



Danville Area
Community College

Office of Instruction

Wednesday, December 11, 2019 at 9:00 a.m.

Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Timothy Morgan, Maggie Hoover, Stacy Ehmen, Stephane Potts, Carla Boyd, Karla Coon, Laura Williams, Janet Ingargiola, McKenna Allison, Bob Mattson, Dr. Penny McConnell, Terri Cummings and Rebecca Doss

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 2020 Spring Final Exam Schedule and provided an overview. He discussed the ATD coach visit. He announced that the Office of Instruction meetings will be the 2nd and 4th week of each month starting January 2020. He noted that a meeting date could be added if needed.

Business and Technology Division: Terri Cummings reported that the Forklift training will be in the Technology Center next week and that Instructor Candice Milam is working on accreditation for the Certified Medical Assistant program. Terri Cummings provided an update regarding the greenhouse inspection.

Math/Science and Health Professions Division: Kathy Sturgeon presented two development proposals. A new course development proposal for Math 116: Mathematics in Society. This course is an alternative to Math 115. It is a 3-credit hour traditional IAI course. The prerequisite for this course is Math 107. She asked for approval to move forward with the development of Math 116 and a discussion ensued. Approval was received to move forward with the development of Math 116. Kathy Sturgeon shared the new program development proposal for a Personal Training Level 1 Certificate and provided an overview. She stated that all the courses for the Personal Training Level 1 Certificate already exist and noted that it can be offered for College Express. After discussion, approval was received to move forward with development of the Personal Training Level 1 Certificate. Kathy Sturgeon shared a draft of the Admission Application form for the Personal Training Level 1 Certificate and asked for feedback. She shared some catalog corrections. She reported that the NCLEX exam is slated to add questions that require more critical thinking. She explained the rationale behind the changes to the NCLEX and noted that statistics show 1 out of 2 nurses make critical thinking medical errors.

Adult Education: Laura Williams reported that the Adult Education department is collecting gloves for Meade Park students and stated that the gloves will be delivered on Friday, December 13, 2019. She announced that DACC is the recipient of a \$225,000 Bridge and Innovation grant.

Danville Correctional Center: McKenna Allison reported that Mark Barnes is scheduled for a meeting at the Department of Corrections on Tuesday, December 17, 2019 regarding Virtual TV. She is scheduled to meet with Assistant Warden Atkins on Tuesday, December 17, 2019 regarding the lab. She provided an update regarding the graduation ceremony for Department of Correction's students.

Hoopeston Higher Learning Center: Karla Coon reported that dual enrollment at the Hoopeston Higher Learning Center is down at this time. She investigated why enrollment was low and discovered that approximately 2/3 of the students were not allowed to register due to past due balances. She expressed that clarification is needed regarding what is paid for by the high school and what is paid for by the parents for dual credit classes. She noted that most of the past due balances were due to IncludedED textbooks. The high school stated that they are not paying for the IncludedED textbooks but when the students went to the bookstore they were handed the IncludedED textbook and did not know that it was on their account for payment. A discussion ensued regarding this issue. Karla Coon also reported that a CNA Orientation is scheduled for tomorrow, December 12, 2019 and that she is proctoring many final exams for students.

Student Services: Stacy Ehmen reported that ICCB recommended that we review what tutoring is offered for students and that faculty should encourage more students to attend tutoring. She announced that the co-curricular team will create a sub-team to review the definition of co-curricular.

Admissions/Registration: Timothy Morgan reported that no College Express registrations are entered yet, but 50% of dual enrollment registrations are entered.

Advising and Counseling: Stephane Potts reported that Advising and Counseling will be all walk-ins starting next week. She stated that the wall separating the new Security Office and Counseling is going up and that work on the new computer lab for students is in process. She stated that 3 members of the Advising and Counseling office participated in a Mental Health Training and are reviewing whether it is a program that should be pursued for DACC.

Financial Aid Department: Janet Ingargiola provided an update regarding the FASFA workshops. She is working on audit reports and reviewing webinars regarding the MAP program. She stated that the Financial Aid department is investigating the purchase of a Financial Literacy program to share with students. The cost of the program they are researching is approximately \$1,500.

Online Learning: Maggie Hoover provided updates regarding the Mobile App and Sharepoint.

Institutional Effectiveness: Bob Mattson shared our graduation rates and provided a breakdown.

The meeting adjourned 9:50 a.m.

Minutes recorded by Rebecca Doss