



Danville Area  
Community College

# Office of Instruction

Wednesday, December 4, 2019 at 9:00 a.m.

Laura Lee Room, Lincoln Hall

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

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Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending.

Office of Instruction: Dave Kietzmann shared a draft of the January 8-10, 2020 In-service and provided an overview. He started a conversation regarding the HLC Assessment Academy and noted that all of the Assessment Champions need to attend as well as Terri Cummings and Dr. Penny McConnell. Dr. Penny McConnell stated that the HLC Assessment Academy is scheduled for June 3-5, 2020. It was brought to Dave's attention that departments have sent photos/videos to the Marketing department to promote on Facebook, but the photos/videos have not been seen on Facebook.

Business and Technology Division: Terri Cummings reported that they are scheduled to visit with several industries today regarding robotics.

Liberal Arts Division: Dr. Penny McConnell reported that the ATD coach visit starts tomorrow, Thursday, December 5, 2019. The ATD coach is scheduled to tour the gaming lab at 11:00 a.m. on Friday, December 6, 2019. She shared that the eSports instructor visited a gaming lab at another university and was surprised that all members were male students. She is proud to say that the DACC gaming lab is very diverse. She announced that an Arts Extravaganza to showcase DACC talent is scheduled for May 1, 2020.

Adult Education: Laura Williams reported that this is the last week for HSE classes and that there are 9-12 Middle College students graduating.

Department of Corrections: McKenna Allison reported that an assessment test was conducted yesterday for potential new students and that the spring schedule is almost finished.

Hoopeston Higher Learning Center: Karla Coon reported that the Hoopeston College for Kids program will provide specialized day camps this year and that the CNA Adult class orientation is scheduled for December 12, 2019.

Institutional Effectiveness: Bob Mattson shared the report *Continuing Education for Recent DACC Graduates and Leavers, excluding Department of Corrections* and provided an overview. He conducted an internal audit and noticed that 79% of our students who earn a transfer degree transfer within a couple of years.

Corporate Education: Stephanie Yates reported that the Reasonable Suspicion training at DACC was a full house and that this training will be offered at Watchfire. She stated that the meeting with Watchfire and RJ Rowland regarding welding went very well. She is scheduled to meet with the essential skills coaches tomorrow.

Student Services: Stacy Ehmen shared the Bonus Courses flyer and asked everyone to post it in their office. She asked "Is there a reason that a student cannot earn an AA and the GECC?" and a discussion ensued. After discussion a majority of attendees were in favor of students being able to earn both assuming that the main program of study is the associate degree.

Financial Aid: Janet Ingargiola is working on an audit for the Department of Education, a State audit and VA certification. The Financial Aid department will host 2 additional FASFA workshops and students who attend will still meet the MAP deadline.

Community Education: Laura Hensgen reported that the tabloid is arriving in homes this week and that the registration dated for College Kids begins on April 1, 2020. She is excited to announce that the College for Kids program will offer

more specialized day camps instead of the week long program with multiple classes. Two of the new specialized camps are Photography and STEM. She is taking the Video Production class to Channel 3. Laura Hensgen also announced that the Pep Band will make their début this week.

Diversity: Carla Boyd asked Mark Barnes and Maggie Hoover to provide an update for the Mobile App. Mark Barnes stated that testing for the app starts tomorrow. Carla stated that a soft roll out of the Mobile App is schedule for April 2020.

Advising and Counseling: Stephane Potts reported that advisors have been meeting with high school students and Middle College students. She stated that Advising and Counseling will be walk-in only starting the week after next.

SBDC: Carol Nichols provided an update regarding Small Business Saturday. She reported that she is scheduled to attend State training in Springfield next week.

Admissions and Registration: Timothy Morgan reported that there are 14 Summa Cum Laude candidates at this time.

Online Services: Maggie Hoover reported that the teacher evaluations were sent this week and that students have until December 20, 2019 to complete it. She included a link to Smarthinking.

The meeting adjourned 9:45 a.m.

Minutes recorded by Rebecca Doss