

Office of Instruction
Wednesday, February 6, 2019
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Stephanie Yates, Maggie Hoover, Stacy Ehmen, Stephane Potts, Carol Nichols, Lara Conklin, Timothy Morgan, Bob Mattson, Karla Coon, Laura Williams, Mark Barnes, Terri Cummings and Rebecca Doss

Introduction of new Members and Guests: Bob Mattson introduced and welcomed Tom Carey, Data Analyst for Institutional Effectiveness.

Dave Kietzmann welcomed and thanked everyone for attending. He shared the sabbatical request proposal from Dr. Eric Simonson. He started a discussion regarding Oakwood High Schools need for a Spanish instructor.

Stephanie Yates reported that the Human Resources Best Practices boot Camp is tomorrow, the Leadership Series is completely full, registration began for the HAZWHOPER 40 Hour training and that she has received 40 rsvps for the IMIN training.

Maggie Hoover reported that the Assurance Argument for HLC was submitted on Monday and that she feels it is a very strong document with a little over 33,000 words. Dave Kietzmann thanked Maggie Hoover, Dr. Penny McConnell, Stacy Ehmen and the HLC teams for their dedication and hard work towards the HLC reaccreditation.

Stacy Ehmen reported that the Data Desserts and Decisions went very well last night at the Business & Technology building and that the DACC Culinary did a fantastic job with the food. Stacy is working on correcting a few early term kinks and accommodations.

Stephane Potts shared the Danville Cohort report and provided an overview. She stated that the Counseling and Advising office is calling students who were enrolled last semester but did not enroll this semester to provide assistance. Stephane Potts is working with Stephanie Yates to set up customer service training for Counseling, Advising and Student Services.

Carol Nichols reported that Cydney Boyd will be providing a Canva workshop Monday, February 11, 2019 starting at 6:00 p.m. in Lincoln Hall and encouraged everyone interested to attend. Carol Nichols is working on Start-up Weekend.

Lara Conklin reported that the college catalog is scheduled to go to print on Monday, February 11, 2019. She announced that the Foundation Scholarship deadline has been extended to March 4, 2019. She asked to be notified of any CTE events on campus. Lara Conklin is preparing to send letters to high school juniors regarding enrolling in Dual Credit classes for the senior year. Dave Kietzmann started a discussion regarding the General Education Core Curriculum for high school students.

Timothy Morgan announced that High School Articulation is scheduled for February 26, 2019. He is working on adding Department of Correction registrations to the system.

Bob Mattson shared the Enrollment Comparison report and the Spring 10th Day Enrollment History report and provided an overview. He also shared the Active Program of Study report and provided an overview. Bob Mattson stated that he expects to receive notification from CCSSE today regarding the survey questions. He shared the HLC survey responses and a discussion ensued. Bob Mattson stressed the importance of accurate reporting.

Karla Coon reported that the Hoopston Data Desserts and Decisions is tonight and that DACC received an invitation to attend the Hoopston Middle School Family Information Night. She stated that the HSE class started last night with 5 students; however, a couple more are expected to enroll on Thursday. She also reported that the number of high school students with accommodations are up and that students enrolled in online classes believe that they will receive individual notifications when the class starts. A discussion ensued regarding the online orientation and a decision was made to start sending post cards to students enrolled in INST110.

Mark Barnes reported a network outage today and discussed the issue. He is creating an incident form to track computer issues. He announced that the new sound system is being installed at Bremer Theatre this week and that the basketball games scheduled tonight will be streamed online.

Terri Cummings is working on the Summer/Fall Schedule. She asked for approval to move forward with the new course proposal for Sustainability 102 Economy of Nature at traditional class. A discussion ensued and it was decided to move forward with the new course proposal.

The meeting adjourned 10:10 a.m.

Minutes recorded by Rebecca Doss