



Office of Instruction

Wednesday, October 30, 2019 at 9:00 a.m.

Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Maggie Hoover, Bob Mattson, Stephane Potts, Carla Boyd, Karla Coon, Laura Williams, Pete Powell, Timothy Morgan, Nick Catlett, Nick Chatterton, McKenna Allison, Terri Cummings, Mark Barnes, Stacy Ehmen, Tonya Hill, Dr. Penny McConnell and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending.

Terri Cummings presented New Course Development proposals for Cloud + and SUST 155 Illinois Natural History and provided an overview of each course. She requested approval to move forward on the development of the two courses. After a discussion, both courses were approved by Office of Instruction.

McKenna Allison provided an activities update for the Department of Corrections. She is working with the Department of Corrections on starting Interactive TV and Wind Technology on site.

Nick Chatterton provided an overview of the Perkins V training that he attended.

Nick Catlett reported that the VA Job Fair is scheduled for November 7, 2019 and asked if any Presidential Scholars would be available to help the day of the event. He stated that the Census Bureau was on campus to recruit students to assist with the census.

Timothy Morgan reported that registration for Spring 2020 opened on Monday and that Dual Credit registration is slow at this time. He plans to speak with the Marketing and Recruitment departments regarding additional advertisement.

Pete Powell reported that the CDL program is back on campus and that the Drivers Ed enrollment numbers are up.

Mark Barnes provided an update regarding an issue with Google Chrome. He reported that the new firewall did not go in as planned and that they will try again on November 12, 2019.

Tonya Hill provided an updated on the Foundation Campaign. She is working on several grants.

Laura Williams reported that the Illinois Department of Health conducted a surprise inspection at the Chrisman Pleasant Meadows site and that DACC passed with flying colors.

Karla Coon reported that the Hoopston Food Service class is filling up and that she is investigating the possibility of offering a few new Dual Credit classes for spring.

Carla Boyd reported that the "Register Now" t-shirts for faculty and front line staff will be distributed this week. She is working with Adult Ed to assist students with mock interviews.

Stephane Potts reported that registration started this week and that students who plan to self-register must have a plan established in Student Planner before they can register.

Bob Mattson reported that according to ACT more students are not prepared for college level materials and noted that DACC offers less Developmental Education courses.

Dr. Penny McConnell presented New Program Development proposals for Certificates in Criminal Justice, Culinary Arts and Early Childhood Education and requested approval to move forward with development. She provided an overview of each proposal and after discussion, it was approved to move forward with the development of the Certificates.

Maggie Hoover reported that she has arranged a Respondus LockDown Browser & Respondus Monitor webinar for online proctoring and invited all faculty to attend. She believes that this will be an affordable solution.

The meeting adjourned 9:45 a.m.

Minutes recorded by Rebecca Doss