



Danville Area
Community College

Office of Instruction

Wednesday, November 6, 2019 at 9:00 a.m.

Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Maggie Hoover, McKenna Allison, Stacy Ehmen, Carol Nichols, Stephane Potts, Carla Boyd, Karla Coon, Janet Ingargiola, Mark Barnes, Bob Mattson, Stephanie Yates, Terri Cummings, Laura Williams, Timothy Morgan and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He shared the Strategies for Student Attendance handout and provided an overview. He stated that he will share the Strategies for Student Attendance with all faculty during the spring in-service. Kathy Sturgeon recommended that a statement be added that faculty must take attendance and a discussion ensued. Stacy Ehmen suggested sharing the Strategies for Student Attendance with the DACC BOSS team for student input. Dave Kietzmann asked Maggie Hoover to share the Strategies for Student Attendance with the Online Advisory committee for feedback regarding reasonable attendance for online courses. He also shared drafts of the New Course Development Proposal and New Program Development Proposal forms and provided an overview. A discussion ensued regarding additions and corrections to the forms.

Terri Cummings reported that the advisory committee met and that she has two New Course Development Proposals. She asked for approval to move forward with the development of: CSCI105 Intro to 3D Computer Graphics and CSCI205 Programming Integrated Project. She stated that there are no costs associated with either course and provided an overview. A discussion ensued regarding the courses and Dave Kietzmann asked Terri Cummings to check what costs would be involved with the Intro to 3D Computer graphics. Office of Instruction approved Terri Cummings request to move forward on the development of both courses.

Bob Mattson shared catalog information with the Deans that needs to be reviewed.

Stephanie Yates provided updates on various training contracts that are in the pipeline. She is working on marketing materials for Corporate Education and a grant. She invited everyone to the next IMIN Network training scheduled for November 21, 2019.

Mark Barnes reported that the DACC basketball games are on channel 5. He reminded everyone that the network will be down on Monday, November 11, 2019.

Timothy Morgan reported that he met with McKenna Allison and other Department of Correction members regarding registration, enrollment and records information. He asked for more information about the College Algebra class that is offered at Hoopston. Karla Coon confirmed that the College Algebra class offered is a DACC online class that students will take during high school hours and be supervised. A discussion ensued regarding placement needs for the class.

Janet Ingargiola reported that a Financial Aid workshop was held last Saturday with 12 in attendance. She stated that they have provided workshops at several of the local high schools. She mentioned that the Rise Program was passed by the Illinois Legislatures and that it will allow non-citizens to apply for the MAP grant. The Financial Aid office is working on contacting people who went through the financial aid process for fall but did not attend. Janet Ingargiola is working on program participation agreements that are due December 30, 2019.

Laura Williams reported that a team is scheduled to meet with Meade Park representatives to see how we can partner with them. She stated that the CNA Advisory meeting is next week. She is working on the Bridge Grant. She announced that Family Reading Night is scheduled for November 21, 2019 in the DACC Student Union and asked those who have non scary Halloween costumes to dress up for that night for the children.

Karla Coon reported that the GED instructors would like to require all of their students to take an ASSET test. She announced that Tracy Harris is the new administrator at Hoopston Heritage. She is working with the Hoopston

Guidance Counselor regarding a student attendance issue. Karla Coon stated that 11 people are enrolled for the Food Service License class. She is looking into revamping the Hoopston College for Kids program.

Carla Boyd reported that Safe Colleges is sending emails to students weekly to complete the survey and that TRIO will host their First GEN event on Friday, November 8, 2019 at noon in the Student Union. She announced that Lewis Influence is presenting at the event.

Stephane Potts reminded everyone that every Wednesday is Walk-In-Wednesday for registration.

Carol Nichols provided updates for the Small Business Saturday event.

McKenna Allison reported that the Department of Corrections is planning a Graduation Ceremony for students. She is researching whether the Construction Program at the Department of Corrections could be split into two certificates.

Maggie Hoover invited a team from Blackboard to visit campus and showcase Blackboard Ultra as well as other implementations including the grades journey tool. The showcase is scheduled for November 12, 2019 at 2:30 p.m. in Bremer Theatre. She noted that an email was sent to all faculty regarding the showcase.

Kathy Sturgeon reported that the Advisory Board meetings went very well. She thanked Bob Mattson and Tom Carey for their work on reviewing the College Catalog. She started a discussion regarding Dual Credit and it was decided that a committee would be formed to investigate whether to raise the cost of Dual Credit or not. She asked Bob Mattson if there is a way to separate evaluations by instructor for classes that are taught by two instructors.

The meeting adjourned 10:10 a.m.

Minutes recorded by Rebecca Doss