

Office of Instruction
Wednesday, February 13, 2019
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Janet Ingargiola, Karla Coon, Lara Conklin, David Harris, Pete Powell, Bob Mattson, Terri Cummings, Timothy Morgan, Stacy Ehmen, Stephanie Yates, Maggie Hoover, Jung Ae Merrick, Nick Chatterton and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He shared the General Education Core Curriculum (GECC) proposal. Stacy Ehmen provided an overview of the proposal and stated that GECC would be counted as a completion and benefit our students. She asked for approval to submit the proposal to ICCB. Lara Conklin made a motion to submit the proposal to ICCB. Terri Cummings seconded the motion and the motion approved unanimously.

Stephanie Yates reported that the HAZWOPER class and the Leadership Boot Camp are full. She is working with several local businesses to provide training workshops. She also reported that the Industrial Career Pathway started its 5 group yesterday with 4 job seekers and 6 incumbent workers.

Maggie Hoover reported that additional information has been requested by HLC and that the addendum tab is opened.

Timothy Morgan reported that the High School Articulation meeting is scheduled for February 26, 2019 at 8:30 a.m. and that students are filing their Intents to Graduate. He stated that the Registration department is working on entering Dual Credit and DOC registrations.

Janet Ingargiola reported that the Financial Aid department is preparing for the upcoming year.

Karla Coon reported that registration is slow at this time and that the HSE/GED class is going well. She will attend the Hoopeston Family Night on February 19, 2019 with Cristin Prince.

Lara Conklin is working on the "Why I Chose DACC" banners and newsletter.

David Harris stated that the Auto and Custodial Classes start next week at the prison. He is working on creating a DOC Operational Manual for DACC as well as DOC Student and DOC Instructor manuals.

Nick Chatterton reported that 120 students are registered to attend the Health Professions and Engineering day. He is writing Attendance Contracts for several students with attendance issues.

Bob Mattson reported that he is visiting several classes to conduct surveys, working on HLC information and participating in CCSSE.

Terri Cummings reported that two seminar courses were listed as 1 credit hour but should be listed as 2 credit hours. She requested approval to correct the credit hours and a discussion ensued. It was decided to correct the credit hours for the two seminar courses. Terri Cummings also reported that John Sullivan, the Illinois Director of Agriculture, will be the Keynote speaker for AG Day on April 18, 2019. The Auto department is planning a car show for May and working with Laura Hensgen to create a College for Kids program.

The meeting adjourned 9:45 a.m.

Minutes recorded by Rebecca Doss