

Office of Instruction
Wednesday, August 22, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Stacy Ehmen, Stephane Potts, Cristin Prince, Nick Catlett, Janet Ingargiola, David Harris, Terri Cummings, Dr. Penny McConnell, Timothy Morgan, Kathy Sturgeon, Carol Nichols, Stephanie Yates, Laura Hensgen, Carla Boyd, Karla Coon, Laura Williams, Nick Chatterton, Mark Barnes and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave Kietzmann welcomed everyone and thanked them for attending. He stated that VVEDS would like to partner with DACC to host an Open House for parents and high school students. This Open House will be a full afternoon/evening recruiting event and will need many volunteers. Dave is excited about the opportunity to have parents and high students on campus to explore the different career programs that DACC offers and hopes that there will also be involvement from local employers as well. Dave stated that he would like a new report created that compares the following:

- The percentage of high school seniors enrolled at DACC that attended DUAL Credit /College Express classes.
- The percentage of high school seniors enrolled at DACC who did not attend DUAL Credit/College Express classes.
- The percentage of high school seniors enrolled at DACC who attended DUAL Credit classes on campus verses at their high school.
- Needs data regarding a new market that has the total number of high school seniors that attend DACC at the beginning of the semester and some projections of what the senior classes will look like.

Dave stated that there is a need to look into assisting students who qualify for student worker positions but then receive scholarships and then get their student worker hours reduced. A discussion ensued regarding this issue. No decision was made at this time; however, it was noted that part of the issue is students do not receive their scholarships early enough.

Nick Chatterton reported that College Express enrollment numbers look good and that the class rosters should be provided to the Registration department soon. He mentioned that the VVEDS Open House and extended an invitation to join the planning committee. He announced that a tutoring position is available with VVEDS.

Timothy Morgan reported that the ASK ME Campaign went very well and that the Admissions/Registration department is working with several new high school counselors this year.

Dr. Penny McConnell is working on last minute Fall Semester preparations.

Terri Cummings reported that she is working with new faculty and mentoring faculty.

Mark Barnes reported that some network slowness was experienced yesterday; however, they could not pin point it to anything specific on campus. He stated that the change made for student password set has helped immensely and reduced the number of calls.

Laura Williams reported that Middle College enrollment is close to 30 students and that they are working to hire an ESL instructor.

Karla Coon is working on testing and registering students for classes. She reported that two of the classes are full.

David Harris reported that a new contract has been signed as of August 2, 2018 for all programs between the Department of Corrections and DACC. He announced that the previous instructors will be returning and they will be hiring an office assistant. He stated that 8 academic classes are fully enrolled and there is a wait list with 450 additional students. The goal is for students to complete their degree within 2-3 years. He is working with Stefanie Davis on updating the curriculum to meet HLC requirements.

Carla Boyd is working on a presentation for the Student Services Administration team.

Janet Ingargiola reported that the Financial Aid department is working on late start appeals and assisting students with completing their financial assistance. She noted that many of the issues are from procrastination by the student. Dave Kietzmann asked "How many students are in the Second Chance program?" Janet stated that there are potentially hundreds.

Nick Catlett reported that there are multiple job opportunities for students on campus but very few student applications have been received.

Cristin Prince reported that she is establishing office hours with local high schools as well as Indiana high schools and that the In-service with the Technology Center went very well. She asked for departments to send her information to share on Snap Chat and Instagram.

Stephane Potts provided an overview of the Charity Tracker Network. She is working on the HLC report that is due on Friday, August 31, 2018. She reported that many students are still walking into the Counseling/Advising office to register for the Fall Semester and they are referring the students to register for late start classes. She also reported that she has 8 emergency fund requests on her desk at this time.

Laura Hensgen shared the Lunch and Learn Series flyer and announced that the Grant Writing class will be offered on September 8, 2018.

Stacy Ehmen provided an overview of the new self-service portal for students.

Stephanie Yates reported on the completion of several trainings with a variety of local businesses. She is currently working with Viscofan to schedule a Time Management class.

Carol Nichols reported that the SBDC has received good press from clients with the Downtown Center and that her phones have not been working for the first few days.

Kathy Sturgeon reported that she is working on the schedule for spring and hopes to have a new administrative assistant soon.

The meeting adjourned 10:05 a.m.

Minutes recorded by Rebecca Doss