

**Instructional and Student Success Services Administrators
Meeting Minutes
February 14, 2018**

Present: D. Lindsley, P. Henning, L. Cosby, M. Walters, T. Hamann, G. Fredericks, B. Reynolds, D. Coates,
B. Taraskiewicz, P. Eagan, D. Miller, D. Bertch

Absent: C. Gibson

1. Call to Order – The meeting was called to order by D. Bertch at 8 AM.
2. Meeting Minutes of January 31, 2018 – The meeting minutes from January 31, 2018 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – D. Bertch reported that there was no Cabinet meeting this week.
 - 3.2 2018/2019 Budget Planning – D. Bertch provided an update on the 2018/2019 budgeting process for revenues, capital, and operating funds.
4. Business
 - 4.1 Adjunct Faculty Orientation – G. Fredericks and her committee met approximately 2-weeks ago to brainstorm ideas that might be used to address adjunct faculty development and the orientation process.
 - 4.2 Winter 2018 Seminar Days Feedback – G. Fredericks reported that overall the feedback for Winter 2018 Seminar Days was positive. Suggestions from the instructional deans was to divide out the division meetings from the department meetings rather than combining them or make the time longer (2-hours).
 - 4.3 Fall 2018 Seminar Days Planning – G. Fredericks reported that the theme for Fall 2018 Seminar Days is “The Next 50 Years.” Activities will focus on preparing for the next 50-years.
 - 4.4 CRM Update – L. Cosby and P. Eagan shared that Target X was onsite at the end of January building the application and beginning work on recruitment and marketing. Web trainings are being scheduled. Targeting work on the Retention module for summer.
 - 4.5 Adjunct Classroom Observation Form – D. Bertch requested that this item be a part of Future Agenda Items considering the impending adjunct faculty negotiations. The group agreed.
 - 4.6 Guided Pathways – P. Eagan and L. Cosby discussed the recent retreat of Student Success Services to focus on service delivery in a guided pathways model. L. Cosby provided an update on open pathway advisor positions and the signed memorandum of understanding with the Michigan Center for Student Success using the Voluntary Framework of Accountability for data reporting. Currently, considering the creation of “work hubs” across the college. Requested to make this a part of the next agenda.
 - 4.7 Decision Zone Tracking – Postponed.
 - 4.8 Term Appointment Evaluations – D. Bertch asked if there were any additional clarifications needed regarding Term Appointment Evaluations, expectations, and timelines. The group requested an update on the status of returned portfolios for term appointment faculty in years 2 and 4. D. Bertch will follow-up with A. Hilliard. UPDATE – A. Hilliard reported most of the portfolios have been returned with the exception of a couple. He is working on scoring the results and will get this information to the deans as soon as he can.
 - 4.9 Continuing Appointment Evaluations – D. Bertch asked if there were any additional clarifications needed regarding the Continuing Appointment Evaluation expectations and timelines. None were shared.

5. Other

- L. Cosby shared the plan to bring Paul Hernandez to KVCC in May for an event with Student Success Services. More to come.
- G. Fredericks reminded the group that Tech-no-rama was being offered on 2.16.18.
- D. Coates provided an update on a recent open-house at the Air Zoo where 745 individuals were in attendance (parents/guardians and potential students). Two Early College sessions were conducted with standing room only.
- D. Coates and KRESA will be speaking with the Portage Rotary later today about Early College.
- D. Coates reported on a meeting she attended with E. Martin and Wm. Kring at West MiWORKS and the need for career and technical trades professionals with advanced skill sets.
- D. Coates shared that the WPE faculty are working on an Exercise Science program of study in collaboration with WMU.
- D. Bertch announced that KVCC was recently awarded a \$1.6 million grant from the Stryker-Johnston Foundation for KVAAP.

6. Reality Checks

- Streaming of Presidential Candidate presentations at AWH.
- The need to develop an elementary education cohort.

7. Kudos!

- To L. Depta and the marketing department for the Early College open houses.
- To P. Eagan, K. Digby, M. Roty, L. Winch, and G. Davis for virtually participating in a state-wide meeting on ALEX when KVCC was closed, February 10, 2018. P. Eagan presented material on KVCC's experiences with ALEX.

8. Wrap-up/Next Steps/Agenda Items

- 8.1 Guided Pathways – Work Hubs: P. Eagan/L. Cosby
- 8.2 Decision Zone Tracking – D. Lindsley

9. Next Meeting: February 28, 2018 at 8:00 a.m. in room 4380

10. Adjourn: The meeting adjourned at 8:50 AM.

Future Agenda Items:

- Adjunct Classroom Observation Form – D. Bertch
- Universal Design – D. Bertch
- Student Attendance Verification Roster – P. Eagan
- Retention Strategies Follow-up – B. Taraskiewicz
- Orientations – L. Cosby