

Office of Instruction
Wednesday, May 1, 2019
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Maggie Hoover, Stacy Ehmen, Laura Williams, Stephane Potts, Carla Boyd, Karla Coon, Nick Catlett, Bob Mattson, Mark Barnes, Dr. Penny McConnell, Stephanie Yates, Terri Cummings, Timothy Morgan and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He started a discussion regarding the Georgetown night classes and stressed the importance of building and marketing the courses to be offered for enrollment.

Maggie Hoover reported that the course evaluations were launched today and that an upgrade for Blackboard is scheduled for May 18 and 19, 2019.

Laura Williams reported that the GED/Middle College Graduation ceremony is scheduled for May 18, 2019 at 11:00 in Bremer Theatre and that GED summer classes begin on June 10, 2019. She stated that two CNA sections will run this summer.

Timothy Morgan reported that DACC Discover Days continues this week and that the Admissions/Registration/Records office is working on preparations for the graduation ceremony with approximately 245 students registered to participate.

Stacy Ehmen provided an update regarding the Threat Assessment Team meeting and strategies. She is working on HLC compliance and credit hour verifications. She is researching dual credit classes and information to add to Colleague.

Stephane Potts provided an update regarding DACC Discover Days. She stated that a team is brainstorming ideas to improve the registration process.

Carla Boyd reported that the Echoes of Reflection presentation is today and asked for those who plan to attend to bring their laptops with them.

Karla Coon announced that Robert Richardson is the new Hoopeston Superintendent. She reported that an All-in-One Day is schedule for Friday, May 3, 2019. She is working through an issue with DACC Finals conflicting with Hoopeston's senior week activities.

Nick Catlett reported that the Career Fair was a success with approximately 70 employers and 300 job seekers who attended. He stated that the Department of Veterans Affairs will be on campus next week.

Carol Nichols announced that the Start-up Weekend is June 20-21, 2019 and that the SBDC Awards Banquet is next week. She stated that Trisha and Cindy with Vermilion Advantage are speaking with high school students about job opportunities within the Vermilion County and that they would also like to speak with DACC College students.

Bob Mattson reported that the Career Graduate Survey emails were sent to fall graduates. He reminded everyone that Academic Program Assessments are due to the Assessment Champions.

Mark Barnes is working on the clean-up of the AV room in Clock Tower, the budget for technology equipment, and the streaming of the graduation ceremony.

Dr. Penny McConnell reported that the Culinary Advisory Board meeting is tomorrow, May 2, 2019. She provided an update regarding the waitlist and Speech Class.

Stephanie Yates provided an update regarding the Flex-N-Gate expansion and training. She is working with Watchfire, Envirox, and McLane Midwest to provide training programs. She stated that two seats are available for the Leadership class for DACC employees.

Terri Cummings reported on a meeting with Covington High School's Superintendent and Principal. She shared information from a trip to tour the Chicago High School for Agriculture Sciences.

The meeting adjourned 9:34 a.m.

Minutes recorded by Rebecca Doss