



Institutional Outreach Leadership Meeting Minutes

Friday, January 23, 2026, 1:00-3:00 PM @ LTC Williams Hall Student Services

- Members present: Curtis Miller, Erin Volk, Chris Forde, Tona Ambrose, Angel Maguire, Carrie Halbert, Megan Black. Tiffany Cowger was absent.
- Ex-officio members present: Amber Malone, Cassandra Goldman, and Brandon Weger.

WELCOME - Tona Ambrose

- IECC Division Meeting Minutes Review
 - [Institutional Outreach](#)
 - [Student Affairs](#)
 - [Business Ops](#)
 - [Academic Affairs](#)
- VC Town Halls - Jan 29 LTC, 11-12/1-2, other dates [here](#)
- Update all IOLT 2025-2026 goals/processes at February 11th IOLT meeting
 - Add to shared IO folder by Feb 6th when submitting agenda items
- **IECC Operational Plan Overview - Tona shared the new IECC Operational Plan/KPIs with the team and discussion followed. Will have a collaborative input session at our Feb 11th meeting to begin developing a plan.**

EX-OFFICIO UPDATES:

- Dean Cassandra Goldman:
 - UI System+LTC Transfer Visit Feb 2, 5-8PM at LTC - Pilot event for high school and current college students to learn about transferring - reps from all three U of I schools will be here (Champaign, Chicago, and Springfield).
 - IECC College and Career Fair - Feb 18 at OCC, 9-12PM with over 50 Businesses and booths so far.
- Student Trustee promo taking place - The current WVC Student Trustee term is completed in March. The New FCC Student Trustee term begins in April.
- New Student Orientation in January, for students just starting, was not well attended, however, the event was opened to returning students who wanted a REFRESHER on college knowledge and onboarding and these sessions were well attended. Cassandra and her team are going to use this finding to build more "refresher sessions" into the calendar next January.
- Brandon:
 - Number of Apps - 584
 - 85.2% of fall students have returned and are registered for spring
 - Up 1.3% (FTE) from this same date last year 2025

- 88% of our returning students are first-time freshmen
 - 10-Day data coming next week.
 - Amber:
 - Common app updates and recent changes - will roll out in March.
- Transfer students will not be using the Common App, now, per ICCB.

ADULT EDUCATION - Angel Maquire

- Current Numbers: 41 completers as of today, 59 AMOC working towards completion. Working with Dr. Kakac and B & I to register more students in the TLBWRC Skilled Forge Lab/Amatrol Training equipment.
- Received the FY26 Digital Instruction Grant.
- Tentative Dates for the LTC and FCC APC Meetings and Community Employment Workshops discussed.
- AE Info One-Sheet & FAQs Flyer feedback/review request - asking the IOLT to proof this flier and add input - email back to Angel by Feb. 6th.
 - See page. 6 - want to share this with all college front desk staff so they are better prepared to answer Adult Ed questions.
 - Suggest making an Adult Ed webpage that has FAQs
- AE Process: The AVL Tutor and Learner Intake Process Guides
- 2025-2026 Goals/Process - FEB Meeting, submit Feb 6th

DUAL CREDIT - Erin Volk and Megan Black

- Dual credit grades process/proper communication between faculty & the high schools proposal - discuss, proof, ask Dr. Robb to review, and take to Feb SEPC as a discussion item.
- ICCB Model Partnership Agreement Tasks - uploading all MPAs on or before Feb. 13th - Erin and Megan are working on scanning all these in.
- Spring Registration Update.
- Course Review Update - cont. to meet with Dual Credit Type A instructors.
- Home school meeting – Feb. 6th at the NUC (CEO/Dr. Ed Promo).
- DC Ag Certificate class options to start at LTC in Fall 2026 - see page 7.
- DC Jan 6th LTC Welding Open House - Success! Thank you everyone!
- 2025-2026 Goals/Process - FEB Meeting, submit Feb 6th.

ENROLLMENT MANAGEMENT - Carrie Halbert & Curtis Miller

- [Community Education:](#) Summer camps are being placed on the calendar. Curtis and Karissa (B&I) met with CourseStorm software about registering participants for Comm Ed and other IECC summer classes/activities. This program also accepts payment.
 - Will schedule a meeting so Amber, Tona, and Sharmila (B&I) can also see how this works - OCC Theater is already using it.

- Promoting low application programs at OCC during CTE month - will track marketing strategy to see if this has a positive impact on enrollment.
- Promoting IECC online programs, meeting next week (Marketing Ticket) Timeline - will roll out promo in February.
- Transfer Plan document revision - Curtis is working on this.
- Recent/Upcoming Events:

<ul style="list-style-type: none"> • HS Visits -ongoing • Jan 17 OCC Trio/UB Workshop • Jan 26 - Scholastic Bowl Hospitality Room • Jan 31 -LTC Scout Badge Day • Feb 3 - Ag Acquaintance Day • Feb 6 OCC Fine Arts Day • Feb 10 LTC Jazz Festival • Feb 18 OCC IECC Career Fair • Feb 21 OCC Trio/UB Workshop • Feb 23 - LTC Future Educators Summit • Feb 25 -Newton Career Fair • High 5 Fridays at local schools 	<ul style="list-style-type: none"> • Feb 27 WVC WGH Health Professions (Cadaver) Day • March 2 -LTC ACES Challenge • Mar 3 FCC Student Parent Info Night (SPIN) • March 5 -OCC SPIN • Mar 10- LTC Celebrate Art • Mar 11- LTC Twin Rivers Career Fair 8th 10th graders • Mar 12- LTC Young Women Lead LTC • March 14 LTC/CMH Health and Wellness Coaching Kick-off Course • Mar 17-WVC SPIN • March 19-LTC Ag Event • Mar 19-LTC SPIN 	<ul style="list-style-type: none"> • Mar 20 - Effingham Career Day • Mar 20-Wayne County Scholastic Bowl • Mar 20-WVC Tour for IN 8th graders • Mar 25- OCC CTE Day • Mar 26-Mattoon Futures Day • April 9 - Lincoln(IN) HS Career Day • Apr 10-FCC Kindergarten Day • Apr 14 - Dietrich Career Fair • Apr 15 - Flora 9th graders tour OCC/FCC • April 18 FCC Lineman Rodeo • Apr/May-HS Awards Ceremonies • April - Senior Blitz Days
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- Campus Based Recruiting (CBR) Meeting Updates - minutes in IO folder.
- 2025-2026 Goals/Process - FEB Meeting, submit Feb 6th.

MARKETING - Chris Forde

- IECC Annual Reports #awesome! Online and printed copies available.
- Social Media Calendar Update - passed around and asked for more input/feedback.
- [Guided Pathways Website](#) Update - have run into a snag related to course catalog and coding - Tona will schedule a meeting with IT/MarCom, Dr. Robb and Amber to discuss/problem solve.
- CTE Month Feb - working on videos, promo material and social media blitz

- February 6 (12-12:30) Marketing Mixer - *Digital Accessibility* (April 24th is the date that all IECC will be required to ensure all online content/materials are digitally compliant).
 - Please share Outlook invitation with others
 - Virtual Marketing Mixers [WEBSITE](#)
 - Save the next MM dates: March 6, April 10.
- 2025-2026 Goals/Process - FEB Meeting, submit Feb 6th.

TRIO UPWARD BOUND - Tiffany Cowger (out), Tona gave report:

- STEM Lab Open House – 2/27/26, 3-5PM, Everyone is invited!
 - Graphics installed 1/20/26
 - STEM Club - details coming soon
- APRs - all three submitted Jan 7, 2026!
- Recruitment:
 - LTC - 65/67 (97%), Need 2 FG/LI (64%, need 67%)
 - OCC - 76/77 (99%), Need 1 FG/LI (66%, need 67%)
 - WVC - 65/65 (100%), 67% FG/LI
 - LTC & WVC – sending apps to tutors & school counselors for referrals
- Senior Updates - total numbers:
 - LTC – 17, OCC – 21, WVC – 14 - Total = 52
- FAFSA - Total:
 - LTC – 12 finished (71%), 3 need parents' signatures, 2 not started
 - OCC – 20 finished (95%)
 - WVC – 11 finished 79%, 3 need parents' signatures, 3 not started
- College apps:
 - LTC – 16 applied (94%), OCC – 20 (95%), W – 11 applied (79%)
 - Total 47/52 (90%)
- Applied to IECC:
 - LTC – 11 (65%), OCC – 20 (95%), WVC – 10 (71%)
- February workshop – TRIO Day, OCC - 9:30 – 2:30 (theater)
 - Career Readiness/Leadership
 - Congressional representation TBD
- Summer program planning in motion
- Summer Trip planning in motion:
 - (1-2 nights in July)
 - Pigeon Forge STEM Exposure/University of Tennessee
 - Bid Meeting – March 3, 2026
- Alumni tracking - Planning meeting January 20
 - Tracking spreadsheet and outreach timeline
- Stop-out (2019 -2025 COHORT):
 - 20 total stop outs - 15 were IECC:
- UB Process: Chart outlines 67% first-generation, low-income totals for each grant.

Location	BOTH (first-generation & low-income)	EITHER (first-generation OR low-income)
LTC	45/67	22/67
OCC	52/77	25/77
WVC	44/65	21/65

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Next IO Leadership Meeting: February 11, 2026 at OCC, 9-12PM

- **Upcoming Meetings:**
 - **Monday, March 16 at WVC, 9-12PM**
 - April 8, 2026, at FCC, 9-12PM
 - May 13, 2026, at LTC, 9-12PM
 - June 10, 2026, at OCC, 9-12PM
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Adult Ed FAQ Info Sheet:



So... I'm interested in
signing up for

ADULT EDUCATION THE QUESTIONS I MAY ASK:

Here are the facts you will need to know when signing me up
for AE classes at IECC:

- 1. When and where can I register?** - Each campus has a Learning Commons that works with Adult Education to help register students for AE classes. The students can visit the classroom for registration if an active class is in session. When in doubt, reach out! (818) 847-9157.
- 2. What will I need in order to register?** Each AE student will need to either provide their previous high school transcript(s) or provide information about their previous high school(s) attended for AMOC purposes. If the student is 16 or 17 years old, that student will need a Letter of Separation from the last high school attended or the area high school in the community.
- 3. Can I register anytime throughout the semester?** The IECC Adult Education program provides Flexible Enrollment opportunities. Students can enroll throughout the semester up to the last four weeks of the term. When in doubt, reach out! (818) 847-9157.
- 4. Can I enroll in college classes without already having a high school diploma?** Yes, IECC Adult Education students can enroll in ICAPS (Integrated Career and Academic Preparation Systems) classes. These classes offer dual enrollment opportunities.
- 5. Can I complete a FAFSA before I receive my high school diploma?** Yes, IECC Adult Education students can and should complete a FAFSA as a requirement of ICAPS classes, and the benefit of the Career Bridge Courses help learners prepare for college and career readiness.

Be Prepared for the FAQs:

Here are some frequently asked questions you may hear from
adult education inquirers:

Do I have to take this test in order to register? Yes, for an Adult Education student to be officially enrolled in the IECC Adult Education program, students must complete a CASAS Placement Test. This helps our instructors know what level of instruction to provide the learner, and is required for students enrolling in the Alternative Methods of Credentialing, a new process for students to earn their Diplomas.

- **How much will these classes cost?** They are FREE! We do not charge for the Adult Education classes or resources provided while the student is enrolled in the program.
- **Can I take these classes online?** Yes, we offer face-to-face classes in the morning and in the evening on each campus, and we offer synchronous online classes that provide flexibility with many adult learners' schedules.
- **When can I get started?** Students can start classes the day they register or the immediate class day post-registration. All registration paperwork and student CASAS placement testing will need to be sent to the Adult Education main office through encrypted email and/or through inter-office campus mail.



Dual Credit Transfer Pathway			Revised January 2028		
Dual Credit Certificate					
Agriculture					
General Education	13	Credit Hours		College Orientation	0 Credit Hours
Core Courses	14	Credit Hours			
Approved Elective Courses	0	Credit Hours		Total	27 Credit Hours
Semester 1	Course Prefix	Course Number	Credit Hours	Class Title	Course Completed
Gen Ed - Communications	ENG	1111	3	Composition I	<input type="checkbox"/>
Core Course	AGR	1112	3	Introduction to Agronomy	<input type="checkbox"/>
			6	Total Credit Hours	
Semester 2					
Gen Ed - Communications	ENG	1121	3	Composition & Analysis	<input type="checkbox"/>
Core Course	AGR	1210	4	Precision Agriculture	<input type="checkbox"/>
			7	Total Credit Hours	
Semester 3					
Gen Ed - Communications	SPE	1101	3	Fund of Effective Speaking	<input type="checkbox"/>
Core Course	AGR	1121	3	Introduction to Animal Science	<input type="checkbox"/>
			6	Total Credit Hours	<input type="checkbox"/>
Semester 4					
Gen Ed - Mathematics	MTH	1102	4	College Algebra or Transfer Math	<input type="checkbox"/>
Core Course	AGR	2252	4	Advanced Computers in Agriculture	<input type="checkbox"/>
			8	Total Credit Hours	<input type="checkbox"/>
Approved Electives					
Introduction to Ag Education	AGR	1110	3		
Introduction to Soils	AGR	1111	4		
Introduction to Ag Economics	AGR	1132	3		
Introduction to Ag Mechanization	AGR	1191	3		
Introduction to Horticulture	HRT	1208	3		