

Office of Instruction  
Wednesday, December 12, 2018  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Stacy Ehmen, Timothy Morgan, Stephane Potts, Carla Boyd, Stephanie Yates, Karla Coon, Laura Williams, Laura Hensgen, Carol Nichols, Mark Barnes, Bob Mattson, Terri Cummings, Dr. Penny McConnell, Nick Chatterton and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He shared the final drafts of the January In-Service Agenda and Spring Final Exam Schedule. A discussion ensued regarding the College Express finals and the two extra work days to accommodate emergency closures.

Stephanie Yates reported that several trainings are being held this week. She is working on enrollment for classes, billing and a job fair for Viscofan.

Stacy Ehmen shared the Section & Building Codes list and provided an overview. She recommended changes to the Withdrawal Policy and provided information to support the changes. A discussion ensued regarding the Withdrawal Policy and it was decided to present the recommended changes for the Withdrawal Policy at the Governance Forum.

Timothy Morgan reported that the Information Office Specialist interviews are this week. He asked for input regarding WebAdvisor issues.

Stephane Potts reported that all the advisors are on a walk in schedule at this time.

Karla Coon reported that Medical Terminology and Medical Ethics classes were added to the schedule and that preparations are being made to offer the pencil ASSET test in 2019 at the Hoopston Higher Learning Center.

Laura Williams reported the receipt of a \$1300 gift that will be used to assist students with the cost of taking the GED test.

Laura Hensgen reported on the status of the VITA program and a discussion ensued. She provided an update regarding the HLC video.

Carol Nichols reported that she will be attending a SBDC meeting in Springfield.

Mark Barnes reported that several computers across campus have been replaced. He is working on preparations for a new sound system in Bremer Theatre and stated that a new sound system was recently added to Vermilion Hall room 302. He stated that work on the firewall is ongoing.

Bob Mattson reported that Jessica Miles accepted the Administrative Data Systems position and asked for questions that normally go to Jessica Miles to be sent directly to him. He provided an update regarding student evaluations for College Express sections.

Terri Cummings provided an update regarding the new Tutoring Center at the Business & Technology Center. She reported that AG Day is scheduled for April 11, 2019 and noted that it will be geared more towards the sophomores, juniors and seniors in high school.

Nick Chatterton is working on plans for Health Professions and Engineering Day. He reported that College Express enrollment numbers for the spring semester should be available by the January In-service.

The meeting adjourned 9:50 a.m.

Minutes recorded by Rebecca Doss