

**Instructional and Student Success Services Administrators  
Meeting Minutes  
March 15, 2017**

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

Absent: P. Eagan, 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 March 1, 2017 - The meeting minutes of March 1, 2017 were approved as distributed.
3. Information Sharing/Updates
  - 3.1 Cabinet Update – No update was provided. Cabinet did not meet.
  - 3.2 Early College – D. Coates reported on changes to the PSEO process and updated the group on the Gull Lake partnership. More to come.
  - 3.3 Guided Pathways – D. McCurdy reported on GP discussions regarding COM, ENG and ANM 100, percent and success rates of students in pathways, and also reported on discussions with K. Johnson and the IR team regarding metrics and completion rates. D. McCurdy noted L. Cosby will be invited to attend future IR working group meetings.
  - 3.4 Withdrawal Committee – Nothing new to report. The committee is scheduled to meet on 3.17.17.
  - 3.5 FLAC – Postponed.
  - 3.6 Waivers (WAG, WAV, WAE, WAM) – Nothing new to report.
4. Business
  - 4.1 Term Appointment Seminar Series – G. Fredericks distributed for review the document *Term Appointment Requirements (Year One-Year Four)*. A brief overview of the document was provided. The group discussed and approved additional revisions to the document. G. Fredericks will revise the document and forward to S. Bohnet.
  - 4.2 Moodle Access, Role Delineation – G. Fredericks distributed for review the documents *Moodle Roles* and *Auditor's List*. An overview of each document was provided. The group briefly discussed communications to all involved. D. Bertch and G. Fredericks will further discuss and report back.
  - 4.3 Counseling Appointments to Change Majors – L. Cosby shared for clarification purposes a breakdown by department of who is making changes to majors. A brief overview of current processes was also provided. After discussion the following was decided. 1) Amy Murray, Health Care Admissions Coordinator, will be added to the list of approvers. 2) J. Taylor will follow-up on approval status for V. Bair. 3) The current process will remain unchanged.
  - 4.4 Registration Survey – L. Cosby reported on the five question registration survey and shared with the group the questions and answer codes, quick analysis of student goals data from fall 2014 – 2016 and examples of auto responses sent to students. The group briefly discussed data tracking and responses. L. Cosby will follow-up with IR and report back.
  - 4.5 Wholesale Evaluation of Transcripts – Elective Credit Limit – D. Bertch reported on discussions with S. Hubbell and L. Cosby regarding moving toward the Wholesale Evaluation of Transcripts – Elective Credit Limit. The group briefly discussed the pros and cons and concerns with the Wholesale

Evaluation of Transcripts – Elective Credit Limit determining further discussion is needed before moving forward. D. Bertch and L. Cosby will follow-up with S. Hubbell and report back.

- 4.6 Summer Planning Day (6/21/2017) Agenda Items – The group briefly discussed topics to be included in the June 21, 2017 Summer Planning Day agenda. D. Bertch will begin pulling together the agenda and will bring to the planning day the list of college-wide priorities.

Agenda items:

- Faculty Qualifications
  - Human Resources role
  - Next steps to achieve compliance
- Academic Structure
  - Clarify who is doing what within instruction
  - Scale-up contact points
- AWH Goals
  - Full-time faculty
- Guided Pathways

5. Other

5.1 B. Taraskiewicz requested and received more information on retention strategy follow-up for Fall Seminar Days.

5.2 T. Buszek shared with the group an academic dishonesty situation that occurred at another academic institution.

5.3 D. McCurdy reported on Enrollment Task Force Sub-Committee discussions and recommendations.

6. Reality Check – Anti-bullying among faculty and staff.

7. Kudos! – None presented

8. Wrap-up/Next Steps/Agenda Items – As stated.

9. Adjourn – The meeting was adjourned at 9:32 am

10. Next Meeting – March 29, 2017 at 8:00 am in room 4380.