

Office of Instruction  
Wednesday, April 24, 2019  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Maggie Hoover, Bob Mattson, Timothy Morgan, Carla Boyd, Karla Coon, David Harris, Mark Barnes, Dr. Penny McConnell, Terri Cummings, Stacy Ehmen, Tonya Hill, Carol Nichols, Stephane Potts and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He started a discussion regarding TutorMe and asked for input. Since DACC already uses Smarthinking, it was decided not to investigate TutorMe further at this time. Dave asked for a status regarding the fall night classes at Georgetown and a discussion ensued regarding the section code to use for building classes.

Kathy Sturgeon reported that two job positions are open in the Math and Science department.

Maggie Hoover is working on building the online course evaluations for a May 1<sup>st</sup> launch.

Bob Mattson reported that he has started to receive completed paper course evaluations. He announced that today is the 70<sup>th</sup> day of the semester and noted that there are fewer withdrawals this year.

Timothy Morgan reported that DACC Discover Days are going very well.

Carol Nichols is working on the Start-up Weekend registrations and the SBDC Awards event. She reported that the Illinois SBDC Director will visit the Lift-Off Downtown on May 14, 2019.

Stacy Ehmen provided an overview of degree audit and stated that she is working on a few updates to the degree audit process.

Carla Boyd reported that the Safe College Training will include the following 3 topics this year: Bystander Intervention for Students, Campus SAVE Act for Students (Sexual Violence Awareness), and Intimate Partner Violence for Students. To encourage students to participate in the training, there will be a drawing for those participate. Carla Boyd reminded everyone to register to attend the Echoes of Reflections scheduled on May 1, 2019. She announced that the Mobile App will be presented at the Board of Trustees meeting tomorrow. If approved, the Mobile App should be launched for the Fall Semester.

Karla Coon reported that the Hoopston Higher Learning Center is receiving dual credit enrollment requests from Milford students.

Stephane Potts reported that the Counseling and Advising department is busy assisting DACC Discover Days students. She is working on reports for Bob Mattson.

David Harris reported that the Department of Corrections will be submitting a budget amendment for an additional instructor. He stated that a donor would like to work with the Foundation Office to help purchase textbooks for use at the Department of Corrections.

Mark Barnes provided an update regarding the network and reminded everyone that emails received outside of the DACC network will have a notification in the subject line. He stated that the graduation ceremony will be streamed online. He is working on cleaning / organizing the Audio Visual department in Clock Tower.

Tonya Hill reported that the majority of the scholarships will be finalized this week. She is working on a grant to purchase a forklift truck to use for corporate training.

Dr. Penny McConnell is working on identifying instructors for additional classes.

Terri Cummings provided information regarding SkillsUSA and announced that DACC will be participating in signing days for students who will start a job right out of high school. She stated that welding is Department of Labor certified at this time.

The meeting adjourned 9:52 a.m.

Minutes recorded by Rebecca Doss