

**Instructional and Student Success Services Administrators  
Meeting Minutes  
August 16, 2017**

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

Absent: B. Reynolds

1. Call to Order - The meeting was called to order by D. Bertch at 7:58 a.m.
2. Meeting Minutes of August 2, 2017 - The meeting minutes of August 2, 2017 were approved as presented.
3. Information Sharing/Updates
  - 3.1 Cabinet Update – A brief overview of the Cabinet meeting from August 15, 2017 was provided. Minutes from the meeting will be distributed once approved.
  - 3.2 Early College – D. Coates updated the group on the status of enrollments for fall and reported on a Waitlisting glitch specific to Early College students. D. Coates will further investigate the Waitlisting glitch and report back.
  - 3.3 Withdrawal Committee – Postponed.
  - 3.4 Web Focus Enrollment Reports – D. Bertch reported on discussions with T. Welsh noting Web Focus Enrollment Reports are available if accessed as a student.
4. Business
  - 4.1 CRM Update – L. Cosby reported on work to implement the Schools App noting the goal is to have the Schools App available this fall. More to come.
  - 4.2 Event Costs – L. Cosby reported on budget concerns due to the growing number of events sponsored by the SSC. The group briefly discussed event costs and funding options.
  - 4.3 Orientations – L. Cosby brought forward a request for guidance regarding content to be delivered during orientation recommending institution wide input. To be further discussed at an upcoming meeting.
  - 4.4 Faculty Qualifications – T. Buszek distributed for review a first draft of a potential Faculty Qualifications screening tool to be used by HR and Instruction. T. Buszek also reported on and will share with the group electronically a link to *Fit Faculty*, a faculty qualifications management system. D. Bertch noted HR has agreed to take an active role in this process. To be further discussed September 13, 2017.
  - 4.5 Guided Pathways – Postponed
  - 4.6 Program Codes – Postponed
  - 4.7 Accuplacer – D. Lindsley reported on the research study for placement testing available on both campuses.
  - 4.8 SAT and PSAT Scores – D. Lindsley will discuss with S. Hubbell how PSAT scores are obtained and report back.

- 4.9 Planning Meeting Dates (2018)
  - Wednesday, January 31, 2018 – 8:00 – 12:00
  - Wednesday, June 20, 2018 - 8:00 – 5:00
- 4.10 CCSSEE Data – D. Bertch presented to the group CCSSEE Outcomes 2014-2017 outlining how KVCC compares to peers and what needs work. Next steps include sharing this information with faculty at Seminar Days and for the college campus at college-wide meetings.
- 4.11 Fall 2017 Division Meetings – The group briefly discussed topics to be covered in Division Meetings.
5. Other
  - 5.1 D. Coates updated the group on the status of the Dean’s Administrative Assistant position.
  - 5.2 G. Fredericks reported the Seminar Days schedule will be sent out today.
  - 5.3 D. Bertch noted Amy Louallen will be invited to the September 13, 2017 meeting to discuss adjunct classroom observations and how to better coordinate with HR.
6. Reality Check – None presented.
7. Kudos!
  - 7.1 To everyone who participated in the New Faculty Orientation and Scavenger Hunt.
  - 7.2 To Russ Barnes for his work on the document “KVCC Libraries Student Success and Library Instruction: Small Gestures, Big Impacts”
  - 7.3 To Gail Fredericks for coordinating the New Faculty Orientation and Scavenger Hunt.
8. Wrap-up/Next Steps/Agenda Items
  - 8.1 Waitlisting Glitch for Early College – Coates
  - 8.2 Orientations – Cosby
  - 8.3 Semester Start-up - All
  - 8.4 Classroom Observations – How to Better Coordinate with HR – Louallen
9. Adjourn – The meeting was adjourned at 9:19
10. Next Meeting – September 13, 2017 at 8:00 a.m. in room 4380.