

Office of Instruction  
Wednesday, May 30, 2018  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Maggie Hoover, Lara Conklin, Cristin Prince, Stephane Potts, Dr. Stephen Nacco, Karla Coon, Laura Hensgen, Carla Boyd, Bob Mattson, Bruce Rape, Cindy Peck, Nick Chatterton, Kathy Sturgeon, Carol Nichols, Stephanie Yates, Stacy Ehmen, Mark Barnes, Dr. Penny McConnell, Laura Williams, and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave Kietzmann welcomed everyone and shared the IAI & iTransfer updates for Spring 2018 and the proposed draft of the Academic Calendar for 2018-2019. He provided an explanation regarding the proposed changes to the Academic Calendar and reminded everyone that this is an unofficial draft that has not been approved. Dave also shared information regarding a proposed agreement with Franklin University to offer Bachelor's in Accounting and Master's in Business Administration degrees. Dr. Nacco provided background information regarding the proposed agreement and how DACC can help students succeed. A discussion ensued regarding best ways to market the program.

Bruce Rape reported that the 10<sup>th</sup> Annual Car Show was held Saturday with approximately 140 cars entered. He announced the hiring of two auto instructors Dean Graves and Alan Wilson.

Stacy Ehmen complimented Cindy Peck and her team for their outstanding work with the graduation ceremony. She is currently working on academic standings with students. Stacy announced that Timothy Morgan will be the new Registrar.

Mark Barnes reported that the live stream for the graduation ceremony did not work; however, he has discovered the reason and would like to try to live stream another event. He is currently working on updating a few of the computer labs and will be updating faculty and staff to active directory. He reminded everyone that passwords must be 8 characters long and noted that the only passwords that will be for Blackboard, Web Advisor and HR system.

Stephanie Yates reported that SMT is ready to roll out the first training program on June 12, 2018 and that FLASH training is next week. She is currently working with a local business to provide a Work Place Violence training and has quoted several quality trainings with other local businesses.

Nick Chatterton is currently working on closing fiscal year end reports. He announced that VVEDS will be providing tours of local manufacturing businesses for educators on June 19, 2018.

Bob Mattson reported that full-time employment across the nation is at its highest and due to the rise in employment, fall enrollment numbers are down approximately 10% at this time.

Laura Williams shared a concern regarding safety training for student workers and a discussion ensued.

Carla Boyd is currently working on staff evaluations and a presentation for Love Inc.

Carol Nichols shared information from the SBDC conference that she attended. She announced that the Downtown Co-work Space is now available for use.

Laura Hensgen reported that 12 of the 36 College for Kids classes are full and that the Georgetown school district will be providing transportation for approximately 42 of their students to attend. The First Gig Rock N' Roll Camp and the Studio 101: Art Camp are June 25, 2018 – June 29, 2018.

Karla Coon reported that the Hoopeston School District has decided to pay the tuition and fees for all of their Dual Credit students. She also reported that registration for College for Kids has started and that the High School Equivalency class will continue through the summer.

Dr. Penny McConnell reported that a new Spanish instructor has been hired and interviews started last week for the Behavioral Sciences position. She believes that she has found a second Criminal Justice instructor for this fall.

Dr. Nacco provided an update on the state budget and a legislative bill regarding the Bachelor's in Science and Nursing pilot program. He stated that Senate Bill 3190 regarding Dual Credit has potential and will change the standard. He has concerns with House Bill 5020 regarding universities receiving more map funding than community colleges.

Cristin Prince reported on a new college profile that she created and the possibility of a DACC Open House. She was excited to share the new marketing items purchased for recruiting events.

Stephane Potts reported that the advisors are now on a walk-in status for student registration and that the search for a new advisor has started.

Cindy Peck thanked everyone who helped with the graduation ceremony. She is currently working on employee evaluations and training Timothy Morgan for the Registrar position.

Lara Conklin reported that the Marketing department will be sending information regarding the Alumni Association to the 2018 graduates. Graduates will receive one year of free membership to the Alumni Association provided that they complete and return the information needed. She will be marketing for Fall 2018 enrollment by social media during the summer. Lara will be attending a FEMA Crisis Communication class. She announced that the parking lots are scheduled to be repaved this summer as well as the VA drive.

Maggie Hoover is currently working on revamping the Program of Studies webpage. She has downloaded over 1100 pieces of evidence for HLC and provided the information to Dr. Penny McConnell for review.

Kathy Sturgeon announced that a new AP instructor was hired and that the search for an Agriculture instructor is in process. She is currently working on a code of conduct for the Health Professions. She announced the plans to move the MASS Tutoring Center in Mary Miller to a larger location over the summer. She mentioned some concerns with the location of the food truck on campus and a discussion ensued. She requested approval to add a hybrid section to CHEM 101 and a discussion ensued. The need for an additional full-time CHEM 101 instructor was expressed by several during the discussion.

A motion was made by Laura Williams to approve the addition of the hybrid section to CHEM 101 and it was approved by a show of hands

The meeting adjourned 10:11 a.m.

Minutes recorded by Rebecca Doss