

**Instructional, Student Success and Enrollment Services
Meeting Minutes
November 1, 2017**

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

Absent: D. Coates, T. Hamann, 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 October 4, 2017 were approved as presented.
3. Business
 - 3.1 ECARS – A. Cederberg distributed for review an Attendance Monitoring Summary As of March 27, 2017 and provided the group with an overview of ECARS processes.

Kudos to B. Herington, B. McGee, A. Cooper and F. Bentley for their part in this process.
 - 3.2 CRM – T. Welsh – T. Welsh reported on issues with Target X and School App (working on a solution), Target X reporting, email campaigns, events, communication and work flows, Informatica, meetings, and a healthcare application discovery session.
 - 3.3 Staffing ID Stations – C. Colella reported the TTC Student Service Desk will be open 7:00 a.m. to 7:00 p.m. the first week of classes noting help is needed to cover the additional hours. An invitation and opportunity to sign-up to help will be sent college-wide.
 - 3.4 Employee Engagement & Recognition – M. Collins brought forward a recommendation to work toward bringing back Gallup for Employee Engagement and Recognition. It was MOVED, SECONDED, and CARRIED to move forward with the recommendation. Discussion ensued and included several thoughts and ideas for moving forward. D. Bertch will follow-up and report back.
 - 3.5 Issues/Concerns - L. Cosby reported her area is down two part-time counselors and a part-time career advisor.
4. Department Updates
 - Angela Marsh-Peek, Director of Advising and Counseling starts Monday, November 27, 2017.
 - Mark Walters, Director of Libraries, starts today, Wednesday, November 1, 2017.
 - The HS GPA recommendation will be presented to ALC this Friday, November 3, 2017.
 - Testing Center staff is working with Marketing on a placement testing video. Contact D. Lindsley with input.
 - S. Hubbell reported on an RSVP process for students who want to attend commencement and next steps.
 - S. Hubbell updated the group on the status of Auto Awarding of Degrees noting they are waiting on CPA training. The first week of December 2017 has been targeted for the training.
5. Other
 - 5.1 E. Pauken brought forward a recommendation to put in place a policy to address cut scores. E. Pauken and D. Lindsley will further discuss and report back.
 - 5.2 T. Welsh reported on a new version of Degree Works and training opportunities for faculty.

- 5.3 B. Bates reported on the Veterans Day Celebration scheduled for Thursday, November 9, 2017.
 - 5.4 D. Finch reported on the International Cultural Celebration scheduled for Wednesday, November 15, 2017.
6. Reality Check – Pre-Requisite System
7. Kudos!
- 7.1 To Kelly Sparrow for her great help with MAT certification and associates degree curriculum mapping and for her assistance with the Microbiology course change in the sciences.
 - 7.2 To MAT (Mary Dey) and WPE (Joe Brady) for joint student efforts with training and the connection with wellness.
 - 7.3 To Cynthia Schauer for mentoring the WMed Active Citizenship student group. This group of medical students will work with Valley Science Club members on an active citizenship project during this academic school year.
 - 7.4 To the entire Dental Hygiene team for their excellent re-accreditation site visit. Job well done!
 - 7.5 To Tom Hamann, Cindy Parks, Aubrey Rodgers, Mark DeYoung, Linda Depta, Erin Dominiani, Robyn Hughes, Dawn Kemp, Tarona Guy, Kevin Dodd, Heidi Stevens, Dean McCurdy, Mary Johnson, Megan Pauken, Taylor Lawrence, Krysta Mahl and Sam Brown for all their work and involvement with the Counselors Breakfast.
 - 7.6 To Mike Collins, Linda Depta, Tim Welsh, Deb Coates, Laura Cosby, Russ Panico and Tom Buszek for their help checking in college representatives and welcoming guests at College Night.
 - 7.7 To Alisha Cederberg for another great Financial Aid presentation at College Night.
 - 7.8 To Megan Pauken, Mary Johnson, Taylor Lawrence, Sam Brown, Krysta Mahl, Kara Bailey for all of their hard work in planning, organizing, and working the entire College Night event to make it a great success.
 - 7.9 To Erin Dominiani, Dawn Kemp, Robyn Hughes and Linda Depta for all of the great work in promoting College Night.
 - 7.10 To EJ Bast and his recruitment team for their level of dedication.
 - 7.11 To Mary Morehouse for doing a great job with a very high volume of travel arrangements.
 - 7.12 To Laurie Dykstra for time and effort in training and covering extra hours.
 - 7.13 To Gary Nevills for his work in the SARS software system.
 - 7.14 To Alisa Gray for assisting with telephone networking.
 - 7.15 To Stephanie Keeler and Ashley Hamilton for creating an internal newsletter.
8. Meeting Feedback
- 8.1 Agenda Items
 - Rooming Recommendations – Hubbell
 - SAT Scores – Lindsley & Pauken
 - Gallup Follow-up – All
 - PT Staff Engagement/Retention - Colella
9. Adjourn: The meeting adjourned at 9:21 a.m.
10. Next Meeting – December 13, 2017 at 8:00 a.m. in Room 4380