

**Instructional and Student Success Services Administrators  
Meeting Minutes  
May 10, 2017**

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

Absent: D. Lindsley, D. McCurdy

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 am.
2. Meeting Minutes of April 26, 2017 - The meeting minutes of April 26, 2017 were approved as amended.
3. Information Sharing/Updates
  - 3.1 Cabinet Update – A brief overview of the Cabinet meeting from May 9, 2017 was provided. Minutes from the meeting will be distributed once approved.
  - 3.2 Early College – D. Coates reported on a College Success Strategies event for 10<sup>th</sup> grade students, Enrollment and Strengths team activities and also reported on the status of registration for Home School partnerships and KPS.
  - 3.3 Guided Pathways – D. Bertch reported D. McCurdy was called away to give a tour for LISC. In D. McCurdy's absence, D. Bertch reported the Guided Pathways Institute Retreat takes place Thursday, June 8 and Friday, June 9, 2017 and noted D. McCurdy is working on identifying a team.
  - 3.4 Withdrawal Committee – B. Reynolds reported on committee discussions, and updated the group on the status of projects. B. Reynolds noted the group will meet again in late September to discuss next steps. The group briefly discussed the waiting period for withdrawal notifications, who should be notified and the reason for withdrawal. B. Reynolds and B. Taraskiewicz brought forward a recommendation to discuss, at a future meeting, withdrawal notifications to faculty, directors (if requested) and Guided Pathways advisors.

B. Reynolds noted S. Hubbell's data will be shared with the group at the May 25, 2017 meeting.

4. Business
    - 4.1 Registration Survey – L. Cosby distributed for review the Student Goals Survey data. An overview of the data was provided. The group briefly discussed next steps to include expanding survey questions. More to come.
    - 4.2 Programs of Study Booklet – Postponed.
    - 4.3 Program Codes – Postponed.
    - 4.4 Summer Planning Day Draft Agenda (6/21/2017) - D. Bertch distributed for review the Summer Planning Day Draft Agenda. The group briefly discussed agenda items agreeing to move forward with the agenda as presented. Reminder... individuals with dietary restrictions please contact Char.
    - 4.5 Faculty Office Space – B. Reynolds reported on plans to reorganize office space to accommodate new adjunct faculty and to provide private space for faculty to talk with students. B. Reynolds also reported on the need to address the cleaning out of office space when faculty leave.
- D. Bertch reported the FSC downtown is being repurposed back to a classroom. G. Fredericks shared faculty feedback regarding the repurposing of the FSC downtown noting faculty feel "slighted." G. Fredericks reported L. Hoehle will continue to keep regular hour's downtown noting logistics are still being worked out.

- 4.6 Online Schedule (Faculty Names in Viewable Format) – D. Bertch reported on requests to remove faculty names from the online schedule. P. Eagan, B. Reynolds, and T. Buszek will follow-up with Becky and Bonnie and report back.
- 4.7 Meeting Structure, Feedback, & Productivity – D. Bertch asked the group to begin thinking about meeting structure, feedback and productivity of this group. Discussion ensued. Feedback follows:
  - Move the meeting to a different location 1 or 2 times per semester.
  - Develop a variety of contact points.
  - More Guided Pathways integration.
  - The smaller group allows for easier conversation.
  - Working conversation.

Meeting structure, feedback & productivity will be further discussed at the May 24, 2017 meeting.
5. Other
  - 5.1 D. Bertch reminded the group of the June cut-off date for the commercial card.
  - 5.2 D. Bertch reported two informational sessions on Customer Relationship Management (CRM) are scheduled for Wednesday, May 17 and Thursday, May 18, 2017.
  - 5.3 T. Buszek reported two of Erick Martin's students were accepted into the Pipe Fitters Program.
  - 5.4 The group briefly reviewed Future Agenda Items determining the following will be removed from the list:
    - PT Faculty Teaching Institute. G. Fredericks will update the group as necessary.
    - KVCC Application Self-Identification Option
  - 5.5 P. Eagan brought forward a recommendation to look at the overall committee structure for faculty.
  - 5.6 B. Reynolds brought forward a recommendation to restructure the Continuing Appointment process.
6. Reality Check – None presented.
7. Kudos!
  - 7.1 To Kevin lavender, Gordon Bielby, Beth Gregory-Wallis, Sabrina Kooy, Megan Pauken, Krystalyn Mahl, Russ Barnes, Ashley Bowler, Nancy Young, Jackie Howlett, Koryn Zadow, Steve Hanson, Angela Batts, Taylor Lawrence, Megan Pauken, Mary Johnson, Kara Bailey, Levi Funk, EJ Bast, Amanda Seidell, Wynn Stitt, Cara Copenhaver, Diane Vasold-Trupiano, and Cindy Pottorff for a very successful College Success Strategies event.
8. Wrap-up/Next Steps/Agenda Items
  - 8.1 Enrollment Management (add under business)
  - 8.2 Guided Pathways (add under business)
  - 8.3 Term Faculty Feedback - Fredericks
  - 8.4 Committee Structure - Faculty - All
9. Adjourn – The meeting was adjourned at 9:11 a.m.
10. Next Meeting – May 24, 2017 at 8:00 am in room 4380.