

**Instructional and Student Success Services Administrators
Meeting Minutes
January 4, 2017**

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

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 am.
2. Meeting Minutes of December 21, 2016 - The meeting minutes of December 21, 2016 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – A brief overview of the Cabinet meeting from January 3, 2017 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 Early College – D. Coates updated the group on the status (ongoing) of registering Kalamazoo Central students for ENG 110.

J. Taylor requested and received information on the status of the “lowered ceiling” of several sections for Early Middle College students.
 - 3.3 Guided Pathways – Nothing new to report.
 - 3.4 Withdrawal Committee – Nothing new to report.
4. Business
 - 4.1 Term Appointment Seminar Series – The group continued the conversation of integrating student retention into the 4-year process. Discussion included moving the online teaching seminar to year one or year two, and integrating peer-to-peer classroom observations conversations with the deans.
 - 4.2 Scheduling Preference & Graduation Ceremony Participation Form – Nothing new to report. P. Eagan brought forward a request to remove this item from the agenda.
 - 4.3 FLAC – P. Eagan updated the group reporting on recent issues, plans for follow through, and upcoming meetings.
 - 4.4 Retention Strategies Follow-up – Moved to future agenda items.
 - 4.5 Winter 2017 Faculty Graduation Speaker – B. Reynolds and D. Bertch will meet to discuss.
 - 4.6 Degree Works Session for Faculty – D. Bertch requested and received information on upcoming Degree Works sessions (Friday, February 24th and April 7th 2017) for faculty and noted he plans to provide an overview of Degree Works and what it does during the Seminar Days Rise and Shine session.
Note: The February 24th and April 7th 2017 Degree Works sessions will be videotaped.

The group discussed at length the FERPA component of the Degree Works Sessions for faculty recommending additional consideration. D. Bertch will reach out to S. Hubbell to further discuss FERPA as it relates to faculty and Degree Works.
 - 4.7 Winter 2017 Faculty Seminar Days Division Meetings – The group discussed common messages to be shared during division meetings.
5. Other
 - 5.1 B. Taraskiewicz requested and received information on the status of auto awarding of degrees.

- 5.2 D. Coates reminded all to keep her in the loop when inquiries arise regarding Early College.
- 5.3 D. Bertch reported the college did not receive the Title III Grant noting the college did not meet the criteria. This will impact Work Study funding.
- 5.4 D. Bertch reported Nate Hartmann is resigning. Nate's last day is Sunday, January 8, 2017.
6. Reality Check – None presented.
7. Kudos!
 - 7.1 To Paige Eagan...Congratulations on her recent wedding.
8. Wrap-up/Next Steps/Agenda Items
 - 8.1 HLC Retention and Graduation Academy (D. McCurdy expressed interest in leading this initiative)
 - 8.2 Gateways to Completion
9. Adjourn – The meeting was adjourned at 9:21 am
10. Next Meeting – January 18, 2017 at 8:00 am in room 4380.