

**Instructional and Student Success Services Administrators
Meeting Minutes
December 6, 2017**

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

1. Call to Order – The meeting was called to order at 8 AM.
2. Meeting Minutes of November 22, 2017 – The meeting minutes from November 22, 2017 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – D. Bertch provided a brief overview of the Cabinet meeting from December 5, 2017. Meeting minutes will be distributed once approved.
4. Business
 - 4.1 Adjunct Faculty Orientation – G. Fredericks has assembled a team to assess the current adjunct faculty orientation model. The committee would like to draft language for the adjunct contract that facilitates and/or is a component of achieving continuing status aligned with levels of development. The group is also considering convening focused groups for additional input.
 - 4.2 CRM Update – L. Cosby and P. Eagan provided an overview of a recent Target X webinar related to Schools Ap. Target X is scheduled to be on campus at the end of January. Their focus will be on building the application and recruitment.
 - 4.3 Adjunct Classroom Observations – D. Bertch; Nothing new to report.
 - 4.4 Guided Pathways – D. McCurdy and P. Eagan: A small team from KVCC recently attended the GPI 2.0 Workshop at Macomb Community College on Integrating Student Support. The work to be done in Guided Pathways is intended to impact the entire college culture to include processes. To this end, initial ideas from the team are to structure development activities for various segments of the college community. Of the 22 community colleges in attendance there was limited exchange of innovative or new ideas that have proven successful as part of the development or implementation process.
 - 4.5 Accuplacer Retest Policy – D. Lindsley reminded the group that this policy was a part of the language shared and endorsed by the Academic Leadership Council in November. New scores have been identified and agreed upon.
 - 4.6 SAT and PSAT 10 Scores – D. Lindsley is planning to discuss PSAT 10 at the Math Faculty meeting later today.
 - 4.7 Recruitment and Retention Initiatives – D. Bertch inquired whether members of this group understood their role both individually and collectively as part of the recruitment and retention initiatives as well as their direct reports. The group affirmed their role and accountabilities associated with these initiatives.

D. Lindsley shared that the full-time staff in the Learning Center were very aware, but part-time staff not so much.

The group discussed recruitment and retention of the new generation of students and the need for our efforts to be meaningful/authentic. How can we message without marketing?

How do we develop adjunct faculty to actively influence student recruitment and retention? The adjuncts may know about the initiatives but may not feel connected and understand their role. Maybe this should be one of our priorities.

Do some of our faculty have unrealistic expectations of our support departments?

- 4.8 2018/2019 Capital & Operating Budget Prep – D. Bertch shared that the 2018/2019 Capital Budgets were submitted to L. Anderson. Some changes were made and items removed from the list.
5. Other
 - 5.1 P. Eagan reminded the group that a meeting will be held in Grand Rapids on February 9, 2017 to review ALEKS data across four community colleges to assess outcomes and work on a plan to influence a better pricing model for the state.
6. Reality Check
 - 6.1 The team that attended the GPI 2.0 at Macomb Community College reaffirmed the transformative potential of Guided Pathways for the KVCC culture. It will require us to look at and change our processes if we are going to make a meaningful impact and move the needle.
7. Kudos!
 - 7.1 To Patti Henning 2017 with the assistance of Rick Ives, Kathy Jacobs, and Amy Louallen for her leadership in pulling together all of the materials and policies for the Criminal Background Check audit on November 28. Thank you Patti.
8. Wrap-up/Next Steps/Agenda Items – As stated.
9. Adjourn – The meeting adjourned at 9:05 AM.
10. Next Meeting: December 20, 2017 at 8:00 a.m. in room 4380.

Future Agenda Items:

Universal Design – Bertch
Student Attendance Verification Roster – Eagan
Retention Strategies Follow-up – Taraskiewicz
Orientations - Cosby