

**Instructional and Student Success Services Administrators
Meeting Minutes
January 18, 2017**

Present: D. Bertch, T. Buszek, L. Cosby, P. Eagan G. Fredericks, C. Gibson, T. Hamann, D. McCurdy, B. Reynolds, B. Taraskiewicz,
J. Taylor
Absent: D. Coates, D. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 am.
2. Meeting Minutes of January 4, 2017 - The meeting minutes of January 4, 2017 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – A brief overview of the Cabinet meeting from January 17, 2017 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 Early College – Postponed.
 - 3.3 Guided Pathways – D. McCurdy reported on work in progress to include looking at the overall model, transfer destinations, what employers are looking for, borrowing “tools” from other institutions to build pathways and meta- majors, gathering information from stakeholders, and decision points. D. McCurdy noted he and B. Taraskiewicz also discussed her research. More to come.
 - 3.4 Withdrawal Committee - (February 1, 2017)
 - 3.5 FLAC – P. Eagan reported the group meets this Friday, January 20, 2017 to begin troubleshooting.
4. Business
 - 4.1 Term Appointment Seminar Series – G. Fredericks distributed for review and discussion the proposed *Term Faculty Teaching Seminar Requirements Specifics (year 1- year 3)*. Discussion ensued and included recommended changes. G. Fredericks will revise and bring back to this group for further review. D. Bertch noted this new process will begin fall 2017.

G. Fredericks brought forward a suggestion to help facilitate the scheduling of the Term Faculty Teaching Seminars asking the deans to avoid Friday afternoons when assigning teaching schedules to all new faculty.
 - 4.2 Winter 2017 Faculty Graduation Speaker – B. Reynolds reported Aubrey Rodgers has agreed to be the faculty speaker for the winter 2017 commencement ceremony.
 - 4.3 Semester Start-up – T. Buszek reported on a situation that occurred in one of Erick Martin’s welding classes during drop/add week noting one student missed safety training and was unable to use the equipment. Discussion ensued. D. McCurdy brought forward a recommendation to consider moving the safety training online. T. Buszek will further discuss with Erick Martin.
 - 4.4 Gateways to Completion – D. Bertch distributed for review a Gateways to Completion process overview. P. Eagan (MATH 116), B. Reynolds (ECO 202) and Institutional Research will be heavily involved in this effort.
5. Other
 - 5.1 B. Taraskiewicz requested information regarding the revamping of the KVCC website. The group discussed the status of the RFP process, planning, scope and involvement. D. Bertch will invite L. Depta, T. Welsh and M. Thompson to the February 1, 2017 meeting to further discuss.
 - 5.2 D. Bertch reported on the FERPA conversation with S. Hubbell stating there is an expectation that faculty review FERPA before using DegreeWorks. Faculty need to be aware of what FERPA is. D. Bertch also noted FERPA will be added to the onboarding process for staff and asked that it be a part of new faculty orientation (full-time and adjunct).

- 5.3 L. Cosby provided the group with a brief overview of waivers (global and guest student) reminding the group that there are waivers that are automatically placed on student accounts based on information from the KVCC application. Discussion ensued. D. Bertch will gather data on the cumulative credits of Guest Students and WAE and WAM success rates and report back. L. Cosby will send to this group waiver information to be shared with faculty.
- 5.4 P. Eagan requested information regarding the Continuing Appointment notebook policy asking when the policy was last revised. Per D. Bertch's recommendation, P. Eagan will reach out to J. Taylor to further discuss.
- 5.5 P. Eagan requested and received an update on the status of the Institutional Research department.
- 5.6 Reminder...Do not use your ProCard at the Havermill Café instead use an internal claim voucher.
- 5.7 L. Cosby shared with the group input from the student panel held during Seminar Days.
6. Reality Check –
 - 6.1 ALEX placement scores (Gull Lake High School)
 - 6.2 Safety concerns with walking between buildings downtown (AWH to CNM) expressed by one faculty member. T. Buszek will follow-up.
7. Kudos!
 - 7.1 To Natalie York and Kevin Lavender for their time at Gull Lake High School last Thursday.
 - 7.2 To all involved with Seminar Days.
8. Wrap-up/Next Steps/Agenda Items
 - 8.1 KVCC Website – Depta
 - 8.2 Waivers - Bertch
9. Adjourn – The meeting was adjourned at 9:36 am
10. Next Meeting – February 1, 2017 at 8:00 am in room 4380.