

Instructional and Student Success Services Administrators
Meeting Minutes
March 14, 2018

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

1. Call to Order – The meeting was called to order at 8 a.m.
2. Meeting Minutes of February 28, 2018 – The meeting minutes of February 28, 2018 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet – No update. Cabinet did not meet.
 - 3.2 CRM – P. Eagan updated the group on committee discussions and next steps to include retention workflows, a general application, Axiom (data back piece), and the selective admissions process. P. Eagan reported the on-site visit was bumped back noting they are still working on dates.
 - 3.3 Continuing Appointment Reviews – D. Bertch noted continuing appointment reviews are due Thursday, March 15, 2018.
4. Business
 - 4.1 Adjunct Faculty Orientation – G. Fredericks updated the group on committee discussions and next steps to include work on level two initiatives. G. Fredericks noted a draft of committee suggestions will be shared with this group at an upcoming meeting.
 - 4.2 Fall 2018 Seminar Days Planning – G. Fredericks reported the Seminar Days planning committee meets again this Friday, March 16, 2018. A draft schedule will be shared with this group at the March 28th meeting.
 - 4.3 Guided Pathways – P. Eagan/L. Cosby – Tabled
 - 4.3.1 Work Hubs – Tabled
 - 4.4 Decision Zone Tracking – D. Bertch distributed for review the Placement Score Equivalencies Chart. An overview of the chart was provided. L. Cosby requested and received clarification on the variation of points and waiver codes. D. Bertch noted the plan, at this time, is to move forward with what is in place.
 - 4.5 NSO Volunteers – L. Cosby brought forward a request for additional help with encouraging faculty, staff and administrators to participate in new student orientations stating they are struggling to get enough volunteers. A college-wide email will be sent out this week with more information on the orientations. A link to sign up to participate will be included in the college-wide email.
 - 4.6 MAT² Mechatronics – D. Coates updated the group on the MAT² Mechatronics program reporting on an opportunity with Benteler Corporation. D. Coates noted Benteler would like to send, over the next five years, 72 incumbent workers through the program beginning fall 2018. D. Coates noted a decision whether or not to move forward with this opportunity needs to be made by the end of this month. The group briefly discussed program planning, course scheduling, rooms, and support staff.
5. Other
 - B. Reynolds updated the group on the grade appeal form process reporting a new committee was formed to review appeals. The committee meets the first Friday of each month and consists of two faculty, one academic administrator and one representative from each of the following departments: financial aid, admissions, registration, and

records, and the business office. D. Bertch noted this process was pulled together to create consistency. Contact B. Reynolds, D. Bertch or S. Hubbell with questions.

- Planting The Seeds of Pedagogy takes place Friday, March 23, 2018, 8:00 a.m. – 1:30 p.m.
- D. Bertch shared with the group new guidelines for Advanced Meal Per Diem for Students Traveling.

6. Reality Checks – None presented.

7. Kudos!

- To Erick Martin and Joel Schmidt for attending training during spring break.
- From Charlie Fuller to Rick Garthe, Erick Martin and Edward Steimla Jr. for saving the auto lab over \$1800 by building a battery fixture for removing and installing high voltage batteries.
- To Kevin Lavender for his exemplary work with middle school students.

8. Wrap-up/Next Steps/Agenda Items – As stated herein.

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

10. Adjourn – The meeting adjourned at 8:35 a.m.

Future Agenda Items:

Universal Design – D. Bertch

Student Attendance Verification Roster – P. Eagan

Retention Strategies Follow-up – B. Taraskiewicz

Orientations – L. Cosby

Adjunct Faculty Classroom Observations – D. Bertch