

Office of Instruction
Wednesday, October 31, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Terri Cummings, Bob Mattson, Janet Ingargiola, Stephanie Yates, Laura Hensgen, David Harris, Mark Barnes, Timothy Morgan, Karla Coon, Nick Chatterton, Maggie Hoover, Stephanie Potts, Kathy Sturgeon, Cristin Prince, Dr. Penny McConnell and Rebecca Doss

Introduction of new Members and Guests:

Dave Kietzmann welcomed and thanked everyone for attending. He provided an update regarding Perkins and stated that the Business Offices added a few new account numbers for reporting Perkins expenditures. He stated all Perkins paperwork needs to be sent through the Office of Instruction. Dave Kietzmann discussed the agenda for the January In-service and workshop topics. A decision was made to allocate 3 hours for HLC presentations and time for a Teaching and Learning Workshop in the afternoon. Dr. Penny McConnell, Maggie Hoover and Bob Mattson will oversee the planning of the HLC Information session. Dave Kietzmann started a discussion regarding the schedule of activities for the District 118 field trip on November 5, 2018. He noted that the DACC Coaches would assist with the visit and provide activities in the gym for the students.

Terri Cummings announced that the Recycling event held on Saturday, October 27, 2018 was a success.

Bob Mattson reported that enrollment numbers are down at this time.

Kathy Sturgeon announced that the Engineering Luncheon is cancelled for this year; however, Engineering will be included during Health Professions Day. She reported that the Nursing Advisory and Professional Training Advisory meetings went very well.

Stephane Potts reported that 9 courses are scheduled for the IAI Spring review.

Janet Ingargiola provided an update regarding the audit and stated that she is scheduled to meet with Dr. Nacco, Stacy Ehmen and Timothy Morgan regarding the management letter received. A discussion ensued regarding the Grade Change policy. Janet Ingargiola reported that the October FASFA Workshops are completed.

Stephanie Yates is scheduled to attend meetings regarding the Industrial Careers Pathway program and Workforce Solutions this week. She reported that trainings are scheduled for Thyssen Krupp, OSF Healthcare and WatchFire. She discussed feedback information received regarding the Leadership Series classes and announced plans to offer a Leadership Mastery Series in the future.

Laura Hensgen is currently working on the spring tabloid.

Karla Coon is currently working on the spring tabloid for Hoopston.

David Harris reported that DACC Instructors for the Wind Energy, Culinary Arts and Welding Programs are scheduled to visit the prison on Wednesday, November 7, 2018 to offer feedback on whether it is possible to provide the programs at the prison.

Nick Chatterton reported that the John Deer engines arrived.

Mark Barnes provided an update regarding the Adobe software issues. He thanked Maggie Hoover for her assistance with adding the Colleague link to the website.

Maggie Hoover reported that the spring schedule is online now.

Dr. Penny McConnell announced the start of the Culinary Arts Thanksgiving Desserts fundraiser.

Timothy Morgan reported that Dual Credit registration forms are arriving. He announced that Sheila Walter is retiring on December 31, 2018.

The meeting adjourned 9:37 a.m.

Minutes recorded by Rebecca Doss