

**Instructional and Student Success Services Administrators
Meeting Minutes
July 5, 2017**

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

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 am.
2. Meeting Minutes of June 7, 2017 - The meeting minutes of June 7, 2017 were approved as presented.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – No update given. Cabinet did not meet because of the holiday.
 - 3.2 Early College – Postponed
 - 3.3 Withdrawal Committee – Nothing new to report.
4. Business
 - 4.1 Registration Survey – L. Cosby updated the group on the status of the Registration Survey noting she is waiting to hear back from Institutional Research. L. Cosby will follow-up with D. Mondoux and report back.
 - 4.2 Enrollment Management/Retention – L. Cosby updated the group on the status of the retention position, Super Tuesday event, and other efforts (reaching out to undecided students). L. Cosby also reported looking at Web Focus reports noting more information will be shared at the August 2, 2017 meeting.
 - 4.3 Guided Pathways – Postponed
 - 4.4 Programs of Study Booklet – Postponed
 - 4.5 Program Codes – Postponed
 - 4.6 Faculty Office Space – B. Reynolds reported office space for full-time and adjunct faculty is almost ready noting Becky and Bonnie are working on assigning offices to new hires. The goal is to have office spaces for the new term appointment hires ready by August 15, 2017.
 - 4.7 Committee Structure – P. Eagan distributed to the group KVCCs Councils and Committees list asking all to review for opportunities for faculty to be involved. Send feedback to P. Eagan
 - 4.8 Continuing Appointment Process – D. Bertch reported he and S. Bohnet meet next week to discuss several items including the Continuing Appointment Review Requirements and Process.
 - 4.9 Term Appointment Orientation – G. Fredericks reported working to schedule a meeting with the deans to further discuss the Term Appointment Orientation.
 - 4.10 Accuplacer – Postponed
 - 4.11 SAT and PSAT Scores – Postponed
 - 4.12 KPIs – Nothing new to report. D. Bertch and K. Johnson will continue to discuss data needs as they relate to the KPIs.

- 4.13 Class Cancellation Guidelines – D. Bertch brought forward a recommendation that each dean calculate the revenue vs expense of low enrollment classes to determine the break-even point before cancelling classes. After reviewing a couple of examples it was agreed that this methodology would be used as an additional input prior to cancelling “low enrollment” classes.
- 4.14 Planning Meeting Dates (2018)
 - Wednesday, January 3, 2018 – 8:00 – 12:00 (Tentative)
 - Wednesday, June 20, 2018 – 8:00 – 5:00
5. Other
 - 5.1 T. Buszek reported on questions from some of the deans from the MODAC list serve regarding who is doing year-round scheduling and how it is working.
 - 5.2 L. Cosby reported on personnel updates and office moves.
 - 5.3 P. Eagan reported on office moves to better accommodate traffic patterns.
 - 5.4 B. Taraskiewicz requested and received information on how new student orientation information is prepared.
 - 5.5 T. Hamann reported GVSU is interested in beginning articulation guide discussions for the Art and Multi Media programs and also reported on the Early College Summer Camps.
 - 5.6 P. Eagan brought forward a recommendation to invite L. Depta to a meeting to update the group on the website redesign.
6. Reality Check – None presented
7. Kudos!
 - 7.1 From Denise Lindsley to Louise Anderson and Carol Fillenworth for their help with budget related issues pertaining to Library Director candidate travel.
8. Wrap-up/Next Steps/Agenda Items
 - 8.1 Instructor Directed Withdrawal Process – Eagan/Reynolds
 - 8.2 Faculty Qualifications (HR Input) – Bertch
 - 8.3 Continuing Appointment Review Requirements (HR Input) - Bertch
 - 8.4 CRM Updates – Cosby
 - 8.5 Faculty Instructional Manual – Bertch
 - 8.6 Web Focus Reports - Cosby
9. Adjourn – The meeting was adjourned at 8:38 a.m.
10. Next Meeting – August 2, 2017 at 8:00 a.m. in room 4380.