

**Instructional and Student Success Services Administrators
Meeting Minutes
September 13, 2017**

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

Absent: D. Lindsley

Guest: A. Louallen

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. Guest – Amy Louallen
 - 2.1 Adjunct Classroom Observations – How to better coordinate with HR – The group discussed in detail the current process recommending a central repository to insure consistency. D. Bertch will further discuss with A. Louallen and report back.
3. Meeting Minutes of August 16, 2017 - The meeting minutes of August 16, 2017 were approved as presented.
4. Information Sharing/Updates
 - 4.1 Cabinet Update – A brief overview of the Cabinet meeting from September 12, 2017 was provided. Minutes from the meeting will be distributed once approved. D. Bertch noted Aaron Hilliard accepted the position of VP for Human Resources. Aaron's first day is Friday, December 1, 2017.
 - 4.2 Early College (Waitlisting Glitch) – D. Coates updated the group on the status of the waitlisting glitch for Early College students noting additional programming is needed. D. Coates will work with L. Evans and IT and report back. This item will be removed from agenda.
 - 4.3 Withdrawal Committee – B. Reynolds reported the committee plans to meet in October 2017, noting Evan Pauken will participate in the committee.
5. Business
 - 5.1 CRM Update – L. Cosby and P. Eagan updated the group on the status of the Schools App. More to come.
 - 5.2 Orientations – The group discussed the current orientation process and brought forward recommendations for consideration. L. Cosby will share the recommendations with the Orientation Committee and report back. This item will be moved to Future Agenda Items.
 - 5.3 Faculty Qualifications – The group briefly discussed the pros and cons of the Faculty Qualifications spreadsheet, Fitfaculty.com software and next steps to include scheduling a GoToMeeting with Fit Faculty representatives. T. Buszek will work to schedule the GoToMeeting for Wednesday, September 27, 2017 as part of the Instructional and Student Success Services Administrators meeting.
 - 5.4 Guided Pathways – D. McCurdy reported the Steering Committee meets on 9.21.17 to discuss metrics, terminology and next steps.
 - 5.5 Program Codes – D. McCurdy noted he will continue to ask for updates by program code for this group. This item will be removed from agenda.
 - 5.6 Committee Structure – Nothing new to report.

- 5.7 Accuplacer – Postponed. D. Bertch noted D. Lindsley is attending a national conference on testing.
- 5.8 SAT & PSAT Scores – Postponed.
- P. Eagan reported a disproportionate number of students were misplaced in the area of math noting math instructors were notified. The group discussed at length the placement of students.
- L. Cosby requested and received an update on the ALEX pilot.
- 5.9 Semester Start-up –
- D. McCurdy requested and received information on the Professional Development Process deadline.
 - L. Cosby requested and received input on the process of monitoring enrollment for the purpose of adding classes. L. Cosby will share with Counselors reasons why we do not automatically add a section.
 - G. Fredericks noted the first Seminar Days debriefing will be held September 22, 2017 at the Faculty Success Center Advisory Committee meeting.
6. Other
- 6.1 Per D. Bertch...please remind term appointment faculty to order regalia for attendance at the graduation ceremony.
- 6.2 The group briefly discussed faculty speakers for the December 2017 and April 2018 commencements. L. Cosby and T. Buszek will reach out to faculty and report back.
- 6.3 L. Cosby reported drop-in counseling will be reduced to Tuesdays and Wednesdays. Hours will be posted.
- 6.4 The group briefly discussed protocol for campus notification in the event of a student death. D. Coates will research and report back.
- 6.5 D. McCurdy requested and received an update on the ASAP Model.
- 6.6 D. Coates brought forward a request to put in place a process to require Early College students to have permission to drop a class. D. Coates, D. Miller and B. Reynolds will further discuss and report back.
- 6.7 D. Bertch reported Lansing Community College and KVCC signed an articulation agreement for the Surgical Technology, AAS program of study.
7. Reality Check – Lack of financial support for Early College students.
8. Kudos!
- 8.1 To Anna Fontaine for sitting outside her classroom to inform students of start dates for classes.
- 8.2 To Bonnie McGee for holding down the fort in a number of different areas in Becky's absence.
- 8.3 To all staff who helped with registering a large volume of students.
- 8.4 To Bonita Bates and Coty Dunten for ramping up efforts for Cougar Kick-off across all campuses.
- 8.5 To Lisa Peet for tracking and following-up with wait list students for ANM courses.
- 8.6 To Doug Martin, Dennis Bertch and the Faculty Association leadership for coming up with a creative solution to fill a temporary AUTO position when alternatives had been exhausted.
9. Wrap-up/Next Steps/Agenda Items
- 9.1 Fit Faculty – Buszek
10. Adjourn – The meeting was adjourned at 9:59
11. Next Meeting – September 27, 2017 at 8:00 a.m. in room 4380.