

Office of Instruction  
Wednesday, September 12, 2018  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

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

Introduction of new Members and Guests:

Dave welcomed everyone and thanked them for attending. He introduced Tonya Hill the new Executive Director for the DACC Foundation.

Kathy Sturgeon reported that she is working on the spring schedule. She asked for clarification on coding community learning courses and a discussion ensued. It was decided that "LC" should be added to the section codes for all community learning courses. Dean Sturgeon announced that she will be attending the Transitional Math Summit at Heartland Community College on Friday, September 14, 2018.

Terri Cummings reported that she is working on the spring schedule and that a meeting is scheduled with Thyssen Krupp management regarding offering certificate and associate degree programs to their employees.

Carol Nichols reported on the SBDC Conference that she attended in Washington, D.C. last week. She announced the recent hire of an intern for the SBDC. She provided an update on the Downtown Danville project.

Lara Conklin is currently working on the Foundation newsletter. She is reviewing past marketing strategies to find which strategies were successful.

Stacy Ehmen reported that the mentoring program started last week for the semester and that the 3-hole disc golf course located on the Quad between Lincoln Hall and Clock Tower will open for students on September 14, 2018. She stated that she has requested gym time for a couple of student groups who are interested in intramural sports.

Janet Ingargiola reported that the Financial Aid department is working on appeals for financial aid. She is concerned about the number of students who were awarded financial aid but then cancelled their classes. The Financial Aid office will be contacting students who received financial aid but not using it to see if they can be of assistance. Janet Ingargiola reported that letters have been sent out regarding the Financial Aid Workshops that start in October.

Stephane Potts announced that the Counseling and Advisement department Open House will be on October 10, 2018.

Laura Hensgen reported that the Community Education department has been busy this week with three classes starting.

Cristin Prince reported that she is scheduling high school visits and that she will be attending three college fairs.

Karla Coon reported that the CNA class started with six students enrolled and that the GED class started with 14 students enrolled.

Carla Boyd reported that the Career Services department is busy with appointments and that she is working on the fiscal end report for the Cooperative Workbase Learning grant.

David Harris reported that they have started receiving applications for the Office Assistant and Career Tech positions at the Department of Corrections. He announced that the DOC received \$9,000 from State Perkins money and it will be used for text books. He continues to work on transferring credits earned from other colleges for DOC students.

Laura Williams reported that the GED students toured the DACC Library and acquired their library cards in support of Library Appreciation month. She announced that the DACC Hispanic Latino Fair is on September 29<sup>th</sup> and if anyone would like to have a booth at the event to let Ana Nasser know as soon as possible. She provided updates regarding the DACC Radio Show, GED classes at Fair Oaks, ESL classes and the Middle College program.

Tonya Hill reported that the Foundation department is preparing for the Honors Program.

Bob Mattson shared the Active Program of Study report and provided an overview. He provided information regarding the CCSSE survey and asked if it could be moved back to February 18, 2019-March 1, 2019. A discussion ensued and it was decided that the date could be moved. Bob mentioned that there will be a campus tour during the HLC visit, but suggested that a video be created to include the Hoopston Higher Learning Center, the SBDC Downtown Danville, Danville Correctional Center, etc. and asked Laura Hensgen to create the video.

Mark Barnes reported that there have been several problems with browsers due to updates.

Maggie Hoover reported that detailed instructions for Blackboard have been emailed to faculty.

Timothy Morgan reported that the Admissions/Registration department is working on Dual Credit registrations. He announced that Constitution Day is Monday, September 17, 2018 and College Day is Thursday, September 20, 2018.

Dr. Penny McConnell is working with Eastern Illinois University regarding a 2+2 Media program. She requested that course evaluations be completed for all courses and a discussion ensued. It was decided that the course evaluations would be completed for all courses. She announced that there is a new instructor for the CRIM College Express classes and that a K9 Unit would be giving a presentation during an upcoming class.

Stephanie Yates reported that there are many open enrollments going on at this time and provided updates on several of the classes. She has been completed several interviews regarding the Industrial Career Pathways program.

Brian Hensgen reported that the Department of Corrections testing event went very well with 87 people in attendance. He announced that 83 people are eligible to have criminal records sealed or expunged if they attend the Sealing Summit on September 22, 2018. This process will help them become more employable. He also announced that TK Presta will be holding a hiring event at the American Job Center for approximately 20 positions and that Jackson Hewitt will be meeting with the American Job Center regarding a future hiring event.

The meeting adjourned 9:55 a.m.

Minutes recorded by Rebecca Doss