

Instructional, Student Success, and Enrollment Services
Meeting Minutes
February 21 2018

Present: B. Bates, D. Bertch, A. Cederberg, C. Collela, M. Collins, L. Cosby, L. Depta, D. Finch, G. Fredericks, T. Hamann, B. Hay, S. Hubbell, D. Lindsley, A. Marsh-Peek, D. Mondoux, E. Pauken, B. Reynolds, B. Taraskiewicz, M. Walters, T. Welsh

Absent: E.J. Bast, D. Coates, P. Eagan, C. Gibson, P. Henning, C. Jbara, K. Johnson, D. Miller

1. Call to Order: The meeting was called to order at 8:00 AM
2. Meeting Minutes of January 24, 2018: The meeting minutes from January 24, 2018 were approved as distributed.
3. Business
 - 3.1 CRM/Target X – T. Welsh provided an update from the Target X onsite visit at the end of January and tentative plans to roll out the application at the end of March. Communication and recruitment plans/processes will be next.
 - 3.2 Academic Scheduling Recommendations Update – S. Hubbell shared and discussed an example of the “inefficient use of classroom space at KVCC” discussing potential opportunities for change. S. Hubbell and K. Sparrow are scheduled to meet with the Instructional and Student Success Services Administrators on February 28, 2018 to further explore potential changes to current scheduling practices.
 - 3.3 Integrating Student Support Redesign/Guided Pathways Activity –L. Cosby led a discussion and subsequent activity focused on answering the question “What organizational redesign should be considered?” related to structure, policy, and process at KVCC. Each group shared out their key points. L. Cosby will bring the outcomes back to the group in March for additional input and next steps.
 - 3.4 Issues/Concerns –
 - 3.4.1 A. Cederberg discussed the issue of data security/data breaches as the Federal Government requires us to report these. Several examples of actual and potential data breaches were shared. This information will need to be communicated more broadly. A. Cederberg will be working on a policy and procedure and a communication plan with Marketing to disseminate the requirements more broadly. S. Hubbell reminded those present of FERPA as it relates to data security/breaches.
 - 3.4.2 A. Cederberg reminded the group of its role to follow the records/retention policy including appropriately documenting their disposal. As the library is responsible for the records/retention policy communication will be forthcoming from M. Walters.
4. Departmental Updates
 - L. Depta updated the committee on the planned release of the Summer/Fall 2018 schedule for early March.
 - L. Depta shared copies of the recently published KV Focus.
 - A. Cederberg announced the change in Pell eligibility that now includes summer.
5. Other
 - The College-Wide meetings have been rescheduled for March 16, 2018. Times and location to be announced.
 - A Kalamazoo Valley Cultural Celebration will take place in the Library on March 22, 2018 from 10-2 PM. All are invited.
 - WMU is on campus today for Focus Forums.
 - The KVCC Career Fair will be held on March 21, 2018 from 12-4 PM.
6. Reality Check
 - Use of ECARS as verification of attendance.
 - Communicating updates when departmental roles and responsibilities change.

7. Kudos!
 - To L. Depta and the marketing team for their rapid response to communicate the FAFSA event held on February 20, 2018.
8. Meeting Feedback
 - 8.1 Agenda Items
 - 2nd 8-week classes – M. Collins
 - Integrating Student Support Redesign/Guided Pathways – P. Eagan & L. Cosby
 - Printed Schedule Changes – S. Hubbell
9. Adjourn – The meeting adjourned at 9:30 AM.

Next Meeting: March 21, 2018 at 8:00 a.m. in Room 4380

Future Agenda Items:

Noel-Levitz Programs of Study and Next Steps – Bertch/Cosby
Transfer Credit Update – Bertch
Roster Verification and ECARS – Eagan