

Office of Instruction  
Wednesday, September 19, 2018  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Dr. Stephen Nacco, Kathy Sturgeon, Bob Mattson, Terri Cummings, Lara Conklin, Stacy Ehmen, Stephane Potts, Karla Coon, Carol Nichols, Tonya Hill, David Harris, Mark Barnes, Maggie Hoover, Nick Chatterton, Dr. Penny McConnell, Timothy Morgan and Rebecca Doss

Introduction of new Members and Guests: June Ae Merrick

Dave Kietzmann welcomed everyone and thanked them for attending. He asked Maggie Hoover to introduce Jung Ae Merrick. He shared the Illinois OER 2018 Community Colleges Conference registration information and encouraged the Deans to share it with faculty. He stated that focusing on OER options will help alleviate the high cost of text books for students.

Dr. Stephen Nacco shared the Parkland College Career Tech programs information and stated that DACC will market those programs; however, the students will be required to take their general education courses for those programs at DACC. He discussed 3+1 and 2+2 programs. He stated that the next initiative should be a 1+1 Career Program as an opportunity to build enrollment and serve the community. A discussion ensued regarding marketing programs that Parkland offers but DACC does not. Dr. Stephen Nacco stressed that DACC needs to capture the general education enrollment for those programs. Dr. Penny McConnell suggested marketing the Career Tech programs to high school students and provide the opportunity to enroll in the general education courses during high school.

Nick Chatterton is currently working on Manufacturing Day and the College Express Open House.

Dr. Penny McConnell provided an overview from the meeting she attended with local superintendents regarding the teacher shortage and bringing back the Elementary Education Cohort. Ideas were shared and a request was made for DACC to offer an Education event for high school students to attend and Eastern Illinois University was very receptive on helping with the event. She stated that there is a need to start promoting Teacher Education programs. Dave Kietzmann suggested a Teacher Prep module for College Express students. He also suggested Sustainability and Applications for Social Media cohorts for College Express students.

Kathy Sturgeon is currently working on the spring schedule and preparing for the ACEN visit. She asked if there is a lab for students to use on weekends due to needing Wi-Fi to complete their homework. Mark Barnes stated that no buildings are open on the weekend at this time.

Bob Mattson reported that enrollment is down 1.6%; however, Dual Credit and College Express enrollment numbers are up. He also reported that Survey Monkey requested that DACC purchase an institution subscription; however, he recommends that DACC use Google forms for surveys to save money. Mr. Mattson is currently working on several projects and will attend a webinar regarding Program Review. He noted that a big concern across the state is that faculty members do not understand program review but understands content. They are discussing Community Learning regarding program review.

Terri Cummings reported that Manufacturing Day is scheduled for October 12, 2018 and that the Sustainability Land Lab meeting was very productive. She is currently scheduling advisory meetings.

Lara Conklin reported that the Marketing Department will be purchasing video editing software and that she will be attending a class to learn how to use the software. The Marketing Department received a go pro from a DACC employee to record video for advertising. Lara Conklin discussed Google and how it is changing and charging for listings. She recommends that departments create 5 to 10 minute "How to" videos that could be posted online to assist students.

Stacy Ehmen reported that enrollment numbers are good, but has room for improvement with the general education courses. She state that Dodge Ball, Sustainability, and Jack Gamers are the three new clubs on campus.

Timothy Morgan reported that the Admissions/Registration department is preparing for College Day and that he is assisting Bob Mattson with the E1 report.

Karla Coon announced that the Hoopston Higher Learning Center is in the process of becoming an authorized GED testing site.

Carol Nichols is currently working on a grant proposal.

Tonya Hill reported that the Honors Program is Friday, September 21, 2018 and that she is currently working on two grants that are due at end of September.

David Harris reported he will be reviewing applications for the open positions at the Department of Corrections today.

Mark Barnes is currently working on the following projects: bids for the new sound system in Bremer; active directory for JTP remote site; setting up new copiers with passwords; monitoring network software for issues; and installation of a backup phone line.

Maggie Hoover reported that Jung Ae Merrick is working on updating the student handbook online and several other projects.

Kathy Sturgeon reported on the Transitional Math Conference that she attended and summarized the State requirements. She also expects changes to requirements for English within the next 2 years.

The meeting adjourned 10:00 a.m.

Minutes recorded by Rebecca Doss