

Instructional and Student Success Services Administrators
Meeting Minutes
April 11, 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: T. Hamann, L. Thomas

1. Call to Order – The meeting was called to order at 8:00 a.m.
2. Meeting Minutes of March 28, 2018 – The meeting minutes of March 28, 2018 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet – A brief overview of the Cabinet meeting from April 10, 2018 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 CRM – P. Eagan reported on the status of the Schools App (still on hold) and next steps to include a communication (general semester update) targeting faculty, and a site visit.
4. Business
 - 4.1 Adjunct Faculty Orientation – G. Fredericks updated the group on the status of meetings and next steps noting the goal, after approval from this group, is to share this information with the ALC in May (2018).
 - 4.2 Fall 2018 Seminar Days Planning – G. Fredericks reported the final draft of the *Fall 2018 Seminar Days Schedule* will be sent out the end of this semester.
 - 4.3 Guided Pathways/Work Hubs – P. Eagan and L. Cosby reported on the MCCA Guided Pathways 2.0 Institute II and Michigan Student Success Network meeting that takes place this Thursday, April 12, 2018 and Friday, April 13, 2018 in Jackson MI. L. Cosby also updated the group on the status of the Pathway Advisor positions.
 - 4.4 Decision Zone Policy/Process (Faculty Interface) – B. Reynolds reported the meeting to further discuss Decision Zone Policy/Process (Faculty Interface) is set. More to come.
 - 4.5 MAT² Mechatronics – D. Coates updated the group on the status of training for Benteler Industries, course offerings and the posting for the position of Director of Advanced Technician Training. D. Bertch reported on a Benteler meeting scheduled for this afternoon.
 - 4.6 Faculty Access to Student Browser History – B. Taraskiewicz distributed for review Acceptable Use Policies from several community colleges. An overview of the document was provided. Discussion ensued. D. Bertch brought forward a recommendation to relook at policy as it relates to acceptable use. D. Bertch will ask IT to take another look at our user policy and report back.
 - 4.7 Adjunct Faculty Evaluation – D. Bertch reported on work to formalize a process to capture adjunct faculty evaluation information before making determinations on continuing status. More to come.
 - 4.8 Summer Retreat – The group briefly discussed and agreed to a June summer retreat. D. Bertch will come back with dates for the group. Send ideas for topics to D. Bertch.
5. Other
 - L. Cosby updated the group on the status of the Paul Hernandez event scheduled for Wednesday, May 23, 2018 noting a college-wide email will go out.
 - L. Cosby reported on a collaboration with adult education students age 18 to 60. The five to six week-long seminar focuses on a “series of exposures” to KVCC.

- P. Henning reported on plans to attend the MODAC meeting that takes place this week and updated the group on the status of the search for the Dean of Business, Industrial Trades and Public Safety.
 - The group briefly discussed capital outlay items and 2017-18 Perkins funded capital.
 - P. Eagan reported on KVAAP confusion and questions. D. Bertch will follow-up with Louis Thomas and report back.
6. Reality Checks
 - Medical Marijuana Use – Institutions Stance
 - KVAAP Confusion and Questions
 - D. Bertch will follow-up on both and report back.
 7. Kudos!
 - To Kathy Kerstetter for organizing the Business Club networking dinner.
 8. Wrap-up/Next Steps/Agenda Items
 - Summer Retreat (June 2018)
 - Budget
 9. Next Meeting: April 25, 2018 8:00 a.m. in room 4380
 10. Adjourn – The meeting adjourned at 8:56 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