

**Instructional and Student Success Services Administrators  
November 22, 2017  
Meeting Minutes**

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

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. IDEA/Campus Labs Presentation – Jerry Anderson, Campus Labs representative, provided the group with an overview of the IDEA+Campus Labs online evaluation system. The group briefly discussed pros and cons of moving to the online system and next steps. Feedback from this group was positive.
3. Meeting Minutes of November 16, 2017 - The meeting minutes of November 16, 2017 were approved as distributed.
4. Information Sharing/Updates
  - 4.1 Cabinet Update – A brief overview of the Cabinet meeting from November 21, 2017 was provided. Minutes from the meeting will be distributed once approved.
  - 4.2 Withdrawal Committee – Nothing new to report. This item will be removed from the agenda.
5. Business
  - 5.1 Adjunct Faculty Orientation – G. Fredericks reported on committee discussions and next steps.
  - 5.2 CRM Update – L Cosby reported on Implementation Team discussions, the Schools App (not functional, working on a solution), the upcoming Target X onsite visit, and communication pieces.
  - 5.3 Faculty Qualifications – D. Bertch requested and will receive from T. Buszek this afternoon cost of implementation information for the Fit Faculty software.
  - 5.4 Adjunct Classroom Observations – D. Bertch reported on discussions with Steve Ott and next steps.
  - 5.5 Guided Pathways – D. McCurdy reported on the Michigan Center for Student Success 2 day workshop, Steering Committee discussions and next steps.
  - 5.6 Accuplacer Retest Policy – Postponed.
  - 5.7 SAT and PSAT 10 Scores – Postponed.
  - 5.8 PT Staff Engagement/Retention – This item will be further discussed at the Instructional/Student Success and Enrollment Services meeting.
6. Other
  - 6.1 G. Fredericks provided the group with a personnel update
  - 6.2 T. Buszek updated the group on the status of MAT<sup>2</sup> /CNC opportunities
  - 6.3 L. Cosby provided the group with a personnel update.

7. Reality Check – Transitioning to Michigan Talent Bank
8. Kudos!
  - 8.1 To Laura Cosby and Evan Pauken for their assistance with preparing documents for the Michigan Center for Student Success Guided Pathways Institute 2.0 workshop.
9. Wrap-up/Next Steps/Agenda Items
10. Adjourn – The meeting was adjourned at 9:33 a.m.
11. Next Meeting – December 6, 2017 at 8:00 a.m. in room 4380.