

Office of Instruction
Wednesday, January 16, 2019
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Timothy Morgan, Lara Conklin, Stacy Ehmen, Stephane Potts, Cristin Prince, Bob Mattson, Terri Cummings, Dr. Stephen Nacco, Janet Ingargiola, Laura Hensgen, Carla Boyd, Laura Williams, Mark Barnes, Tonya Hill, Carol Nichols, Nick Chatterton, and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He shared a draft of the Academic Calendar and provided an overview. A discussion ensued in regards to encouraging faculty and students to utilize Blackboard. Dave also shared the Six Day Enrollment 2018-2019 report from the Regional Office of Education and provided an overview.

Nick Chatterton shared the College Express Enrollment numbers and provided an overview. Dave Kietzmann stated that there are a few new programs in the works to offer for College Express in the near future. A discussion ensued regarding educating students and parents on the benefits of attending DACC after graduating high school. Nick Chatterton provided an update regarding grades and stated that the VVEDS staff is conducting intrusive counseling. He reported that 91% of the College Express students earned an A, B or C grade during the fall semester. He is working on planning for Health Professions and Engineering Day.

Janet Ingargiola reported that the Financial Aid department is working on appeals.

Laura Williams reported that GED enrollment is good and that the Adult Education department is working with Community Action to provide a HSE/GED program at the Head Start Center. She also reported that Peer Tutoring at the Department of Corrections is in high demand and that they are working on training a second peer tutoring group to meet this need.

Bob Mattson reported that credit hours are down approximately 4% at this time. He stated that ICCB is open for submissions and asked if DACC is interested in submitting a proposal for a General Education Core Credential. A discussion ensued regarding the benefits of adding a General Education Core Credential and a decision was made to prepare a proposal to submit to ICCB.

Carla Boyd is assisting the Diversity team with event planning for Black History month. She is recruiting entertainment for the NJCAA and asked for referrals for the National Anthem. Carla Boyd stated that registration is still open for the Anti-Semitism presentation and encouraged everyone to participate.

Laura Hensgen reported that tax season is here and that appointments for the VITA program begin on Monday, January 21, 2019. She asked that all VITA requests or questions be referred to 217-443-8559.

Cristin Prince provided an update regarding high school visits and testing.

Stephane Potts reported that the advisors will be attending the Transfer Summit this year and that she is assisting Marji Larson with her MATH 107 class.

Stacy Ehmen reported that the revision to the Withdrawal Policy was approved and that students can now withdraw up to the last day of class. She started a discussion regarding the Remind Communication program and stated that Verizon is starting to charge those who receive texts from Remind.

Lara Conklin reported that the Marketing department is working on revisions for the Manufacturers Guide and the College Catalog. She asked for a copy of the Spring Orientation and Late Start schedule.

Carol Nichols reported that the Start-up Weekend event is scheduled for May and the next Business After Hours is scheduled for May 9, 2019.

Timothy Morgan reported that the Spring Late Start Schedule will go to print today and that he is working on verification reporting. He provided an update regarding the Verification Reporting presentation given during In-service.

Kathy Sturgeon reported that the summer/fall schedule should be finished on Friday, January 18, 2019 and that Marcie Wright is investigating a new certificate, Public Health Coding and Billing, to offer for the HITT program. Kathy Sturgeon provided an update regarding the Transitional Math Summit and the Memorandum of Agreement. The goal is to have it wrapped up by March. She shared the new handout that the MASS Tutoring Center is providing to students and provided an overview. She is reviewing the biology courses offered and proposed that the GSCI 100 course be discontinued or deactivated. A discussion ensued regarding whether the GSCI 100 courses should or should not be discontinued. No decision was made at this time.

Terri Cummings reported that electrical work for the welding booths is almost complete and that a grant application was submitted for a CNC table. She is working on the summer/fall schedule and reviewing the evening classes offered.

Dr. Stephen Nacco started a discussion regarding day versus night classes. He reported on the Elementary cohort and Dual Admission program through Eastern Illinois University. He stated that DACC is working towards a partnership with Iowa Wesleyan to offer 3+1 programs. He provided an update regarding revisions to the Career Agreement and a discussion ensued. Dr. Stephen Nacco commended Stacy Ehmen on the Federal Compliance document that she wrote for the HLC Reaccreditation.

Tonya Hill reported that she is visiting high schools to share information regarding the Foundation Scholarship and that she is working with Dr. Nacco on the newsletter. She stated that the Foundation Scholarship application closes on February 19, 2019.

Mark Barnes reported that the computers in Clock Tower have been updated and NJCAA Tournament video volunteers are needed. He stated that the Department of Corrections (DOC) computer equipment needs an overhaul and plans to replace the equipment with computers removed from clock tower which would be a major upgrade for the DOC.

The meeting adjourned 10:00 a.m.

Minutes recorded by Rebecca Doss