

**Instructional and Student Success Services Administrators
Meeting Minutes
December 20, 2017**

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

1. Call to Order – This meeting was called to order at 8 AM.
2. Meeting Minutes of December 6, 2017 – The meeting minutes from December 6, 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 12, 2017. Meeting minutes will be distributed once approved.
4. Business
 - 4.1 Adjunct Faculty Orientation – G. Fredericks has assembled a committee that will meet at the end of January. The committee is planning on conducting a couple of focus groups to get feedback on the adjunct onboarding process.
 - 4.2 Winter 2018 Seminar Days – G. Fredericks distributed and briefly discussed the final draft brochure for Winter 2018 Faculty Seminar Days.
 - 4.3 CRM Update – L. Cosby/P. Eagan: Nothing new to report.
 - 4.4 Adjunct Classroom Observations – D. Bertch: Nothing new to report.
 - 4.5 Guided Pathways – P. Eagan/L. Cosby: Nothing new to report.
 - 4.6 SAT Cut-scores for Placement – D. Lindsley/D. Bertch: D. Bertch has met with D. Lindsley and a couple of questions have been crafted to answer the question of how well the SAT is doing in placing students. Data would only be available from the fall 2017 semester as SAT was fully implemented in fall 2017. D. Bertch would like to further discuss the questions with P. Eagan at their standing this afternoon.
 - 4.7 PSAT 10 for Placement – D. Lindsley: Postponed.
 - 4.8 Academic Scheduling Opportunities – D. Bertch requested feedback on how Instructional Services might move forward with the recommendations made by the Academic Scheduling Office on 12.13.17 at the combined meeting. This group is requesting the Academic Scheduling Office attend one of our upcoming meetings and provide concrete examples that support the recommendations made. D. Bertch will contact S. Hubbell and make this request.
 - 4.9 Division Meetings and Academic Services Update – The group identified and discussed several items to be included in the Academic Services Update to include introductions of new employees connected to Instruction and Student Success Services.
5. Other
 - D. Coates requested feedback on why an EC/DE student was unable to withdraw from their WPE course because the student had a hold on their account to meet with a counselor regarding enrollment in TRS 104. D. Coates will follow-up with B. Reynolds and L. Cosby as appropriate.
6. Reality Check – None presented.
7. Kudos! – None presented.

8. Wrap-up/Next Steps/Agenda Items
 - As stated herein.
 - D. Bertch will invite A. Hilliard to an upcoming meeting of this group in January.
9. Adjourn – This meeting adjourned at 8:40 AM.
10. Next Meeting: January 3, 2018 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