

**Instructional and Student Success Services Administrators
Meeting Minutes
March 29, 2017**

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

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 am.
2. Meeting Minutes of March 15, 2017 - The meeting minutes of March 15, 2017 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – A brief overview of the Cabinet meeting from March 28, 2017 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 Early College – D. Coates updated the group on the status of applications (20 from KPS), summer camps (both camps full, looking to add another), and reported on upcoming open houses (April 25th and May 17th). D. Miller and D. Coates also reported on discussions with KPS and Portage schools.
 - 3.3 Guided Pathways – D. McCurdy updated the group on discussions underway and upcoming meetings. D. McCurdy also reported he is looking at the overall organization of the Programs of Study guidebook and will look to this group for input in the next few weeks. The tentative deadline for changes to the Programs of Study guidebook is May 2017.
 - 3.4 Withdrawal Committee – B. Reynolds reported on committee discussions noting the focus of the meeting was how to better educate the student on the withdrawal process including pitfalls and adding withdrawal language to class assignment schedules. Next steps include sharing committee discussions with the ALC group. P. Eagan brought forward a recommendation to consider designated withdrawals. B. Reynolds with follow-up with S. Hubbell and report back. B. Reynolds noted the Withdrawal Committee meets again at the end of the semester.
 - 3.5 FLAC – P. Eagan reported summer went well and noted she is optimistic. Becky, Bonnie and IT are working on communications.
 - 3.6 Waivers (WAG, WAV, WAE, WAM) – D. Bertch distributed for review the new Guest Student Policy (WAG). An overview of the policy was provided. D. Bertch reported Guest Student Policy expectations will be communicated to students on-line and through the admissions process.
4. Business
 - 4.1 Registration Survey – L. Cosby reported the Veterans department is not receiving registration survey results noting a hiccup with reports within the IR department. L. Cosby will follow-up with Dan Mondoux and report back. L. Cosby reminded the group that other registration survey questions do go to departments and communications do go to students.
 - 4.2 Wholesale Evaluation of Transcripts – Elective Credit Limit – D. Bertch reported the Transcript Credit Policy will be shared electronically with the group.
 - 4.3 Lateral Violence – The group discussed ways to address lateral violence concerns on campus recommending input from the ALC group and a Seminar Days session. D. Bertch will discuss with the ALC Executive Committee and G. Fredericks will plan for a Winter Seminar Days session on the topic. Both will report back.

- 4.4 Summer Planning Day (6/21/2017) Agenda Items – The group further discussed topics to be included in the June 21, 2017 Summer Planning Day agenda. Agenda items follow:
 - 1) Intrusive Graduation Process. 2) Data Structure (3) Student Cohorts

D. Bertch noted Becky Herington, Bonnie McGee and Faith Bentley will be invited to the lunch portion of the meeting.
5. Other
 - 5.1 The group briefly discussed changing the Term Teaching Seminar to a point-based system determining further consideration is necessary. D. Bertch will discuss with S. Bohnet and report back.
 - 5.2 G. Fredericks distributed for review the draft Seminar Days Schedule for fall. An overview of the schedule was provided.
 - 5.3 G. Fredericks and P. Eagan reported on an orientation for full-time faculty planned for Tuesday, August 15, 2017. More to come.
 - 5.4 D. Coates reported a text message went out to Early College students yesterday reminding them they need to attend KVCC classes during their high school spring break.
 - 5.5 D. Coates brought forward a recommendation to put guidelines in place regarding absences due to Jury Duty and state mandated testing.
 - 5.6 B. Taraskiewicz requested an update on class credit for the Internet Security class through DSST/DANTES. D. Bertch referred B. Taraskiewicz to Carrie Stolsonburg.
 - 5.7 L. Cosby requested and received guidance with where to send students who have alleged discrimination.
 - 5.8 D. Coates requested and received information regarding where Course and Curriculum minutes are archived.
6. Reality Check – Pockets of ongoing unresolved issues.
7. Kudos!
 - 7.1 To Jim Taylor from the deans.
 - 7.2 To Patricia Henning and the Nursing Department faculty and staff for their hard work with the ACEN accreditation process as they prepare to submit candidacy documents.
 - 7.3 To Billy Reynolds for his hard work with Guided Pathways.
 - 7.4 To all involved with the very successful MDEC conference.
 - 7.5 To Cynthia Schauer, Brian Lindberg, Bill Watson, Matt Brower, Phil Hogg, and Arcadia Brewing for assistance with class coverage in BREW during an unexpected absence.
8. Wrap-up/Next Steps/Agenda Items – As stated.
9. Adjourn – The meeting was adjourned at 9:46 am
10. Next Meeting – April 26, 2017 at 8:00 am in room 4380.