

Office of Instruction  
Wednesday, October 17, 2018  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Terri Cummings, Stephanie Yates, Lara Conklin, Stacy Ehmen, Carol Nichols, Carla Boyd, David Harris, Nick Catlett, Nick Chatterton, Bob Mattson, Dr. Penny McConnell, Maggie Hoover, Laura Williams, Ana Nasser, and Rebecca Doss

Introduction of new Members and Guests:

Dave Kietzmann welcomed and thanked everyone for attending. He reported that interviews were conducted for the Environmental Studies position and that someone should be hired prior to the November Board meeting. He also announced that the ATD Teaching and Learning team plans to bring an 8 hour Patrick Henry seminar to the January In-service. A discussion ensued regarding the January In-service and the need to meet with all staff and faculty prior to the HLC visit. A decision was made to ask the ATD Teaching and Learning team to postpone the Patrick Henry seminar until the August In-service.

Maggie Hoover is working on HLC reports and updates to Blackboard for spring courses.

Dr. Penny McConnell is currently working on a plan to cover an instructors classes due to a family emergency. She reported that the Whistle Stop event, which was a reenactment of Truman's speech down town, was successful. The event was co-sponsored by the DACC Liberal Arts. Several DACC art students participated in the art portion of the event and the DACC Culinary provided deserts for the event. She stated that the DACC Culinary will cook 17,000 sausage links for the Kiwanis Pancake Breakfast that is scheduled for tomorrow.

Bob Mattson is working on an information request he received from the Department of Education and program review. He attended the IMIN Network Fearless Facilitation workshop and stated that the information was very good. He suggested that the workshop be provided at a future in-service.

Nick Chatterton reported that Manufacturing Day went very smoothly and that the College Express Open House is scheduled for Tuesday October 23, 2018 from 4:00 p.m.-7:00 p.m. He stated that approximately 150 have RSVP'd for the event. He announced that DACC will receive a donation of engines from John Deer to use in classes.

Nick Catlett reported that John Deer is interested in recruiting DACC students from the Career and Tech programs.

David Harris reported that the clearance paperwork is completed for the new staff at the Department of Corrections and that he is planning for classes to start in January 2019. He invited the instructors for the Culinary, Wind Energy, and Welding programs to visit the Department of Corrections to provide their thoughts on offering these programs at the DOC.

Carla Boyd reported that the first Black Minds Matter webinar was held last week and that 9 people attended. She stated that the next Black Minds Matter webinar is scheduled for January 2, 2019 and that she forwarded the link to everyone by email. She participated in a webinar for the Ready Communication App and is setting up a demo for the App. She is assisting Ericka Harris with the mentoring program.

Carol Nichols announced that Business After Hours is tonight and shared a flyer for the event. She also announced that the Entrepreneurial Thinking workshop starts at 12:00 p.m. tomorrow, October 18, 2018 at Lift of Downtown. She is currently working on a grant.

Laura Williams reported that the next session of GED classes starts on Monday, October 22, 2018. She shared the success of a DACC CDL student.

Ana Nasser reported that the Hispanic Latino Fair went very well with approximate 80 attending and that the Child Development Center passed their audit. She stated that phase two starts with an unannounced safety visit which could happen between now and end of November. She complimented Doug Adams for his assistance at the Child Development Center. She reiterated the Child Development Centers need for student workers

Stacy Ehmen is working on HLC projects and the Bonus Courses for the Spring semester. She mentioned that many students are stressed due to preparing for midterms and reminded everyone of the resources available for the students.

Lara Conklin reported that the Marketing department is in the final stage of creating the Honors Program tabloid for the Commercial News. She is currently working on increasing the numbers for the Alumni Board and stated that the Alumni Board would like to be involved with the mentoring program. She stated that the Food Truck Distribution date for DACC was given to another location this year and that DACC should be on the schedule next year.

Stephanie Yates will attend a conference in Springfield on Friday.

Terri Cummings asked how many attended the Data, Desserts and Decisions last year and Carla Boyd stated approximately 70. Terri Cummings reported that the Business and Technology department is working on the Tutoring Center that will be located in the building. She is currently working with new faculty and the courses that are currently offered as well as new course development.

Kathy Sturgeon reported that the Imaging Advisory meeting went very well and received good feedback. She is currently working on the Physical Training program and planning for the Engineering Advisory meeting. She is drafting a proposal for a Community Enrollment Fitness Center program. She is also working on equalization studies and budget review.

Stacy Ehmen stressed that schedules need to be advertised and printed 30 days prior to registration and announced that March 1, 2018 is the deadline for the Summer and Fall schedule.

The meeting adjourned 9:49 a.m.

Minutes recorded by Rebecca Doss