

**Instructional and Student Success Services Administrators
Meeting Minutes
June 7, 2017**

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

Absent: D. McCurdy

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 am.
2. Meeting Minutes of May 24, 2017 - The meeting minutes of May 24, 2017 were approved as presented.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – A brief overview of the Cabinet meeting from June 6, 2017 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 Early College – Nothing new to report.
 - 3.3 Withdrawal Committee – Nothing new to report.
4. Business
 - 4.1 Registration Survey – L. Cosby reported on work with Dan Mondoux to receive reports to take data into action.
 - 4.2 Enrollment Management/Retention – L. Cosby reported on the status of the retention position noting 70 applicants have been narrowed down to 20. The interview team will begin going through the pool soon. The goal is to have someone in place by August 1, 2017.

L. Cosby also reported on a Super Tuesday event scheduled for July 25, 2017.
 - 4.3 Guided Pathways – Nothing new to report.
 - 4.4 Programs of Study Booklet – D. Bertch reported discussions continue between D. McCurdy and the deans and noted a June 19, 2017 deadline for changes.
 - 4.5 Program Codes – D. Bertch noted D. McCurdy is still in the process of looking at program codes.
 - 4.6 Faculty Office Space – Nothing new to report.
 - 4.7 Committee Structure – P. Eagan reported on ways to revise the committee structure to help faculty have ready-made ways to be more involved. Send ideas to Paige prior to the July 5, 2017 meeting.
 - 4.8 Continuing Appointment Process – B. Reynolds reported on possible changes to the Continuing Appointment Process and next steps. D. Bertch noted he will further discuss next steps with S. Bohnet and report back.

B. Reynolds brought forward a recommendation to invite a faculty member to join this committee.
 - 4.9 Term Appointment Orientation – G. Fredericks distributed for review a draft agenda for the New Term Faculty Orientation. An overview was provided. Discussion ensued and included several recommendations. The agenda will be revised and brought back to this group for review.

- 4.10 Accuplacer – D. Lindsley reported on changes to Accuplacer and upcoming conferences. D. Lindsley also brought forward a recommendation to revisit SAT and PSAT scores and other policies we have in place. This topic will be added to the July 5, 2017 agenda.
5. Other
 - 5.1 From D. Coates...Thanks to all for your help with Summer Camps!
 - 5.2 T. Hamann briefly reported on the new articulation agreement with Kendall College of Art and Design.
 - 5.3 G. Fredericks reported Marylan Hightree is retiring effective June 30, 2017.
 - 5.4 P. Eagan reported Kim Hilton accepted a full time position as Professor of Chemistry at Florida SouthWestern State College. Kim's last day is Thursday, August 31, 2017.
 - 5.5 L. Cosby provided the group with a personnel update.
 - 5.6 D. Bertch will send to this group an updated agenda for the June 21, 2017 Summer Planning Day.
6. Reality Check – None presented.
7. Kudos!
 - 7.1 To Cindy Parks, Joe Smigiel, Kali Hayes, and Ashley Jones for their help with the Center for New Media Graduate show.
 - 7.2 To the Medical Assistants for the MAT Open House.
8. Wrap-up/Next Steps/Agenda Items – As stated.
 - 8.1 KPIs
9. Adjourn – The meeting was adjourned at 8:46 a.m.
- 10. Next Meeting – June 21, 2017 at 8:00 am in room C1410-1, Groves Campus.**