, April 18, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Karla Coon, Phillip Langley, Lisa Osborne, Bruce Rape, Cindy Peck, Maggie Hoover, Bob Mattson, Laura Hensgen, Carol Nichols, Mark Barnes, Dr. Penny McConnell, Stacy Ehmen, Laura Williams and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave Kietzmann welcomed everyone and thanked them for attending. He mentioned that in the past DACC had a subscription to StarLink to help offer professional development for all faculty and staff; however, the subscription was not renewed a few years ago due to the state budget crisis. A discussion ensued regarding the benefits of renewing the subscription to StarLink. Dr. Penny McConnell made a motion to renew the StarLink subscription. Phillip Langley seconded the motion. The motion was approved by the committee. Dave provided a brief update regarding the Council of Presidents meeting that he attended and is concerned that the DUAL Credit Quality Act is in jeopardy due to a Bill that focuses on locations instead of the quality of courses. Dave mentioned that the REAP#2 meeting is coming up and asked everyone to think of ideas that would increase revenue and/or decrease expenses. He would also like the REAP list to include ideas for recruitment and retention.

Kathy Sturgeon stated that she submitted the ICCB report to Bob Mattson and is almost finished with the course outline templates. She reported that Marcie Wright and the DACC HITT program was highlighted at the State Counselor meeting last month. She shared a 3D print of a gallbladder that was the outcome of a cross divisional project. The Library purchased the software, the Technology Department printed the 3D gallbladder and the Science Department will use the 3D print during classes. Kathy reported that applications have been received for the Anatomy and Physiology Instructor position. She announced that Craig Potter and his students helped finish the construction of the greenhouse for the Sustainability Learning Land Lab this week.

Maggie Hoover reported that she received the list of courses that will be considered for online. She is currently reviewing scholarship applications for the Annuitants Association.

Bob Mattson is currently working on data for JTP. He reminded everyone that the Department Assessments are due this week. He mentioned that Summer enrollment numbers are steady at this time.

Cindy Peck reported she is working on updating the Dual Credit informational forms and that Discover DACC Days started this week.

Carol Nichols reported that the Financing Workshop was a success. She is currently working on the SBDC Awards Breakfast and contacting the award recipients. She is also working with Downtown Danville on a project that would create a workspace for people to use that are starting a business or working from home.

Stacy Ehmen reported on the HLC Conference and shared the following tips that she learned:

- HLC Compliance is asking for 10 years of formal/informal complaints and how they were resolved.
- Ideas on how to expand on our process mapping
- How to define Co-curricular, for example we need to add New Student Orientations and Online Orientations.

Karla Coon reported that the Hoopston CNA classes will finish next week and that they have started receiving College for Kids registrations.

Laura Hensgen reported that the College for Kids brochure is finished and will be online soon. She stated that a 4 page College for Kids flyer will be sent to the schools.

Laura Williams announced that Middle College and GED graduation is on May 12. She is currently working on Adult Education grants that are due on May 8 and HLC Reaccreditation documentation that needs to be uploaded. She mentioned the Middle College students will be participating in the Fast Cash program during Money Smart Week.

Dr. Penny McConnell reported that they will be conducting interviews for the Spanish Instructor position soon and that they have started to receive applications for the Behavioral Science Instructor position.

Mark Barnes provided an update on the Follett interface for textbooks.

Phillip Langley reported that the students did a wonderful job with the production last weekend and that the students are excited about participating in the next production.

Bruce Rape reported that they are conducting interviews for the Automotive Instructor positions. He announced that Candice Milam recently received approval to offer the Medical Assistant Certification (MAC) through the American Medical Certificate Association.

The meeting adjourned 9:45 a.m.