

Instructional, Student Success and Enrollment Services
Meeting Minutes
October 4, 2017

Present: E.J. Bast, B. Bates, D. Bertch, T. Buszek, A. Cederberg, M. Collins, L. Cosby, L. Depta, P. Eagan, D. Finch, G. Fredericks, C. Gibson, T. Hamann, S. Hubbell, C. Jbara, K. Johnson, D. Lindsley, D. McCurdy, E. Pauken, B. Reynolds, B. Taraskiewicz, T. Welsh

Absent: D. Coates, C. Colella, D. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of September 20, 2017 were approved as presented.
3. Business
 - 3.1 Cougar Completion Grant – A. Cederberg provided the group with a detailed overview of Cougar Completion Grant statistics from the fall semester.
 - 3.2 Merit Scholarship Program – EJ Bast distributed for review the KVCC Merit Scholarship summary from 2016/2017 and the 2017/2018 Merit Scholarship Breakdown of Awarded Students. EJ Bast provided a detailed overview and next steps to include looking at automatic awarding and tiered scholarships.
 - 3.3 Class Scheduling Opportunities – E. Pauken distributed for review data identifying programs of study with a high enrollment of adult students and a comparison of the course offerings for one calendar year to the Programs of Study for the 17-18 academic year. The purpose of this comparison is to determine how scheduling may potentially affect the enrollment, retention and completion of non-traditional adult students (age 25+) who may be relying on evening course offerings.
 - 3.4 CRM – T. Welsh reported on the status of TargetX and Schools App (both moving forward) and the self-designed college application.
 - 3.5 Staffing ID Stations – Postponed.
 - 3.6 Issues/Concerns – S. Hubbell provided a follow up to Barbara Taraskiewicz's question regarding the catalog reporting all active classes display online.
4. Department Updates
 - S. Hubbell updated the group on the status of the custom application and next steps.
 - A. Cederberg reported on plans to create guidelines for Financial Aid front line staff.
 - D. Finch requested and received information on the reorganization of the Programs of Study Guide specific to transfer programs.
 - C. Jbara reported pursuing a non-credit registration system to replace the current system.
 - L. Depta reported the winter 2018 class schedule is available. Contact Ted Forrester for delivery.
 - T. Buszek announced his intent to retire effective December 31, 2017.
5. Other
 - 5.1 T. Welsh reported on the status of the website redesign (moving forward with phase II), DegreeWorks, online orientation and also provided a personnel update. T. Welsh brought forward a request from IT to further discuss Guided Pathways specific to tracking Meta Majors. T. Welsh will connect with D. McCurdy and L. Cosby to move this forward.

- 5.2 L. Cosby brought forward a request to revisit employee engagement and recognition.
6. Reality Check – None presented.
7. Kudos!
 - 7.1 To Patti Henning, Denise Lindsley and Patrick Joswick for help with a new retention initiative for nursing students.
 - 7.2 To Andrea Hartmann and Mike Thompson for the creation and implementation of the custom application.
 - 7.3 To Michael Hall and Bob Bechtel for their help with the Gainful Employment data.
8. Meeting Feedback
 - 8.1 Agenda Items
 - ECARS – A. Cederberg
 - Employee Engagement & Recognition- All
9. Adjourn: The meeting adjourned at 9:08 a.m.
10. Next Meeting – November 1, 2017 at 8:00 a.m. in Room 4380