



Office of Instruction

Wednesday, July 17, 2019 at 9:00 a.m.

Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Maggie Hoover, Lara Conklin, Bob Mattson, Stacy Ehmen, Timothy Morgan, Janet Ingargiola, Karla Coon, Stephanie Yates, Brittany Woodworth, Dr. Stephen Nacco, Mark Barnes, Tonya Hill, Dr. Penny McConnell, Terri Cummings, Laura Williams, Stephane Potts and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending.

Terri Cummings reported that Watchfire visited the Business and Technology Center yesterday and that Mervis will visit today. She stated that Senator Scott Bennett is scheduled to visit the Welding Camp tomorrow.

Dr. Penny McConnell provided an update regarding the Armstrong High School dual credit courses. She announced that Jeanne Dunn started in Liberal Arts this week.

Tonya Hill is working with Maggie Hoover and Jung Ae Merrick on credit card processing for the Foundation department. She hopes that providing a credit card option will help increase donations. She thanked Karla Coon for the encyclopedias for the Department of Corrections. She is also working on marketing materials for an upcoming campaign.

Mark Barnes reported that he is working with Unified on the Mobile App and that he needs to purchase a piece of phone equipment.

Dr. Stephen Nacco discussed the Strategic Matrix and the Assessment of Student Outcomes. He shared information regarding a 3+3 program for Chiropractic or Premed and believes that this is an opportunity that needs investigated. He provided an update regarding the USMC building.

Stephane Potts reported that an offer was made to an applicant for the Administrative Assistant position in the Counseling and Advisement department. She is working on restructuring the shared space and IAI reports.

Stephanie Yates reported that she will attend a conference regarding instant enrollment software and that a meeting with Watchfire regarding Threat Assessment training went very well. She provided information regarding several upcoming Corporate Education trainings. She is completing the necessary paperwork for DACC to be approved for CEU's. She stated that there is approximately an \$18,000 profit margin for the Leadership Series. Stephanie Yates provided an update regarding the Work Grant and announced that the Corporate Education department is searching for a Pharmacy Tech instructor.

Brittany Woodworth provided updates regarding the Work Grant and training opportunities.

Laura Williams reported that the Adult Education department is busy with the summer classes and recruiting for the fall semester. She announced that the Adult Education department received the Literacy Grant for another year.

Karla Coon reported that the Hoopston Higher Learning Center is searching for an instructor for the Medical Terminology class and that the CNA class begins on August 19, 2019. She stated that the new CNA instructor will attend training on August 4, 2019. Karla Coon is working on building relationships with local businesses and noted that the new administrator at Heritage will be a good partner with DACC.

Janet Ingargiola provided a financial aid update. She stated that a letter regarding bonus courses was sent to students who would qualify for the MAP Grant. She is working on updating some dates and compliance. She announced that the State of Illinois is starting to require that a debt letter be sent to students in the near future and stated that DACC has been sending the "Heads Up" letter which includes this information for several years now.

Timothy Morgan reported that he is assisting Bob Mattson with the A1 report and that the Records Office is working on grades at this time.

Stacy Ehmen is working with Timothy Morgan and Bob Mattson on state reporting. She stated that the Student Services offices will reopen at 12:30 p.m. on August 15, 2019 after In-Service. She reported that Bonus Course information was sent to students and that Emily Cannon is the new counselor at Georgetown. She stated that one more information date is scheduled for Georgetown.

Bob Mattson reported that the program review will not be ready by the end of the month but, it should be soon after. He noted that the delay is due to a timing issue with reporting of graduates and a discussion ensued.

Lara Conklin is working on digital marketing and setting up advertising contracts. She reported that we will receive seven CI Living Interviews and stated that the first two were completed on Monday. One interview was for the Welding program and the other was for Culinary. She stated that there are five interviews left to schedule before June 2020. She would like the interviews completed prior to enrollment periods and asked for suggestions. She also reported that the fall enrollment prompt will go out later this week.

Maggie Hoover provided an update regarding the online syllabi for College Express and the Department of Corrections.

Kathy Sturgeon is closing out the 2019 schedule and working with Human Resources on Dual Enrollment. She announced that MATH 120 will be offered at Milford and Bismarck and PEMW 135, PEMW 136, and MATH 115 will be offered at Danville High School this fall. She also announced that Casey High is the new instructor for HIT and that Kylie Haun-Slowik is the new lab technician.

The meeting adjourned 10:05 a.m.

Minutes recorded by Rebecca Doss