

Office of Instruction  
Wednesday, April 25, 2018  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Lara Conklin, Bob Mattson, Stephane Potts, Karla Coon, Laura Hensgen, Phillip Langley, Bruce Rape, Dr. Penny McConnell, Mark Barnes, Stephanie Yates, Nick Chatterton, Laura Williams, Carol Nichols and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave Kietzmann welcomed everyone and thanked them for attending. He announced that the Office of Instruction meeting next week will be dedicated to the Perkins grant, so if you are not involved with the Perkins grant, you will not need to attend. He asked everyone to attend the Revenue Enhancement Action Plan (REAP) session today during the college hour to brain storm ideas to increase revenue and / or decrease expenses. He noted that 22 ideas from the last REAP session were implemented. Dave stated that he would like to find a solution to improve communication with students when a class is cancelled for the day. He expressed concern regarding several students who have driven for 50 minutes only to find out that their class has been canceled once they arrive. Mark Barnes and Phillip Langley suggested the Remind App and explained how it works. To help improve communication between faculty and students, it was decided to offer a workshop during In-service or the Teaching Excellence Academy on how to use the Remind App. Dave congratulated Bruce Rape for receiving his second Golden Ruler from VVEDS.

Bruce Rape reported that he will be presenting on the Roads to Success and the Offerings at DACC today at 11:00 a.m.

Dr. Penny McConnell reported that three interviews have been held for the Spanish Instructor position so far and two more are scheduled for Friday.

Mark Barnes reported that the Computer and Network Services Department will be moving faculty and staff to the new active directory with the ultimate goal to have all network programs centralized. Passwords will need to be a minimum of 8 characters with this change. He reminded everyone that when using an instructor workstation, do not lock it, it must be logged off.

Nick Chatterton shared the VVEDS Voice newsletter and that they passed their 5-year audit. He is currently working on a grant and has received their performance indicators. He congratulated Bruce Rape for receiving the Golden Ruler award.

Stephanie Yates reported that ThyssenKrupp Presta held six Active Shooter trainings this week. She is currently working on the invitations for the Employer Summit that will be held on May 9, 2018. Also, she is working with Brian Hensgen, Jonathan Jett, and Kerri Thurman on a grant.

Laura Hensgen reported that the College for Kids registration has started and one class is already full. She noted that an additional fee has been added this year for registrations paid by credit card. College for Kids brochures will be delivered to schools tomorrow, April 26. Laura announced that Darrin Haynes will be working with District #118 for Custodial Training.

Karla Coon reported that they have started receiving registrations for Hoopston's College for Kids and that the CNA classes finished yesterday. She stated that they have been providing testing for the schools and coordinating exam schedules with seniors to finish the school year.

Stephane Potts reported that tonight is the last late night for registration and that she has received information on changes with the IAI review process and will share the information with the Deans. She mentioned that 5 people were registered for the Pre-Job Fair Workshop but 20 people attended. The Job Fair was a success and visitors were very engaging. She stated that 9 of the 11 Universities were registered to attend the State University Transfer day.

Bob Mattson shared data regarding job availability projection for 10 years and provided an explanation. He reported that the Assessment Team is currently reviewing co-curricular activities and asked for information on various events.

Lara Conklin reported that the Marketing Department will be switching offices with Human Resources over the summer.

Carol Nichols reported that is currently working on the SBDC Awards Breakfast and with the Downtown workplace. She shared that the next meetings is an Understanding Small Business Workshop.

Other topics:

A discussion ensued regarding the timing of the recent fire drill.

The meeting adjourned 9:45 a.m.