

Instructional and Student Success Services Administrators
October 11, 2017
Meeting Minutes

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

Absent: D. Lindsley, D. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:15 a.m.
2. Meeting Minutes of September 27, 2017 - The meeting minutes of September 27, 2017 were approved as presented.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – A brief overview of the Cabinet meeting from October 10, 2017 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 Withdrawal Committee – B. Reynolds reported on committee discussions and next steps to include draft language for the class assignment schedule to be shared with the Academic Leadership Council, student awareness regarding the withdrawal process (Coates will work with IT on Early College notifications), new CRM messaging, consideration of a student survey and fact sheet, and a 48 hour waiting period. A separate committee is recommended to address the 48-hour waiting period based on our ability to make individualized changes to Banner.
4. Business
 - 4.1 Adjunct Faculty Orientation – G. Fredericks provided the group with an overview of the Adjunct Faculty Orientation process. Discussion ensued and included a recommendation to consider a tiered approach. The decision was made to pull together a small subcommittee to relook at the Adjunct Faculty Orientation process. The committee will include L. Cosby, B. Taraskiewicz and 1 or 2 faculty from each area.
 - 4.2 CRM Update – L. Cosby reported on the recent Axiom meeting, an upcoming Application Discovery session, problems with the Schools App (Facebook Restriction), and discussions regarding student retention data.
 - 4.3 Faculty Qualifications – Waiting to hear back from A. Louallen. D. Bertch noted he will reach out to Amy Louallen and report back. Budgeting and ownership of the Faculty Qualifications process was briefly discussed.
 - 4.4 Adjunct Classroom Observations – D. Bertch reported he still needs to meet with Steve Ott to discuss changes to the Classroom Observation form.
 - 4.5 Guided Pathways – D. McCurdy reported the Guided Pathways Steering Committee meets on October 12, 2017. A detailed overview of the agenda and next steps was provided.

B. Reynolds brought forward a recommendation to consider mandatory advisement for FTIACs.
 - 4.6 Accuplacer Retest Policy – Postponed.
 - 4.7 SAT & PSAT Scores – Postponed.
 - 4.8 Student Success Summit – P. Eagan provided the group with an overview of the Student Success Summit that took place Thursday, September 28, and Friday, September 29, 2017.

5. Other
 - 5.1 D. Coates brought forward for discussion allowing PSAT 10 scores for Early College students. D. Coates will pull together a formal recommendation to bring back to this group for consideration. The recommendation will need to be endorsed by appropriate faculty in MATH and ENG before this group can make an endorsement.
 - 5.2 D. Bertch reported a meeting with IDEA representatives is tentatively scheduled for Wednesday, November 8, 2017. An invitation will be extended to Department Chairs.
 - 5.3 D. McCurdy brought forward a recommendation to invite Aaron Hilliard, the new VP for Human Resources, to one of the Instructional and Student Success Services Administrators meetings.
6. Reality Check – Elementary Education Course Schedules and Sequencing
7. Kudos!
 - 7.1 To Bonita Bates for her help with the “Commit to Graduate” effort.
 - 7.2 To Rick Ives and Don Benthin for providing Active Shooter Training at the CAH.
 - 7.3 Kevin Dodd, Heidi Stevens, and Dean McCurdy for their part in the Counselor Breakfast.
8. Wrap-up/Next Steps/Agenda Items
 - 8.1 Adjunct Faculty Orientation - Fredericks
 - 8.2 Academic Services Structure - Bertch
9. Adjourn – The meeting was adjourned at 9:40 a.m.
10. Next Meeting – Tentatively scheduled for October 25, 2017 at 8:00 a.m. in room 4380.