

Office of Instruction  
Wednesday, November 7, 2018  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Terri Cummings, Maggie Hoover, Carol Nichols, Carla Boyd, Stacy Ehmen, Stephane Potts, Janet Ingargiola, Karla Coon, Nick Catlett, Pete Powell, Tonya Hill, Mark Barnes, Bob Mattson, Dr. Penny McConnell, Timothy Morgan and Rebecca Doss

Introduction of new Members and Guests:

Dave Kietzmann welcomed and thanked everyone for attending. He discussed the faculty class verification reports and stressed the importance of accurate and timely completion of the reports. He discussed the Dual Credit legislation and the implications for DACC.

Terri Cummings reported that the Business and Technology Tutoring Center will open next week. She is working with the Marketing Department on ways to promote the new tutoring center.

Maggie Hoover is working on HLC Reaccreditation projects with Dr. Penny McConnell.

Carol Nichols reported that she will be attending the VA Job Fair tomorrow and that she is working on plans for a Vendor Fair at Lift Downtown Danville.

Stacy Ehmen announced a webinar regarding the Dual Credit Legislation and invited anyone interested in attending to contact her. She stated that she would like to send a team to the 23<sup>rd</sup> Annual Assessment Fair at Kankakee Community College.

Stephane Potts reported that the Counseling and Advisement department along with the Admissions Office will be open until 5:30 p.m. on Wednesdays during the month of November. She noted that IAI requires the revision date at the end of the Course Syllabi.

Janet Ingargiola is working on financial set up in Colleague for the 2019/2020 year. She reported that the Financial Aid department is working on developing a better procedure to track all the grade changes and reviewing financial aid pages on the website for accuracy.

Karla Coon reported that spring registrations has started and that Hoopeston's dual credit students are already registered. She stated that the Hoopeston Higher Learning Center is seeking a CNA Instructor.

Nick Catlett reported that he will attend the VA Job Fair tomorrow and that he will attend the AJC SNAP Open House on November 14, 2018.

Pete Powell reported that Schlarman High School requested another Drivers Education class and that the CDL class is full.

Mark Barnes reported that computers will be replaced at the Community Education Department at the Village Mall.

Bob Mattson stated that General Education rubrics are due and that logistics have been added to the catalog. He reported that Jessica Miles is working on early spring enrollment numbers.

The meeting adjourned 9:40 a.m.

Minutes recorded by Rebecca Doss