



Office of Instruction

Wednesday, February 12, 2020 at 9:00 a.m.

Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Maggie Hoover, Dr. Penny McConnell, Laura Hensgen, Timothy Morgan, Janet Ingargiola, Nick Catlett, Brittany Woodworth, Stephanie Yates, Bob Mattson, Nick Chatterton, Terri Cummings, Laura Williams and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending.

Office of Instruction Information and Announcements

Dave Kietzmann shared the following documents and provided overviews:

- Illinois Realtors Licensing & Training Registration Information for March 31, 2020 at DACC
- ICCB registration information for Friday, April 17, 2020 Exploring OER: Access, Adoption & Application conference

Important Dates Announced

- February 18, 2020 Democrat Primary Debate for 15th District House of Representative in Bremer at 6:00 p.m.
- February 19, 2020 15th District Congressional Republican Candidate Debate in Bremer at 6:00 p.m.
- February 21, 2020 Health Professions and Engineering Day in Mary Miller
- February 25, 2020 High School Articulation Meeting in Vermilion Hall 306 from 8:30 a.m. to 2:00 p.m.
- March 5, 2020 Retired Teacher Association meeting in Bremer
- March 8, 2020 *SILO* Free Screening at the Fischer Theatre at 3:00 p.m.
- March 31, 2020 Department requests for new technology equipment for Tech Bond due to Mark Barnes
- April 13, 2020 DACC Career Connections 25th Job Fair – Allied Health Care Day 9 a.m. - 1 p.m.
- April 14, 2020 DACC Career Connections 25th Job Fair – Manufacturing/Warehouse/Trades Day 9 a.m.-1 p.m.
- April 15, 2020 DACC Career Connections 25th Job Fair – Customer and Social Services Day 9 a.m. – 1 p.m.
- April 27, 2020 BLAST event at Bremer
- May 1, 2020 An art celebration event at Bremer

New Course / Program Development Proposals and Revisions

No New Course or Program Development Proposals presented.

Student Assessment of Academic Achievement

Bob Mattson provided information regarding the 5-year program review and tracking students within the CTE area.

Department Reports

Adult Education: Laura Williams reported that they are still recruiting Middle College students.

Business and Technology Division: Dean Terri Cummings reported that she is working on Summer / Fall scheduling. She announced that DACC is co-sponsoring the free screening of *SILO* at the Fisher Theatre on March 8, 2020 at 3:00 p.m.

Liberal Arts Division: Dean Penny McConnell is working on the Summer / Fall schedule. She reported that Dr. Duran is teaching Spanish at the DOC; the Pep Band received a request to perform a concert at the Lorraine Theatre; the BLAST event is scheduled for April 27, 2020 at the Bremer Center; and an art celebration is scheduled for May 1, 2020 at the Bremer Center. She stated that a Gaming Club Open House is scheduled for February 23, 2020 prior to the Board of Trustees meeting and invited everyone to attend.

Math/Science and Health Professions Division: Dean Kathy Sturgeon is currently working on the Summer / Fall schedule. She reported that two MSHP faculty members notified her that they are interested in attending the OER conference on April

17. She reported that Eagle Day and the Academic Challenge were both successful events. She mentioned that a service pet was denied entry to the Eagle Day event for its own safety as well as safety of the birds and noted that a disclaimer will be added to all future Eagle Day marketing materials. She stated that Meade Park will allow DACC to use their gym for a few classes during the HVAC construction and thanked both Meade Park and Laura Williams for their assistance. She announced that the Personal Training Level 1 Certificate is approved. She asked for feedback regarding changes to the BIOL courses and a discussion ensued. During the conversation a concern was noted regarding faculty loads for the BIOL courses.

Hoopeston Higher Learning Center: Karla Coon is scheduled to attend the Family Information Open House in Hoopeston on March 17, 2020. She recently toured Heritage Health in Hoopeston and provided an overview.

Admissions/Registration: Timothy Morgan reported that all Dual Enrollment and College Express is entered for this semester. He reminded everyone that that High School Articulation is scheduled for February 25, 2020.

Career and Veteran Services: Nick Catlett reported that the Freedom Lounge is open and fully staffed with veteran student workers. He is currently working on the Bridge Grant application. He announced that the DACC Career Connections 25th Anniversary Job Fair is scheduled for April 13, 14 and 15, 2020 in the Bremer Conference Center from 9:00 a.m. – 1:00 p.m. each day. He noted that each day will specialize in a specific career field.

Community Education Department: Laura Hensgen provided an overview of the changes made to the College for Kids program and noted that there will be 14 specialized camps. She stated that the Gaming Lab is very busy. She reported that the gaming software is now installed on the computers in the gaming lab and that there is a lab monitor. She shared that Channel 5 is now active and that all marketing videos will be created to share on Channel 5.

Computer and Network Services: Dave Kietzmann reminded everyone that Mark Barnes is working on the Tech Bond for 2021 and needs all technology equipment requests March 31, 2020.

Corporate Education: Stephanie Yates provided information for several specialized trainings that are scheduled during the next few weeks. She is working on several contracts for Essential Skills training for local business. Brittany Woodworth provided information for several open enrollment trainings that are scheduled in the near future.

Financial Aid Department: Janet Ingargiola provided an update regarding the state audit. She announced that February is Financial Aid Awareness month.

Institutional Effectiveness: Bob Mattson reported that enrollment is down between 1% and 5% and noted that some other college enrollment numbers are starting to bounce back. He shared information for a webinar regarding Curriculum Submissions.

Online Learning: Maggie Hoover reported that she is ready to start phase two for SharePoint and that technical preparations are being made to move Blackboard from a physical server to the cloud. She noted that there would be some down time but hopes for the move to take place between spring and summer classes.

VVEDS: Nick Chatterton reported that he has been conducting high school grant assessment visits over the last few weeks and that College Express recruiting visits will begin next week. The deadline for the Grant Assessments is April 1, 2020. He stated that Bismarck held a successful Career Fair and that he hopes to duplicate the model used by Bismarck at other high schools.

The meeting adjourned 9:50 a.m.

Minutes recorded by Rebecca Doss