

Instructional and Student Success Services Administrators
Meeting Minutes
April 25, 2018

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

Absent: B. Reynolds, L. Thomas

1. Call to Order – The meeting was called to order at 8:00 a.m.
2. Meeting Minutes of April 11, 2018 – The meeting minutes of April 11, 2018 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet – A brief overview of the Cabinet meeting from April 24, 2018 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 CRM – Nothing new to report.
4. Business
 - 4.1 Adjunct Faculty Orientation – G. Fredericks distributed for review and input the draft Adjunct Faculty Onboarding Level One and Two and New Adjunct Faculty/Chair Checklists. An overview of each document was provided. G. Fredericks reported on goals, expectations and upcoming meetings planned for this summer. More to come.
The group briefly discussed student record retention. M. Walters will look at the current Records Retention Policy and report back.
 - 4.2 Fall 2018 Seminar Days Planning – G. Fredericks distributed for review and input the draft Seminar Days schedule. Send feedback to G. Fredericks.
 - 4.3 Online Academic Integrity Statement – G. Fredericks distributed for review the documents *KVCC Recommended Best Practices in Online Academic Integrity, Standards from the QM Higher Education Rubric, Fifth Edition and Best Practice Strategies to Promote Academic Integrity in Online Education*. A brief overview of each document was provided. G. Fredericks also reported on survey results and plans to distribute the documents and supporting materials to the ALC group for input May 4, 2018.
 - 4.4 Guided Pathways/Work Hubs – L. Cosby reported working on a plan for the May 16, 2018 Instructional, Student Success and Enrollment Services meeting noting Angela Marsh-Peek is working to get the committee together. Currently, reviewing Pathway Advisor applications and planning to interview as soon as a calendar can be agreed upon.
 - 4.5 Decision Zone Policy/Process (Faculty Interface) – D. Lindsley updated the group on the status of meetings with ENG and MATH faculty, interpretation guidelines, high school transcript policy (student requirements) and the communication plan. D. Bertch noted the policy will need to be written.
 - 4.6 MAT² Mechatronics – D. Coates updated the group on the status of potential course offerings (fall semester is mapped out), and ongoing conversations with Benteler, Lippert and the State. D. Bertch reported on discussions with the state regarding Machine Tool Lab modifications, and the purchasing of equipment. More to come.
 - 4.7 Acceptable Use Policy – B. Taraskiewicz shared with the group a copy of CMOP 5010 Acceptable Use Policy for the Internet and the KVCC Computer Network to determine if this information should be included in the acceptable use policy for students. D. Bertch reported on discussions with T. Welsh regarding the Acceptable Use Policy stating T. Welsh believes the current policy covers acceptable use.

4.8 Summer Retreat/Agenda Items – D. Bertch shared with the group a draft agenda of ideas for the summer retreat rescheduled to Wednesday, June 13, 2018. Discussion ensued and included additional recommendations and agenda topics. D. Bertch will work-up allotted times for each topic and report back. P. Eagan brought forward a recommendation to discuss Guided Pathways separately to include counselors, advisors and faculty.

4.9 2018/2019 Budget – The 2018/2019 Budget was covered under 3.1

5. Other

- P. Eagan reported the Valley Science Club had successful Study Tables this semester. Also they will be handing out saplings tomorrow as an Arbor Day activity. Math, Sciences, Accounting, Business and CIS held the 2nd annual April Adjunct Appreciation Event last Thursday, April 19, 2018. Many stopped by. Feedback was positive.
- T. Hamann reported on the Art and New Media cap decorating party.
- Reminder...The automotive open house takes place this Friday, April 27th from 3:00 – 7:00 p.m.
- D. Bertch distributed the updated Academic Probation Policy noting the policy will be implemented with the summer semester impacting FTIAC students.
- D. Bertch distributed to the group the *Timetable Performance Review of Faculty Members on Continuing Appointment 2018-2019* and the *Continuing Appointment Evaluations List for 2018-2019*.
- T. Hamann requested and received information on the Advisory Committee Handbook.
- P. Henning reminded all of the reporting requirements pertaining to Advisory Committee meetings & minutes.

6. Reality Checks – There are still 100 “volunteer” slots to fill for orientation this summer.

7. Kudos!

- To Kelly Sparrow for her help with MAT² Mechatronics scheduling.

8. Wrap-up/Next Steps/Agenda Items

- Web Focus Portal Demonstration – B. Bechtel

9. Next Meeting: May 9, 2018 8:00 a.m. in room 4380

10. Adjourn – The meeting adjourned at 9:05 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