



Institutional Outreach Leadership Meeting Minutes

Wednesday, February 11, 2026, 9:00-12:00 PM @ OCC Banquet Room

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

WELCOME - Tona Ambrose

- IECC Division Meeting Minutes Review
 - [Institutional Outreach](#)
 - [Student Affairs](#)
 - [Business Ops](#)
 - [Academic Affairs](#)
- VC Town Halls - all upcoming dates [here](#)
- **IECC Operational Plan - Overview and Launch Workshop 1.0 Today during the last hour of the IOLT.**

TRIO UPWARD BOUND - Tiffany Cowger

- STEM Lab Open House – 2/27/26, 3-5PM, Everyone is invited!
 - Electrical Outlets - working on these with OCC O & M
 - STEM Club & eSports - details coming soon
- Classroom Set up - LC
 - Computers
 - Electrical - iPad carts
- Recruitment (to recruit more students now, they have to meet all criteria):
 - LTC - 67/67 (100%)
 - OCC - 76/77 (99%), Need 1 FG/LI (66%, need 67%)
 - WVC - 64/65 (98%)
 - Attending freshmen orientations
- Senior Updates - total numbers:
 - LTC – 17, OCC – 21, WVC – 14 - Total = 52
- FAFSA - Total:
 - Total - 43/52 (83%) & Collaborating with IECC Financial Aid Office.
- College apps:
 - Total 47/52 (90%)
- Applied to IECC:
 - Total 41/52 (79%)
- February 21 Workshop – TRIO Day, OCC - 9:30 – 2:30 (theater)
 - 107 Participants

- Guest Speaker from “Paradigm Shift” on leadership & career exploration, will invite TRIO SSS to participate, too.
- Food Drive - students who come are asked to bring canned goods for local homeless shelters.
- Summer Program Planning:
 - Scheduling/classrooms/computer labs (iPad Carts) - June 1-July 3
- Summer Trip planning:
 - (1-2 nights in July)
 - Pigeon Forge STEM Exposure/University of Tennessee
 - Bid Meeting – March 3, 2026
- Alumni tracking - starting with last year’s cohort:
 - Tracking spreadsheet and outreach timeline:
 - Frequency of Contact
 - Reasons for Dropping
- Budget: Automated/streamlined - Excel? Will connect with Amie Mayhall for help and Brandon said he may be able to use AI to assist, as well.
- 2025-2026 Goals/Process Updates

MARKETING - Chris Forde

- [Guided Pathways Website](#) Update - please review website and submit edit ideas to Chris or Cameron.
- CTE Month (Feb) - In Progress - Many posts on social media highlighting CTE programs - please share.
- Marketing Mixer - March 6 - Marketing Mythbusters, Kahoot style
 - Feb 6 - Good turnout for Accessibility ADA Updates reviewing April 24 requirements.
 - Recommend doing this same “mixer” in March SEPC meeting
 - Please share Outlook invitation with others
 - Virtual Marketing Mixers [WEBSITE](#)
 - Save the future date: April 10.
- Immich - Up and Running - allows the marketing team to “tag” photos
- Day of Giving - March 31 - partnership with Foundations - will start to promote this event by March 9th.
- Process/Procedure Update:
 - Athletics Academic Awards Process
 - Athletics Digital Account Transfer Plan
 - Business Card Requests
 - Folder Structure
 - Photo Tags
 - Student Worker Cell Phone Usage
 - Social Media Calendar

- 2025-2026 Goals/Process Updates

ENROLLMENT MANAGEMENT - Carrie Halbert & Curtis Miller

- [Community Education](#): Summer camps are being scheduled.
- Promoting IECC online programs - will add a “badge/special icon” on those programs on the website to denote fully online options.
- Transfer/CTE Plan document will be revised when pathways are complete, and timeline will begin with programs/certificates that take the least amount of time to the 2-year degrees.
- CBR Meetings - monthly at all four colleges - going well - planning events and activities.
- 2025/26 Goals - Awaiting final approval to send the event planning checklist. Will visit IN schools this spring. IN schools are included in all event notifications. Completed PACE alignment with IECC recruitment events.
- Process - Created Student Ambassador Selection Process

<ul style="list-style-type: none"> ● HS Visits/High Fives - 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 11th - Tour at OCC ● February 11th - EDS Visit at FCC ● Feb 18 OCC IECC Career Fair ● Feb 19th - Newton HS ● Feb 20th - Palestine & Robinson HSs - Curtis ● Feb 23rd - Hutsonville HS ● Feb 24th - Radio ● Feb 25th - Newton Career Fair ● Feb 25th - EDS Visit at FCC 	<ul style="list-style-type: none"> ● Feb 25th - Radio/TV Visit at WVC ● Feb 26th - Red Hill & Lawrenceville HSs ● Feb 21 OCC Trio/UB Workshop ● Feb 24 - LTC Future Educators Summit ● Feb 25 -Newton Career Fair ● 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 	<ul style="list-style-type: none"> ● Coaching Kick-off Course ● Mar 17-WVC SPIN ● March 19-LTC Ag Event ● Mar 19-LTC SPIN ● 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 Updates

DUAL CREDIT - Erin Volk and Megan Black

- Registration updates for spring:

<ul style="list-style-type: none">○ Ambassador Christian - 1○ Cisne - 38○ Clay City - 6○ Edwards County - 42○ Fairfield - 121○ Flora - 148○ Full Armor - 0○ Grayville - 20○ Hutsonville - 18○ Lawrenceville - 44○ Martinsville - 0	<ul style="list-style-type: none">○ Mainstreet Micro-2○ Mission III - 18○ Mt. Carmel - 42○ Newton - 142○ North Clay - 45○ Oblong - 31○ Palestine - 20○ Red Hill - 48○ Richland County - 186○ Robinson - 133
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- DC Ag Certificate class options to start at LTC in Fall 2026 (page 7)
- Home school Updates - working on a proposal for Fall 2026 fee structure
 - Meeting with Roxanne at the NUC on Friday
- Course Review: 3 finished/5 in progress
- High School Senior pieces:
 - Degreeworks flyer - will also work on a video made by a student
 - Senior graduation applications - sending out letters to dual credit students who are in certificate programs - like CEO - who can walk in graduation, encouraging them to participate.
- Placement Testing
- New score cutoffs
 - Pre-ACT Secure for sophomores has been added - like PSAT, being released today.
 - New ACCUPLACER cutoffs
 - Includes co-requisite placement
- Accuplacer – Crawford County schools all tested in January & February.
 - Robinson
 - Hutsonville – Feb. 2
 - Oblong – Feb. 4
 - Palestine – Feb. 6
- 2025-2026 Goals/Process Updates

ADULT EDUCATION - Angel Maquire

- Number of Completers and number of currently enrolled.
 - 46 total completers
 - 238 unduplicated enrolled in FY26

- 592 Individuals have shown interest in AE through [GED.com](https://www.ged.com) - will work with IT to see how we can best track this system.
- 67 AMOC students working toward completion – most in the state
- AE Info One-Sheet & FAQs Flyer (see page 6) - give final feedback to Angel by the end of the day today - will send this to all front desk and front line, student service individuals at IECC
 - Suggest making an Adult Ed webpage that has FAQs
- 2025-2026 Goals/Process Updates

EX-OFFICIO UPDATES:

- Dean Cassandra Goldman:
 - UI System+ LTC Transfer Visit Feb 2, 5-8PM at LTC - went well!
 - IECC College and Career Fair - Feb 18 at OCC, 9-12PM
 - Student Trustee Update
- Brandon:
 - Number of Apps - (584 - January)
 - January Data: 85.2% of fall students have returned and are registered for spring.
 - 88% of our returning students are first-time freshmen
 - 25-Day data coming next week.
- Amber:
 - Working on details for a place within Pathways to help students who are “undecided” - will direct these students to Career Coach and to make appointments with advisors for direction.

Next IO Leadership Meeting: MONDAY, MARCH 16, 2026, at WVC, 9-12PM

- **Upcoming Meetings:**
 - 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:

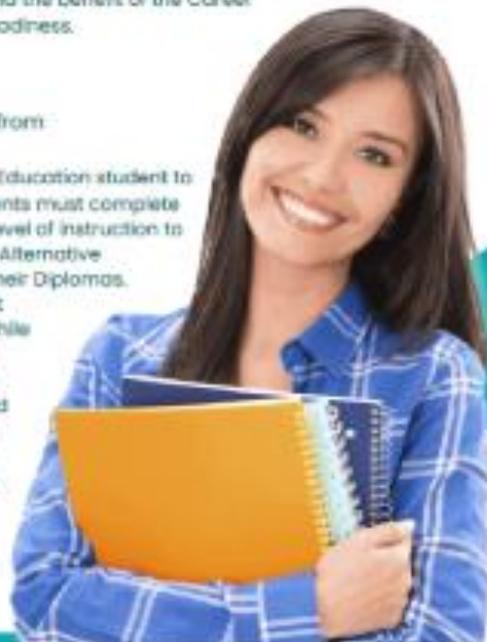
- 1. When and where can I register?** - Each campus has a Learning Commons that works with Adult Education to help register students for AE classes. The students can visit the classroom for registration if an active class is in session. When in doubt, reach out! (818) 847-9157.
- 2. What will I need 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 2026
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
<hr/>					
	Course Prefix	Course Number	Credit Hours	Class Title	Course Completed
Semester 1					
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		