

**Instructional and Student Success Services Administrators
Meeting Minutes
May 24, 2017**

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

Absent: L. Cosby, P. Eagan – Both are attending the MCSS event at Muskegon Community College

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 am.
2. Meeting Minutes of May 10, 2017 - The meeting minutes of May 10, 2017 were approved as amended.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – A brief overview of the Cabinet meeting from May 23, 2017 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 Early College – D. Coates reported on registration status for Schoolcraft (wrapping up) and Comstock schools.
 - 3.3 Withdrawal Committee – Nothing new to report.
4. Business
 - 4.1 Registration Survey – Postponed.
 - 4.2 Term Faculty Feedback – G. Fredericks distributed for review survey results from year 1 and year 2 *Term Faculty Teaching Seminar Evaluation* and *Term Process and Teaching Seminar Evaluation* participants. An overview of survey results and plans for change was provided.
 - 4.3 Enrollment Management – B. Reynolds reported on discussions to pull together an enrollment event to be held in late July 2017, noting nothing has been decided yet. More to come.

The group briefly discussed FTIAC acceptance dates.
 - 4.4 Guided Pathways – D. McCurdy briefly reported on the upcoming Cohort II Retreat scheduled for Thursday, June 8, and Friday June 9, 2017 at Lansing Community College West Campus.
 - 4.5 Programs of Study Booklet – D. McCurdy reported on feedback received and next steps to include a meeting with Marketing to look at layout and verbiage.
 - 4.6 Program Codes – D. McCurdy brought forward a request for information regarding who to contact with questions pertaining to program codes. D. Bertch will reach out to S. Hubbell to further discuss and report back.

The group briefly discussed tracking and identifying students and updating programs (Degree Works).

D. Bertch noted he plans to discuss, at the June ALC meeting, that students are expected to take Political Science and WPE to meet graduation requirements.

D. McCurdy reported on discussions with Health Care and Science faculty regarding streamlining health care prerequisite requirements.

- 4.7 Faculty Office Space – B. Reynolds reported on plans to tour the TTC faculty offices and next steps. D. Bertch noted he would like to designate two conference rooms as private space for student/faculty conversation and address offices used as storage spaces.
- 4.8 Committee Structure – Postponed.
- 4.9 Continuing Appointment Process – B. Reynolds reported looking at consistencies between the Continuing Appointment process and the annual professional activity survey recommending some alignment.
- 4.10 Meeting Structure, Feedback, & Productivity – D. Bertch reviewed with the group recommendations shared at the May 10, 2017 and noted meeting structure, feedback and productivity will be further discussed at the June 21, 2017 retreat. Discussion ensued. Additional feedback follows:
 - Identify Outcomes
5. Other
 - 5.1 D. Lindsley reported ACCUPLACER is forcing an update noting “Classic” ACCUPLACER will be retired January 2019. D. Lindsley also reported the GPA Data Mining project is underway.
 - 5.2 B. Reynolds reported on an upcoming Liberal Arts Guided Pathways Meeting scheduled for Tuesday, May 30, 2017.
 - 5.3 T. Hamann reported on the EFA Orientation noting 16 attended of which 14 registered for the fall semester.
6. Reality Check –
 - 6.1 Billboards advertising Northwestern Michigan College located on 131 near the WMU Engineering and Applied Sciences Campus.
7. Kudos! – None presented.
8. Wrap-up/Next Steps/Agenda Items – as stated.
9. Adjourn – The meeting was adjourned at 8:45 a.m.
10. Next Meeting – June 7, 2017 at 8:00 am in room 4380.