

Office of Instruction
Wednesday, October 24, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Bob Mattson, Carla Boyd, Karla Coon, Laura Hensgen, Brian Hensgen, David Harris, Nick Chatterton, Mark Barnes, Maggie Hoover, Dr. Penny McConnell, Kathy Sturgeon, Lara Conklin, Stephanie Potts, Laura Williams, Timothy Morgan, Nick Catlett and Rebecca Doss

Introduction of new Members and Guests:

Dave Kietzmann welcomed everyone and thanked them for attending. He reported that the Active Learning Workshop scheduled for the January In-service is postponed until the August In-service and that the January In-service topics will focus on HLC information. He stressed that it is mandatory for all staff and faculty to attend the January In-service.

Kathy Sturgeon shared the Personal Training Community Enrollment and the Engineering Waiver proposals. She provided an overview of each proposal. A discussion regarding the proposals ensued. She noted that the Engineering Waiver proposal will be used as a recruiting tool.

Bob Mattson reported that approximately 85% who work in Vermilion County also live in Vermilion County. He also provided an update on enrollment numbers.

Lara Conklin reported that the Institutional CQI team met recently and that the first project for the team is to design a Social Media policy. She announced that the meetings are scheduled for Thursdays at 1:30 p.m. and that representation of faculty members are needed. She announced that a webinar is scheduled for Tuesday at 1:00 p.m. regarding Becoming your Own Media Channel and invited faculty and staff to attend.

Stephanie Potts reported that the Advisement and Counseling department is accepting appointments for registration and that registration begins on Monday, October 29, 2018.

Carla Boyd is currently working on state college and security information. She is asking students to participate in three online trainings and as incentive to participate, she is offering a chance to win a gift card. Students who complete two of the trainings receive one entry and those who complete three trainings receive two entries for the gift card. The trainings will be available starting November 8, 2018 and end on November 19, 2018. Carla Boyd is presenting the Cost of Poverty at a local church on Saturday, October 27, 2018 from 10:00-12:00.

Karla Coon is currently working on the application process for the Hoopston Higher Learning Center to be certified to proctor the GED test.

Laura Hensgen is currently working on the Spring 2019 tabloid. She reported that the video for Hoopston is finished and that the CDL program is next to be videoed.

Brian Hensgen reported that funds are available for students who are in need of assistance through Vermilion Co. Works. He noted that students should be referred to Kelly McBride in Career Services to start the process. He also reported that VCW is at the Hoopston Higher Learning Center today from 9:00 a.m.-11:00 a.m.

Nick Catlett announced the Veterans Day 5K at the American Legion in Danville is scheduled for November 10, 2018 at 10:00 a.m. and noted that it is \$10 to pre-register or \$20 for same day registration. He stated that volunteers are needed for the event. Mr. Catlett reported that 50 people attended the College Express Open House and that some parents who attended are interested in enrolling.

Terri Cummings reported that the TV Recycling event is this Saturday, October 27, 2018 from 9:00 a.m.-11:00 a.m.

Mark Barnes reported that the website link for Colleague will change on Friday, October 26, 2018. He noted some issues with the new Adobe update and strongly encouraged everyone to change their passwords regularly. He announced that the sound system in Vermilion Hall room 306 is fixed.

Maggie Hoover provided an update regarding the new Student Self-Service page and reported that links to the Spring Schedule was installed.

Dr. Penny McConnell thanked Jen Slavik for stepping up to teach three of Kelly Alvarez classes while she is out due to a family emergency.

Timothy Morgan reported that the Bonus Courses are on online and that the Bonus Courses are also listed in the printed schedule. He noted that the billing of Bonus Courses changed and will now use a flat \$500 waiver.

The meeting adjourned 9:55 a.m.

Minutes recorded by Rebecca Doss