

Instructional and Student Success Services Administrators
Meeting Minutes
March 28, 2018

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

1. Call to Order – The meeting was called to order at 8 a.m.
2. Meeting Minutes of March 14, 2018 – The meeting minutes of March 14, 2018 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet – A brief overview of the Cabinet meeting from March 27, 2018 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 CRM – Nothing new to report.
 - 3.3 M. Walters reported on the Cultural Celebration event that took place in the TTC Library Tuesday, March 27, 2018.
4. Business
 - 4.1 Adjunct Faculty Orientation – Nothing new to report. The group meets tomorrow, Thursday, March 29, 2018.
 - 4.2 Fall 2018 Seminar Days Planning – G. Fredericks reported the draft Seminar Days schedule will be sent to this group electronically.
 - 4.3 Guided Pathways/Work Hubs – L. Cosby reported on the upcoming Guided Pathways Institute Mentor Circle meeting in Jackson, MI April 12 & 13, 2018, Pathway Advisor interviews (50 applicants), and the March Madness event (80 attendees & positive outcomes).
 - 4.4 Decision Zone Tracking – L. Cosby distributed for review and further thought the *Placement Score Equivalencies Chart* and *High School GPA Acceptance at KVCC*. The group discussed faculty involvement, separate waivers, advertising, Early College concerns, and next steps to include how to implement this process. B. Reynolds agreed to organize a meeting to further discuss the Decision Zone Tracking process with ENG and MATH faculty and staff. D. Bertch noted he will craft a policy once a decision is made.
 - 4.5 MAT² Mechatronics – D. Coates reported on the decision to move forward with MAT² classes for fall and updated the group on the posting for the position of Director of Advanced Technician Training.
 - 4.6 Faculty Access to Student Browser History – D. Bertch brought to the group for conversation and direction the topic of Faculty Access to Student Brower History. The group briefly discussed the topic determining more research is necessary. B. Taraskiewicz agreed to follow-up with other colleges and report back.
5. Other
 - B. Reynolds reported KVCC and WMU History faculty meet today at noon to discuss general requirements and the freshman and sophomore history courses.
 - L. Cosby reported Paul Hernandez is confirmed for May 23, 2018 for the customer service oriented discussion at the TTC.
6. Reality Checks – None presented.

7. Kudos!
 - To Kevin Lavender for his work with an Early College student on the non-competitive Talent Show. Great job!!
 - To Kevin Schneider and Kevin Lavender for the March Madness event.
 - To Cynthia Schauer for her part in the Pre-Health Networking event.
 - To Mary McConnell and Tracey Quada for their work on the Career Fair.
 - To Kathy Kerstetter for organizing the Business Club Networking Skills meeting.
8. Wrap-up/Next Steps/Agenda Items – As stated herein.
9. Next Meeting: April 11, 2018 8:00 a.m. in room 4380
10. Adjourn – The meeting adjourned at 8:37 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