

Office of Instruction  
Wednesday, May 8, 2019  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Stephanie Yates, Maggie Hoover, Carol Nichols, Lara Conklin, Stacy Ehmen, Timothy Morgan, Stephane Potts, Janet Ingargiola, Karla Coon, Nick Catlett, Carla Boyd, David Harris, Mark Barnes, Dr. Penny McConnell, Bob Mattson, Laura Williams, Terri Cummings, Ana Nasser and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He provided an update on the Perkins grant. On the behalf of Dean Kathy Sturgeon, he shared the following three New Course Development proposals: ECHO101 Cardiovascular Physiology, 3 credit hour online course; ECHO106 Electrocardiography, 1 credit hour online course; and ECHO102 Echocardiography, 8 credit hour hybrid course. He asked for approval to move forward with the 3 New Course Development proposals. A discussion ensued regarding the New Course Development proposals and Laura Williams made a motion to approve the three New Course Development proposals. It was seconded by Terri Cummings and motion was approved unanimously. Dave discussed the Georgetown project and stated that he is very optimistic about this new program. He started a discussion regarding student transportation and additional safety majors for those attending night classes on campus and several ideas were suggested.

Ana Nasser reported that the Child Development Center's Spring program is Friday, May 10, 2019. She is working on the summer schedule and purchasing items to fulfill a grant.

Terri Cummings reported that the Business and Technology department is hosting a SkillsUSA signing today to recognize students that will graduate high school and start employment with a CTE company.

Laura Williams reported that the Continuation Plan is due May 20, 2019 and that the GED Graduation is scheduled for Saturday, May 18, 2019.

Bob Mattson stated that he will revisit student evaluations. He asked for ideas to increase evaluation responses from students and a discussion ensued. A few ideas suggested were: add the evaluation to a class assignment, opening the evaluations to all sections, and blocking access to Blackboard until evaluation is completed. Bob Mattson also provided an update on the information required to collect from students and a discussion ensued. It was decided to discuss the information with the ICCB committee.

Dr. Penny McConnell reported that she is scheduled to meet with instructors who would like to teach dual enrollment.

Mark Barnes reported that he is scheduled to meet with an engineer at Bremer Theatre on Thursday regarding new lighting and that he will start setting up next week to stream the graduation ceremony. He plans to work on some configuration changes to improve routing.

Carla Boyd is planning some diversity trainings over the summer. She has received requests from several superintendents to bring the Echoes of Reflection presentation back this fall.

Karla Coon reported that they are having phone issues in Hoopston and that it is causing issues with the fire alarm.

Laura Hensgen shared a booklet that she found while cleaning in the AV Department at Clock Tower. She handed out the College for Kids 2019 brochures and provided an overview. She stated that District 118 reached out to her and will offer bus transportation for their students who attend DACC College for Kids. She reported that the Community Education tabloid is in homes now and discussed the new Dental Assisting program offered. She noted that the Dental Assisting program is not financial aid eligible but will be WIOA eligible.

Janet Ingargiola is working on an Achieving the Dream process mapping project for the Financial Aid department. She is looking for a financial literacy piece that is at no cost to provide for students.

Stephane Potts is working on degree audits and cleaning up majors in Colleague. She noted that DACC Discover Days wraps up this week.

Timothy Morgan provided updates regarding DACC Discover Days and graduation preparations. He stated that approximately 240 students are participating in the graduation ceremony.

Stacy Ehmen reminded everyone that there are attendance exceptions and provided some examples of exceptions.

Carol Nichols is preparing for the SBDC Breakfast scheduled for tomorrow, May 9, 2019. She reported that the office at Lift-Off Downtown is being painted.

Stephanie Yates provided an update on trainings for the week. She is working with several businesses for future trainings. She is scheduled to meet with Lake Land regarding partnership opportunities.

The meeting adjourned 9:53 a.m.

Minutes recorded by Rebecca Doss