

**Instructional and Student Success Services Administrators
Meeting Minutes
April 26, 2017**

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

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 am.
2. Meeting Minutes of March 29, 2017 - The meeting minutes of March 29, 2017 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – A brief overview of the Cabinet meeting from April 25, 2017 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 Early College – D. Coates reported on recent and upcoming Early College Open Houses, Early College student numbers (420) and updated the group on the progress of Early College in area high schools.
 - 3.3 Guided Pathways – D. McCurdy reported on meetings and workshops recently attended. D. McCurdy will summarize his notes from the different meetings and workshops attended and will share with the group electronically.
 - 3.4 Withdrawal Committee – B. Reynolds reported the committee meets again in early May.
 - 3.5 FLAC – P. Eagan provided the group with a brief update reporting things are moving forward. Approval to remove this item from the agenda was requested and received.
4. Business
 - 4.1 Registration Survey – Nothing new to report.
 - 4.2 Lateral Violence follow-up – G. Fredericks reported Jenny Ott is scheduled to do a presentation on Lateral Violence during Winter Seminar Days noting this session will be mandatory for all faculty.

D. Bertch distributed for review the article *You're Not the Only One Getting Bullied at Work*.
 - 4.3 Programs of Study Booklet – D. McCurdy distributed for review a rough draft of the new layout for the Programs of Study Booklet. An overview of the document was provided. D. McCurdy noted the goal is to organize the Programs of Study Booklet based on Meta-Majors.
 - 4.4 Program Codes – D. McCurdy distributed for review current KVCC Program Codes and Descriptions. An overview was provided.

All were asked to begin looking at program areas in an effort to make program codes and the Programs of Study Booklet more coherent for students.
 - 4.5 Summer Planning Day (6/21/2017)
 - 4.5.1 Draft Agenda – D. Bertch distributed for review the draft agenda for the Summer Planning Day asking all to identify things that can be removed or combined. Based on conversation, the agenda was adjusted. D. Bertch will rework the Summer Planning Day agenda and bring back to this group for review.

- 4.5.2 Breakfast and Lunch Options – D. Bertch reported on breakfast and lunch options for the Summer Planning Day and noted individuals with dietary restrictions should contact Char.
5. Other
 - 5.1 G. Fredericks distributed for review the documents *Questions for Previous Term Faculty Survey*, *Term Faculty Teaching Seminar Evaluation* and the draft Seminar Days schedule for fall. An overview of each document was provided.
 - 5.2 G. Fredericks reported the next New Faculty On-Boarding Seminar is scheduled for Tuesday, May 2, 2017 from 6:00 – 8:00 p.m. in the Center for New Media, room 075. Please send the names of new adjuncts to Lynne Hoehle.
 - 5.3 D. Coates reported on Early College ACCUPLACER scores.
 - 5.4 T. Buszek reported on the 14th Annual Michigan Regional HTEC conference scheduled for this Friday, April 28, 2017 noting over 140 people from 7 different states have registered for the event.
 - 5.5 D. Lindsley reported tonight is the last night for extended hours in the Learning Center.
 - 5.6 P. Eagan reported on a Gardner Institute symposium noting one of the speakers from the Lumina Foundation urged colleges to rethink the focus of “College Ready” to “Student Ready College.”
 - 5.7 D. McCurdy reported on Health Care Program applications for the fall semester.
 - 5.8 B. Reynolds reported on a workshop for faculty interested in teaching a FYE course. Kudos to Cheryl Almeda and her team for pulling this together.
 - 5.9 L. Cosby provided the group with an organizational and staff related update.
 - 5.10 D. McCurdy and D. Bertch updated the group on discussions with Davenport and Ferris State Universities.
6. Reality Check – None presented.
7. Kudos!
 - 7.1 From Deb Coates to Kevin Lavender and Natalie York for going out to schools and to Coty Dunten and Levi Funk for their help with new student orientation.
 - 7.2 To the KVCC AITP group and to D. Pantaleo for her leadership of the group.
 - 7.3 To Jason Kovacs for being awarded AITP Volunteer of the Year.
 - 7.4 To all Administrative Professionals.
8. Wrap-up/Next Steps/Agenda Items – As stated.
9. Adjourn – The meeting was adjourned at 9:11 a.m.
10. Next Meeting – May 10, 2017 at 8:00 am in room 4380.