

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

Present: Dave Kietzmann, Carol Nichols, Bob Mattson, Stacy Ehmen, Cristin Prince, Dr. Stephen Nacco, Brian Hensgen, Karla Coon, Maggie Hoover, Dr. Penny McConnell, Kathy Sturgeon, Timothy Morgan, Ana Nasser, Laura Williams, Lara Conklin, Carla Boyd, Stephane Potts and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave Kietzmann shared the final draft of the August In-Service Agenda and the final draft of the Final Exam Schedule for Fall. He reminded those that are in charge of an ATD or CQI team to schedule their meetings electronically with team.

Carla Boyd reported that Nick Catlett is recording a commercial at WITY Radio Station for Career Services. She also reported that Nick Catlett has many career appointments with students scheduled and will be attending a veterans training tomorrow. Carla Boyd is preparing the paperwork for the Cooperative Learning Grant payout.

Carol Nichols reported that Business After Hours is at REMAX Ultimate tonight at 5:30 p.m. Dave Kietzmann encouraged everyone to attend Business After Hours and stated that it is a wonderful opportunity. Carol Nichols thanked Campus Services for providing and relocating the desks to the Downtown Danville Co-work Space location.

Bob Mattson asked for information needed to complete the ICCB review. He shared the Spring end of term enrollment numbers and provided an explanation. He noted that overall the end of fiscal year numbers for spring is down only 1%.

Lara Conklin reported that the Annual report was sent out.

Stacy Ehmen is working on updating all dates for fall sections in Colleague before registration statements are sent out. She reminded those building Spring 2019 courses to build class time first then put the web underneath it. She is working on updates to the Student Handbook and the Perkins year end report. She stated that the TET team is meeting and being proactive for strategic enrollment management.

Cristin Prince reported that she is preparing for the recruitment season and will be attending high school registration nights. She will also be calling students who enrolled for spring, but have not enrolled for fall yet.

Stephane Potts attended the Aunt Martha's Mental Health Conference and a conference call with Blackburn yesterday.

Dr. Nacco reported that he believes there is a large market of students who want to take Dual Credit and noted that he wrote to Nick Chatterton regarding enrolling more College Express students into Dual Credit classes. He reported that the Hoopston meeting he attended last week went very well. He stated that a challenge for the Office of Instruction is university life. He would like DACC students who are taking online classes through a University at DACC to receive the same benefits that the University students receive for taking classes at the university. The challenge is that DACC needs to support the online students academically. Dr. Penny McConnell suggested offering a Tuesday/ Thursday class schedule.

Brian Hensgen reported that the AutoZone Job Fair is today from 2:00 p.m.- 6:00 p.m. He stated that the current session of the Industrial Careers Pathway training is wrapping up and preparing for the next session scheduled for August 5, 2018. He mentioned that over 200 applications have been received for the Sealing and Expungement program and that applications will be accepted until the end of July.

Laura Williams reported on the IGROW Birth to 3 initiative and stated that the grant has been increased in our community. If you know any young parents who can benefit from this please refer them. She is searching for a few high school equivalency part-time teachers and an ESL teacher. She reported that the Hoopeston Board meeting that she attended last week went very well and they presented information of what DACC can do to help Hoopeston.

Karla Coon is working on revitalizing the Hoopeston CNA classes. She noted that all applicants for the CNA class will complete a scholarship application and a team will review the applications. She is also working on enrollment for the GED program and adding some classes.

Ana Nasser reported that the CDC is preparing classrooms and meeting with parents. She stated that she is in need of many student workers.

Maggie Hoover reported that the online support technician position is posted.

Dr. Penny McConnell reported that a history class will be taught at Hoopeston. She announced that a Mental Health Forum is scheduled for Monday, July 23, 2018 from 9:00 a.m. to 12:00 p.m. On Friday, July 20, 2018 the Master Chef cook off will be held at Bremer and she is looking forward to being a celebrity judge. She reported that several art institutes are closing due to accreditation.

Kathy Sturgeon reported on several orientations for the Math, Science and Health Professions department. She recently scheduled a meeting with DHS regarding Dual Enrollment for Fitness programs. She stated that the MASS Tutoring Center move is going very well and that the Part-time Faculty office is ready for computers. She hopes that the move will be finished for the fall semester. Kathy Sturgeon is finalizing the ICCB review report and noted that information for several courses were incorrect and will be corrected. She announced that the new Lead Instructor for Math, Science and Health Professions is Dr. Gaier. She asked for instructions on correcting a rate change in Colleague.

Timothy Morgan is assisting Stacy Ehmen with some reports. He announced that the Second Chance letters will be sent out this week.

The meeting adjourned 9:55 a.m.

Minutes recorded by Rebecca Doss