

**Instructional and Student Success Services Administrators
Meeting Minutes
January 17, 2018**

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

1. Call to Order: The meeting was called to order at 8 AM by D. Bertch.
2. Meeting Minutes of December 20, 2017 and January 3, 2018: The meeting minutes from December 20, 2017 and January 3, 2018 were approved with revisions.
3. Guest: A. Hilliard, VP for Human Resources, was introduced. He discussed the upcoming negotiation process with the KVCC Faculty Association and the KVCC Federation of Teachers. Input is needed on areas of the contract that have proven to be challenging or may be considered obstacles. As well, potential ideas/opportunities are welcome. Mr. Hilliard will attend the next Instructional & Student Success Services Administrators meeting (January 31, 2018) for input from this group on both contracts.
4. Information Sharing/Updates
 - 4.1 Cabinet Update: D. Bertch provided an overview of the Cabinet meeting on January 16, 2018. Minutes will be shared once approved.
5. Business
 - 5.1 Adjunct Faculty Orientation: G. Fredericks updated the group on the status of revising the orientation for the adjunct faculty. A focus group has been convened and will meet on January 19, 2018. Ms. Fredericks will provide an update at our next meeting.
 - 5.2 Winter 2018 Seminar Days Feedback: Surveys were sent out and have not yet closed. The Advisory Committee will be meeting to review the feedback which will also be shared with the this group.
 - 5.3 CRM Update: L. Cosby and P. Eagan shared that targeted meetings have occurred in preparation for Target X's visit in late January. Recruitment/Enrollment are the focus at this time. Retention will follow.
 - 5.4 Adjunct Classroom Observation Form: D. Bertch, nothing new to report.
 - 5.5 Guided Pathways: P. Eagan and L. Cosby reported that meetings have been scheduled for early February. Student Success Services will be meeting to complete an exercise on Guided Pathways related to Case Management. L. Cosby shared recent changes in staff impacting Counselors, Pathway Advisors, and Career Advisors.
 - 5.6 Placement Tests and Cut-scores: D. Lindsley discussed the status of new cut-scores, interpretation guidelines, decision zones, and data assessments for each of the following:
 - SAT
 - PSAT 10
 - Accuplacer
 - ALEKSA request was made to track those students in a decision zone as a follow-up to retention, completion, and persistence. D. Lindsley will discuss with T. Welch as to capacity in Banner.
 - 5.7 Academic Scheduling Opportunities: D. Bertch shared that S. Hubbell and K. Sparrow will attend our February 28, 2018 meeting.
 - 5.8 Semester Start-up: D. Bertch asked for feedback regarding the start of the winter semester. Overall, feedback is positive. L. Cosby announced the Counseling/Advising office is

planning for an advising “get-it-all-done” event in the Forum for August 2018. More information to come.

5.9 Faculty Commencement Speaker (April/May 2018): D. Bertch reminded the group that the Spring 2018 Commencement Speaker was L. Wells.

6. Other

- L. Cosby announced the hiring of two (2) new PT Counselors.
- D. Coates requested an update on the KVAAP initiative and the Dean of Instruction for Business, Professional Trades, and Public Service. D. Bertch shared that interviews for the KVAAP Director are in process. Applicants for the Dean position will be screened after the completion of the KVAAP Director interviews.
- D. Bertch reminded the instructional deans of a recent memo generated by C. Gibson regarding overload payments and due dates.

7. Reality Checks: None shared.

8. Kudos!:

- D. Lindsley recognized T. Sibberson, O. Johnson, and C. Aku for the recent remodel of the AWH Testing Center; and C. Salinas, and S. Carneiro-Stephens for their flexibility in allowing the Testing Center to use the Math Center while tutoring in the Writing Center.
- P. Eagan for her comments during a recent ALC meeting regarding curriculum.
- B. Taraskiewicz gave Kudos! to Aaron Snead for his assistance with a video on a recent Saturday morning for a Children & Divorce class.
- P. Eagan recognized C. Colella and A. Hamilton for facilitating extended hours at the start of the semester at the TTC Student Service Desk.
- L. Cosby recognized A. Hamilton and L. Funk for staffing and supporting the start of the semester Welcome Desks.
- L. Cosby gave Kudos! to the counselors and advisors for the start of the semester activity.

9. Wrap-up/Next Steps/Agenda Items

9.1 KVCCFA and KVCCFT Contract Input, A. Hilliard to lead.

10. Next Meeting: The next meeting will be on January 31, 2018 at 8:00 a.m. in room 4380

11. Adjourn: The meeting adjourned at 8:40 AM.

Future Agenda Items:

Universal Design – Bertch

Student Attendance Verification Roster – Eagan

Retention Strategies Follow-up – Taraskiewicz

Orientations - Cosby