

Office of Instruction
Wednesday, December 5, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Bob Mattson, Karla Coon, Mark Barnes, Maggie Hoover, Dr. Penny McConnell, Carol Nichols, Stephanie Yates, Terri Cummings, Carla Boyd, Stacy Ehmen, Stephane Potts, Nick Chatterton, Lara Conklin, Kathy Sturgeon, Laura Williams and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He shared the January In-service draft and the spring 2019 Final Exam Schedule and asked for input. He started a discussion regarding the Withdrawal Policy and the possibility of extending the date for withdrawal.

Bob Mattson asked for assistance in gathering student input for planning other than email surveys and a discussion ensued. He stated that two high schools have reached out to him regarding student math placement testing results after attending the Transitional Math Summit. He is working on gathering information for program review.

Lara Conklin reported that the Community Education tabloids were mailed and that the Marketing department is working on a promotional mailing for students who are not yet enrolled for spring semester.

Stacy Ehmen reported that the Colleague system was down yesterday afternoon from 10:30 am until 11:30 am and that anything entered during the morning hours needs to be reentered.

Stephanie Yates is working on a proposal for Flex-N-Gate. She provided an update on the current trainings and stated that the Industrial Career Pathways group 4 starts next week. She reported that a job fair for Viscofan is scheduled for December 17, 2018.

Stephane Potts reported that DACC Discover Days went well and approximately 50 high school students attended.

Carol Nichols shared the SBDC Small Business handout. She provided an update regarding the holiday events scheduled for Friday, December 7, 2019 and Saturday, December 8, 2019. She is working on strategic planning.

Mark Barnes reported that the internet was down this morning.

Karla Coon reported that the Hoopston All-in-One Day is scheduled for Friday, December 7, 2019. She is working on increasing the enrollment for the CNA courses.

Carla Boyd is working on the ICCCTA Diversity Award submission.

Laura Williams reported that the HSE course will start soon.

Nick Chatterton is working on transitioning College Express courses from fall to spring semester. He is also working on new promotional materials for next year.

Terri Cummings reported that the Business Advisory Board is meeting today.

Maggie Hoover provided an update regarding the HLC presentation for the January In-service.

Dr. Penny McConnell shared the Credit Hour Procedures policy and provided an overview. She asked for approval to post the policy to the DACC website. Dave Kietzmann made a motion to approve the policy and post to the website. Terri Cummings seconded the motion and the motion was unanimously approved. Dr. Penny McConnell reported that seats were added to some full classes and that a couple of new sections were built. She announced that Kelly Alvarez will return in January.

Kathy Sturgeon reported that several of her pending courses have been switched to active for no apparent reason in Colleague and a discussion ensued. She stated that DACC is not participating in the Academic Challenge this year, but

hopes to participate again in the future. She provided updates regarding the Community Fitness program, Transitional Math Summit and Nursing Program.

The meeting adjourned 9:56 a.m.

Minutes recorded by Rebecca Doss