

Office of Instruction  
Wednesday, October 10, 2018  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Bob Mattson, Tonya Hill, Terri Cummings, Stephanie Yates, Stephane Potts, Karla Coon, Laura Hensgen, Brian Hensgen, David Harris, Nick Chatterton, Mark Barnes, Jung Ae Merrick, Timothy Morgan, Dr. Penny McConnell, Laura Williams, Janet Ingargiola, Carla Boyd, Kathy Sturgeon, Lara Conklin and Rebecca Doss

Introduction of new Members and Guests:

Dave Kietzmann welcomed everyone and shared the Six Day Enrollment Comparison report that he received from Cheryl Riefsteck and noted that numbers are trending down. He also shared the Continuation of Operation Plan draft and provided a brief overview. A discussion ensued regarding suggestions for the Continuation of Operation Plan. Dave Kietzmann stated that the ATD Teaching and Learning team is researching the pros and cons of 8 week courses. He mentioned that several DACC courses are currently offered as an 8 week course and stated the need to be creative when schedules are built to work with the 8 week courses. A discussion ensued regarding general education courses that could be added as an 8 week course.

Carla Boyd is working with Erika Harris on the Mentoring program. She stated that 256 students need mentors and stressed the need for additional volunteers to mentor. She reported that Nick Catlett is assisting with the planning for the College Express Open House and that he is scheduled to be at Lincolns Challenge, Department of Corrections and the American Job Center next week.

Tonya Hill reported that the Rededication of the Garden Gateway is tomorrow, October 11, 2018 at 10:00 a.m. She is scheduled to visit donors with Dr. Jacobs and Dr. Nacco throughout the next few weeks.

Terri Cummings reported that Manufacturing Day is this Friday, October 12, 2018. She is working on finalizing the Tutoring Center in the Business and Technology building. She is working on preparations to close the Land Lab for the winter. She asked for approval to move forward with a New Course Proposal for Introduction to Bio Technology, a 4 credit course. The team unanimously approved the request to move forward with the proposal.

Stephanie Yates reported that several trainings are scheduled for next week and that a new Lean Series will start on November 23, 2018. She will attend an Integrated Services meeting on Tuesday, October 16, 2018.

Bob Mattson reported that the Colleague and Security teams noticed that several employees have access to screens not needed any longer due to position changes and started the process to correct access.

Stephane Potts reported that the Counseling and Advisement Open House for students is today.

Janet Ingargiola reported that the Financial Aid department is scheduled to provide Financial Aid workshops at several local high schools throughout the month of October. She reported that more students are starting classes with no textbooks due to the high cost of textbooks and not enough financial aid to cover cost of tuition and textbooks. She also noted that students are not qualifying for Pell during the summer due to not having 6 credit hours. A discussion ensued regarding how to reduce the cost of textbooks and how to assist students applying for Pell during the summer.

Lara Conklin reported that the Marketing department is not receiving event information and she encouraged everyone to send information regarding events to [announce@dacc.edu](mailto:announce@dacc.edu).

Laura Hensgen reported that a Lunch and Learn class is scheduled today at Bremer.

Brian Hensgen reported that he has been working with Terri Cummings on starting some apprenticeships and an internship. He announced that the Department of Corrections Job Fair is October 16, 2018 and the VA Job Fair is November 8, 2018. The American Job Center will be in Hoopeston on October 24 and 27, 2018 to promote the Industrial Career Pathways program.

David Harris stated that interviews for the positions at the Department of Corrections are completed for the Office Assistant position.

Nick Chatterton is working on preparations for Manufacturing Day and monitoring College Express students while on campus.

Laura Williams reported that Middle College enrollment is down and that a few classrooms are being modified. The Regional Office of Education (ROE) wrote a grant that includes provisions to offer GED courses to 16 and 17 year old students and that the ROE wants to start offering GED classes. Laura Williams announced that changes are being made to the TABE test and the changes increased the process and time it takes to complete the test. A discussion ensued regarding the changes to the TABE test.

Mark Barnes is meeting with the sound engineer tomorrow regarding the new sound system for Bremer.

Junge Ae Merrick reported that the Student Handbook is updated on the website and that Maggie Hoover is out of the office this week.

Timothy Morgan reported that the Spring schedule is live online.

The meeting adjourned 10:00 a.m.

Minutes recorded by Rebecca Doss