

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

Present: Dave Kietzmann, Carol Nichols, Bob Mattson, Lara Conklin, Stacy Ehmen, Cristin Prince, Stephane Potts, Karla Coon, Janet Ingargiola, Carla Boyd, Dr. Penny McConnell, Laura Williams, Timothy Morgan, Mark Barnes, Maggie Hoover, Lisa Osborne, Kathy Sturgeon, Stephanie Yates and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave Kietzmann welcomed everyone and shared the drafts of the August In-Service Agenda and Fall Final Exam Schedule. He provided an overview of In-service and encouraged everyone to participate the Cost of Poverty workshop. He also noted that the Fall Final Exam Schedule is now a 4 day schedule instead of 5 days. He shared the Dates and Deadlines draft and asked for any additions or corrections. Dave brought up the topic of Course Enrollment/Grade Change forms and requests to back students out after the deadline. A discussion ensued regarding solutions to this issue. Stacy Ehmen asked for a recommendation from the Office of Instruction team to go back to sending out a paper bill. The team agreed unanimously to the recommendation.

Kathy Sturgeon reported that the Health Professions Student Conduct Code is updated; the ICCB minute review is finished with few schedule corrections; and that the review of the catalog, syllabus and outlines is finished. She is working with the new AG Instructor on updating the Agriculture classes. Dean Sturgeon hosted a marketing stagey meeting and is concerned that the DACC Echo program does not show when googled. It was decided during the marketing strategy meeting to do a social media splash for the Sonography program due to its low enrollment at this time. OSF Healthcare in Peoria is in need of Echo Technicians; therefore, she is researching a possible online cohort pilot program with OSF Healthcare. Dean Sturgeon plans to start an investigation into accreditation for the Echo and Sono programs soon. She stated that the MASS Tutoring Center move is coming along nicely and will be located in Mary Miller room 123. She announced the ACEN Nursing Accreditation is scheduled for September 25-27, 2018 and that they will need a volunteer to assist with transportation.

Lisa Osborne is currently working on the Perkins 2018 fiscal year end reports. She announced that the new Dean of Business and Technology, Terri Cummings, starts July 23, 2018. She also announced the hiring of two new Auto Instructors and a new Ag Instructor.

Mark Barnes reported that the Scala system is in process of being replaced at no cost thanks to Vince Frost and Naomi Yonke. He also reported that the new copiers are being delivered and if your department needs assistance setting up fax capabilities please let him know.

Maggie Hoover announced that she has stepped out of the faculty position role and is now the Director for Online. She reported that a total of 725 Blackboard course shells were added and that she will notify faculty regarding the addition.

Timothy Morgan is currently working on State reporting.

Laura Williams will give a presentation at the Hoopston Board meeting regarding what Hoopston students are doing at DACC.

Dr. Penny McConnell is currently working on schedule, syllabus and catalog reviews. She is searching for an additional part-time faculty to add an English 101 class. She stated that the Library is moving from the Dewey

Decimal system to the Library of Congress and that during the process the Library will weed the books. Books weeded will be offered to other organizations. She reported that the new carpet has been installed and that it makes a world of difference in the aesthetic of the building.

Carla Boyd is researching best practices for program development of an African American male cohort. She is also working with Chairman Mike Marron to create a mentoring program for the Getting Ahead students.

Janet Ingargiola is currently working on providing information to assist students with making good financial decisions.

Karla Coon reported that she will be attending the Hoopeston Board meeting tomorrow evening and thanked Bob Mattson for assistance with data.

Stephane Potts is currently working on the HLC Quality project, articulations and a special summer training program for the advisors.

Cristin Prince reported that she is gathering information for the new parent webpage and hopes to have it online by the end of August. She also reported that Project Lead the Way mailers will go out this week. She is meeting with high school counselors and scheduling times to be at the schools.

Lara Conklin reminded everyone to send any announcements to the Marketing department.

Bob Mattson reported that enrollment numbers for summer are down approximately 7 percent. He noted a concern with an IncludedED course offered in the Spring and a discussion ensued. A decision was made that a separate meeting would be held with those involved to discuss further. He mentioned that word was received from the State that DACC cannot offer CEU for K-12 instructors at this time.

Carol Nichols reported that the Downtown Danville workspace is coming along nicely and that they have a renter for another office space. Another advantage of this program it has added to their grant funds that they will be able to fund. She attended the quarterly SBDC conference yesterday and stated that Dr. Nacco was the star of the conference and has been asked to present at other events.

Stephanie Yates is providing several local businesses with training this week. She announced that Business After Hours is on July 18, 2018.

The meeting adjourned 10:23 a.m.

Minutes recorded by Rebecca Doss