

**Instructional and Student Success Services Administrators
Meeting Minutes
February 1, 2017**

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

Guests: E. J. Bast, L. Depta, M. Collins, M. Thompson, T. Welsh

Absent: G. Fredericks, T. Hamann, D. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 am.
2. Meeting Minutes of January 18, 2017 - The meeting minutes of January 18, 2017 were approved as distributed.
3. KVCC Website & Webpages – L. Depta, M. Thompson, T. Welsh, E. J. Bast and M. Collins provided an overview of the website redesign process; phase 1-3. The overview and group discussion included the history of college websites, web statistics, social media integration, goals, information collection via the website (inquiries need to flow automatically to the CRM group), apps and mobile interface for on campus students, the need to establish business practices, recommendations for the instructional side to develop priorities and meet monthly with IT. D. Bertch will further discuss with the deans the recommendation to meet monthly with IT and report back. L. Depta reported next steps include bringing forward a recommendation to all who need to know, and an RFP for the build-out of the website redesign. L. Depta noted a tentative go live date of January 2018.
4. Information Sharing/Updates
 - 4.1 Cabinet Update – A brief overview of the Cabinet meeting from January 31, 2017 was provided. Minutes from the meeting will be distributed once approved.
 - 4.2 Early College – Nothing new to report.
 - 4.3 Guided Pathways – Nothing new to report.
 - 4.4 Withdrawal Committee – B. Reynolds reported M. Collins and S. Hubbell will join committee meetings.
 - 4.5 FLAC – P. Eagan provided a brief update reporting the committee continues to problem solve. Updates will be provided as they become available.
 - 4.6 Waivers (WAG, WAV, WAE, WAM) – D. Bertch provided the group with an overview of fall 2016 waivers and noted programming to end WAG waivers once a guest student earned 12-credit hours was never put in place. D. Bertch will follow-up and report back.
 - 4.7 Summer Hours – D. Bertch reported the Cabinet approved summer hours. Summer hours begin the week of June 12, 2017 ending on August 25, 2017.
5. Business
 - 5.1 Term Appointment Seminar Series – Tabled.
 - 5.2 Adjunct Absences – D. Bertch briefly reported on adjunct absences reminding the deans to follow contractual guidelines when processing absences.
 - 5.3 Waitlisting – The group briefly discussed the waitlisting process and a response to the document “*Winter 2017 Waitlist Students Remaining*” shared with the group on January 25, 2017.
6. Other
 - 6.1 B. Taraskiewicz reported faculty are frustrated with how ECARS messages are handled and asked if the rewording of the message is possible. General consensus was not to change the ECARS message at this time.
 - 6.2 J. Taylor reported he is in the process of building procedures for medical/infectious waste disposal for the health career programs. Updates will be provided as needed.

- 6.3 D. McCurdy reported on FYE as it relates to Guided Pathways noting progress is being made.
7. Reality Check – Medical Waste Disposal Procedures
8. Kudos!
 - 8.1 To Cynthia Schauer and Jack Bley for hosting two review sessions for DHY students.
9. Wrap-up/Next Steps/Agenda Items
 - 9.1 Establishing Instructional and Student Success priorities that impact Marketing and/or IT
10. Adjourn – The meeting was adjourned at 9:27 am
11. Next Meeting – February 15, 2017 at 8:00 am in room 4380.