

Office of Instruction
Wednesday, October 3, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Stephanie Yates, Tonya Hill, Stephane Potts, Bob Mattson, Karla Coon, Jung Ae Merrick, Maggie Hoover, Mark Barnes, Laura Williams, Timothy Morgan, Nick Catlett, Carla Boyd, Stacy Ehmen, Dr. Penny McConnell and Rebecca Doss

Introduction of new Members and Guests:

Dave Kietzmann welcomed and thanked everyone for attending. He shared an email regarding the Indiana Workforce Ready Grant that is offered to Indiana High School students. He also shared a letter regarding a bill that amended the Dual Credit Quality Act and passed during the last legislative session. The new state law starts January 1, 2019. A discussion ensued regarding the changes to the Dual Credit Quality Act. Dave Kietzmann stated that the Academic Affairs committee is working on a plan to ensure that DACC Dual Credit courses continues to meet HLC standards as well as follows the new law.

Terri Cummings reported by email that Manufacturing Day is Friday, October 12, 2018; Small Electronic Recycling is Saturday, October 27, 2018; and College Express Open House is Tuesday, October 23, 2018. She is conducting interviews this week for the Department of Corrections Preparedness Instructor, Commercial Custodial Instructor and Office Assistant.

Kathy Sturgeon is currently planning a few advisory meetings and the Engineering Luncheon. She reported that the ACEN visit went well.

Stephanie Yates announced the free IMIN Network Fearless Facilitation event schedule for October 16, 2018 at 7:30 a.m. – 10:00 a.m. and encouraged everyone to attend. She reported that the Corporate Education department is seeking a CPR Instructor for Lincoln and Logan prisons. She is working on several workshops.

Tonya Hill reported that the Rededication of the Garden Gateway is scheduled for October 11 at 10:00 a.m. She is currently working on the Foundation Newsletter. She announced the receipt of a \$10,000 donation.

Stacy Ehmen thanked the Diversity team for the Hispanic Fair. She is currently working on spirit week which is at the end of the month.

Stephane Potts reported that the Counseling & Advisement office is preparing for spring registration. She announced that Friday, October 26, 2018 is the first day of online registration and Monday, October 29, 2018 is the first day of face to face registration.

Bob Mattson reported that 30th day enrollment numbers are down approximately 3% without DOC and 2% with DOC. He shared the DACC Degree Awards Count numbers and provided an overview.

Nick Catlett reported on the SNAP Benefits event at the American Job Center and hopes to have more participation as the January 1 deadline approaches.

Carla Boyd reported on the Title IX training that she attended and stated that she received many resources. She is attending the M-Swift meeting today. She announced that a free Black Lives Matter course offered through a college in California is scheduled to begin at DACC on Monday, October 15, 2018.

Maggie Hoover is currently working on the new website and provided updates for online classes.

Mark Barnes announced that phones will be out of service for a short period on Friday, October 5, 2018 and an update to Windows 10 is coming soon but should not affect student's computers.

Dr. Penny McConnell reported that the Liberal Arts department is sponsoring the film *Delores* for Hispanic Heritage month. She stated that the Vermilion Co. Museum contacted her regarding co-sponsoring the Truman Whistle Stop event that is scheduled for October 14, 2018. She stated that the DACC Art students will have art displayed during the event and that the DACC Culinary will provide the refreshments.

Timothy Morgan asked if the spring schedule is ready for finalization and the Deans stated it should be ready tomorrow, October 4, 2018.

The meeting adjourned 9:55 a.m.

Minutes recorded by Rebecca Doss