

**Instructional and Student Success Services Administrators
Meeting Minutes
August 2, 2017**

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

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 am.
2. Website Redesign – D. Bertch reported L. Depta and her team will provide the first Website Redesign presentation at the Administrators Plus meeting on August 21, 2017.
3. Meeting Minutes of June 21, 2017 and July 5, 2017 - The meeting minutes of June 21, 2017 and July 5, 2017 were approved as presented.
4. Information Sharing/Updates
 - 4.1 Cabinet Update – A brief overview of the Cabinet meeting from August 1, 2017 was provided. Minutes from the meeting will be distributed once approved.
 - 4.2 Early College – D. Coates reported working on winter 2017 statistics. More to come.
 - 4.3 Withdrawal Committee – Nothing new to report.
5. Business
 - 5.1 Registration Survey – L. Cosby reported on plans to work with the Enrollment Task Force group on outreach efforts targeting students intending to register.
 - 5.2 Enrollment Management/Retention – L. Cosby reported on upcoming meetings with the Super Tuesday and Enrollment Task Force groups and orientations and updated the group on the status of the retention position.
 - 5.3 CRM Update – L. Cosby reported on the kick-off meeting with TargetX and weekly status meetings. L. Cosby also noted Tim Welsh will provide a TargetX update at the next college-wide meeting.
 - 5.4 Web Focus Reports – L. Cosby reported on meetings and work with T. Welsh, IT, Bob Bechtel and Michelle Adams to gather data and develop needed reports. More to come.
 - 5.5 Guided Pathways – Postponed
 - 5.6 Programs of Study Booklet – Postponed
 - 5.7 Program Codes – Postponed
 - 5.8 Committee Structure – P. Eagan distributed for review a chart of KVCCs formal committees to help facilitate this discussion. Committee Structure will be further discussed at the September 13, 2017 meeting. Send additional feedback to P. Eagan.
 - 5.9 Instructor Directed Withdrawal Process – B. Reynolds reported on discussions with T. Welsh and brought forward a recommendation to explore the possibility of using CRM software to help facilitate the Instructor Directed Withdrawal Process. B. Reynolds will follow-up with S. Hubbell. P. Eagan will follow-up with T. Welsh. Both will report back.

- 5.10 Academic Dishonesty Concerns – P. Eagan reported on a spike in academic dishonesty in upper level math classes and brought forward a recommendation to discuss academic dishonesty with faculty at division meetings during Seminar Days.
 - 5.11 Sabbatical Leave Proposal Guidelines – D. Bertch briefly outlined the changes (Realigning of Representatives) to the Sabbatical Leave Proposal Guidelines noting Billy Reynolds has agreed to chair the committee. All present agreed to the changes and supported Billy as chair.
 - 5.12 Access to Student Comments (IDEA) – D. Bertch reported access to student comments of adjunct instructors was endorsed. Access to student comments of full-time instructors will be pursued. Sue Commissaris will be notified of the changes.
 - 5.13 Continuing Appointment Process – D. Bertch reported the annual professional activity report can be used as part of the Continuing Appointment Process.
 - 5.14 Faculty Qualifications (HR Input) – D. Bertch reported HR requested we define what is needed. T. Buszek will identify specific needs to be forwarded to HR by D. Bertch.

P. Eagan, B. Reynolds, T. Buszek and D. Bertch (for D. McCurdy) reported on new faculty hires. D. Bertch brought forward a recommendation to begin thinking about peer reviewers now for these new hires in year two.
 - 5.15 Term Appointment Orientation – D. Bertch noted the Term Appointment Orientation is all set.
 - 5.16 Accuplacer – Postponed
 - 5.17 SAT and PSAT Scores – Postponed
 - 5.18 Faculty Instructional Manual – Submit all changes to D. Bertch by August 3, 2017. D. Bertch will compile all changes and forward to Erin Dominianni for processing.
 - 5.19 Planning Meeting Dates (2018) – P. Eagan brought forward a recommendation to consider a Friday toward the end of January 2018 for the half day planning meeting. D. Bertch will check calendars and report back. The annual meeting is set for Wednesday, June 20, 2018 from 8:00 – 5:00 p.m.
6. Other
- 6.1 D. Coates updated the group on the status of the Administrative Assistant position.
 - 6.2 P. Eagan reported working with S. Hubbell to message select students to help address low enrollments in Math 115.
 - 6.3 P. Eagan reported on work with T. Hamann to develop a way to market Guided Pathways at KVCC including consistent terminology.
 - 6.4 L. Cosby reported on a Guided Pathways Steering Committee meeting to be held in September.

- 6.5 B. Reynolds reported Web Focus enrollment reports are incorrect noting Bob Bechtel and Tim Welsh are working to correct the problem. B. Reynolds brought forward a request for 24/7 access to enrollments reports. D. Bertch will discuss with T. Welsh and report back.
7. Reality Check – AUTO faculty coverage for fall.
8. Kudos!
 - 8.1 To all who participated in the Super Tuesday event and to Alecia Cederberg for organizing the event.
9. Wrap-up/Next Steps/Agenda Items
 - 9.1 Event Costs – Cosby
 - 9.2 Orientations – Cosby
 - 9.3 CCSSEE Data – Bertch
 - 9.4 Fall 2017 Division Meetings
10. Adjourn – The meeting was adjourned at 9:05
11. Next Meeting – August 16, 2017 at 8:00 a.m. in room 4380.