

Office of Instruction
Wednesday, August 8, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kelly Cervantes, Maggie Hoover, Terri Cummings, Stacy Ehmen, Lara Conklin, Stephane Potts, Janet Ingargiola, Carla Boyd, Karla Coon, Laura Williams, Mark Barnes, Timothy Morgan, Dr. Penny McConnell, Kathy Sturgeon, Bob Mattson, and Rebecca Doss

Dave welcomed everyone and thanked them for attending. He shared the idea from VVEDs of hosting an open house for College Express classes and data regarding the College Express enrollment numbers. The goal is to have Junior and Senior high school students to take the College Express classes offered and the chance to start their college career earlier. A discussion ensued regarding what to offer during the open house. It was suggested to combine the Open House with Data, Desserts and Decisions; however, it was stressed that the event should be held in a classroom setting not an auditorium. The recruitment team will look into a larger scale program.

Laura Williams reported that an Adult Education Specialist was hired.

Stacy Ehmen shared the instructions for building class schedules and reported on the recruitment team's goals. She announced that DACC has been added to the D118 Student Planner and that instructor Kathy Franklin has added two Covington students to an online Dual Credit class. She is excited about the opportunities.

Maggie Hoover reported that Blackboard was successfully upgraded over the weekend and that she sent an email to faculty regarding the updates. She is assisting the Nursing department with the accreditation.

Terri Cummings reported that RJ Rowland and Todd Flessner is looking into a summer children's program regarding metal works next summer. She asked for approval to move forward with 2 course proposals. The first course proposal is for BMGT-210 Content and Social Media that is 2 credit hours and offered online. The second course proposal is for Gaming Programming as an elective. A decision was made to move forward with the two program proposals by a show of hands.

Lara Conklin reported on the environmental scan from the Illinois Commission on Elimination of Poverty Department of Human Rights.

Stephanie Potts is working with the new advisor.

Carla Boyd reported that she was on the radio today and working on the Cost of Poverty Experience program (C.O.P.E). She stated that there will be a survey regarding the C.O.P.E program that will be used for Perkins. The survey will need to be completed prior to participating in the C.O.P.E program.

Karla Coon reported that the Hoopeston All In One Day held on Friday was a success and thanked Timothy Morgan for attending. She provided an update regarding the administration changes at Hoopeston. She attended the Hoopeston registration night with Cristin Prince and stated that it was a great opportunity to speak with students and parents. Karla reported that the CNA Orientation is tomorrow and at this time it looks like there are 8-10 students enrolled. She announced that they DACC billboard in Hoopeston will be updated soon.

Mark Barnes reported that a sound company came in and checked the sound system in Bremer. He believes that the sound will be better during the Fall In-service. He is working with the vendor to resolve some issues with the new copiers. He announced the changes made to passwords for both faculty and students. He is researching a backup phone system in case of another Comcast outage.

Timothy Morgan reported that the Records department is working on graduating students and that he is working on Clearinghouse reports. He stated that he will send out an invite to the Google docs sign up sheet for the ASK Me program. He asked the deans if all the late start sections are on system now.

Dr. Penny McConnell thanked Maggie Hoover for the information regarding a House Bill requiring all community colleges to offer an African American History class and that the class can be offered online. She believes that HIST 190 meets the qualifications and that it is still active with ICCB.

Kathy Sturgeon reported that the HITT Advisory Meeting is this Friday. She is working on the schedule for spring, the new tutoring center in Mary Miller and a Dual Credit Fitness program. She announced that Developmental Math is moving to the Math and Science department

Bob Mattson reported that almost all of the summer reporting for ICCB is completed and that Fall enrollment numbers are still down; however, it numbers have increased since the last report. He noted that credits were basically flat. Bob stated that the Illinois Community College Curriculum group met and shared information from that meeting. He provided updates regarding student planning and the catalog.

The meeting adjourned 9:50 a.m.

Minutes recorded by Rebecca Doss