



Office of Instruction

Wednesday, November 20, 2019 at 9:00 a.m.

Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Maggie Hoover, Laura Conklin, Stacy Ehmen, Stephane Potts, Janet Ingargiola, Karla Coon, Dr. Penny McConnell, Terri Cummings, Nick Chatterton, Timothy Morgan, Laura Williams, Carol Nichols, Kathy Sturgeon and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He shared a draft of the January 8-10, 2020 in-service and provided an overview. He stressed the importance of the Blackboard workshops for faculty. Stacy Ehmen stated that Student Support Services will open at 10:00 a.m. on January 8, 2020. Nick Chatterton stated that VVEDS will not need scheduled time during in-service to meet with instructors. Dave Kietzmann shared the Matriculation Rates of Students Enrolled at DACC during High School FY2016-2018 report and a discussion ensued regarding ways to improve the rates. Laura Williams stated that a process is currently being implemented to assist Middle College students to transition to college. Stacy Ehmen suggested doing a "How Close Are You" promotion for all College Express Students. During the discussion it was noted that students are more apt to attend DACC after high school if taught by DACC Faculty versus high school faculty. Dave Kietzmann reported on the Industry Breakfast meeting and the Board of Student Scholars meeting. He stated that both meetings were successful.

Kathy Sturgeon is working on finalizing the catalog information and researching information for Dual Credit and ATD Teaching and Learning committees. She stated that she has several new program ideas that she is investigating.

Maggie Hoover is working on final preparations for the Blackboard workshops. She is in the planning phase for SharePoint.

Lara Conklin reported that the Marketing department is wrapping up several projects. She stated that the tabloid is at the printer and that she is working on several social media ads.

Stacy Ehmen reported on the Illinois Community College Chief Student Services Officers fall meeting that she attended. She stated that the State has several new rules in the pipeline regarding mental health. She mentioned that several colleges are considering not applying for the Perkins Grant in the future and that there is concern regarding CIP codes. She also reported that there are new regulations within Title IX that must be implemented by January 1, 2020. She shared best practices for Blackboard use and a discussion ensued. Stacy mentioned that other colleges use Blackboard as a tool for billing notifications.

Stephane Potts provided an update regarding the Eastern Illinois University cohort. She reported that the Counseling and Advising department is reaching out to Hispanic students in high school to connect them with DACC and that several high school registration dates are planned. She shared information regarding reverse transfers. She stated that a Student Planner tutorial will be available for students.

Carol Nichols reported that the Understanding the Grant Accountability and Transparency Act (GATA) Pre-Award Process workshop is scheduled for November 25, 2019 at 12:00 p.m., December 6, 2019 at 8:00 a.m. and on December 16, 2019 at 4:00 p.m. She announced that the Small Business Saturday is scheduled for November 30, 2019 and encouraged everyone to shop at the small businesses.

Janet Ingargiola shared information regarding the State of Illinois Rise Program that will assist undocumented students with financial aid. She stated that the Financial Aid office is working with the Recruitment office to spread the word about the Rise Program. She reported that the State is now requiring a debt letter be sent to students and noted that DACC already provides this service to our students.

Karla Coon reported that Superintendent Robert Richardson requested the use of the Hoopston Learning Center for a Hoopston High School Faculty retreat/training. She stated that Tracy Harris, the new administrator at Heritage

Healthcare, attended the CNA Advisory meeting and the CNA class. She noted that Tracy Harris is impressed with the collaboration between Heritage Healthcare and DACC.

Laura Williams reported that the Adult Education Specialist position is open. She stated that the Family Reading Night is tomorrow, November 21, 2019 in the Student Union. She provided an update regarding Middle College and shared the application requirements for Middle College. She stressed that not all students recommended for the Middle College program are accepted.

Dr. Penny McConnell is working with the Department of Corrections to complete the spring schedule. She is scheduled to meet with a representative from Covington High School regarding the Criminal Justice program. She reported that several faculty in the Liberal Arts division offers hybrid classes and that Transitional English is in process. Dr. Penny McConnell announced that DACC's Got Talent is this Friday, November 22, 2019.

Terri Cummings reported that she met with ICCAT last week and that they are very excited about working with DACC. She stated that DACC is approved for the pilot program for the Medical Assistant test.

Nick Chatterton started a discussion regarding Marijuana and the various issues caused by the new law. It was noted during the discussion that DACC is required to follow federal laws to receive federal funding.

Timothy Morgan reported that Admissions and Counseling are open until 5:30 p.m. this week for registration and that they are receiving Spring 2020 Intents to Graduate.

The meeting adjourned 10:20 a.m.

Minutes recorded by Rebecca Doss