

**Instructional and Student Success Services Administrators  
Meeting Minutes  
May 9, 2018**

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

Absent: L. Cosby

Guest: B. Bechtel

1. Call to Order – The meeting was called to order at 8:00 a.m.
2. Meeting Minutes of April 25, 2018 – The meeting minutes of April 25, 2018 were approved as distributed.
3. WebFocus Portal for Deans – B. Bechtel provided an overview and demonstration of the new WebFocus Portal for Deans and next steps. Discussion ensued and included requests for additional reports.
4. Information Sharing/Updates
  - 4.1 Cabinet – A brief overview of the Cabinet meeting from May 8, 2018 was provided. Minutes from the meeting will be distributed once approved.
  - 4.2 CRM – P. Eagan reported on the decision to replace Schools App with Decision Zone and on-site training. More to come.
  - 4.3 MAT<sup>2</sup> Mechatronics – D. Coates reported on meetings, specialized tests, the status of the fall semester (sections created), and provided a personnel update.
5. Business
  - 5.1 Guided Pathways/Work Hubs – P. Eagan reported on an upcoming planning meeting with L. Cosby to prepare for the Integrating Student Support Redesign/Guided Pathways Activity/Presentation scheduled for the May 16, 2018 Instructional, Student Success, and Enrollment Services meeting.
  - 5.2 Decision Zone Policy/Process (Faculty Interface) – D. Bertch updated the group on the status of the written policy/process for Decision Zone. More to come.
  - 5.3 Summer Retreat/Agenda Items – The group briefly discussed and agreed to revisions to the Summer Retreat agenda. D. Bertch will revise and redistribute the updated agenda.
  - 5.4 2018/2019 Budget – D. Bertch updated the group on the status and timeline of current and upcoming budgets.
6. Other
  - D. Bertch reported Susan Gardner accepted the position of Dean of Business, Industrial Trades and Public Safety. Susan Gardner begins part-time in June, transitioning to full-time July 2, 2018.
  - B. Reynolds reported the Grade Appeal and Refund Committees met noting consistent and informed decisions from discussions. B. Reynolds noted the committees meet once per month.
  - G. Fredericks reported the MOODLE upgrade was not successful. A meeting will be scheduled in the next few weeks to further discuss when to move forward. More to come.
  - D. Miller reported on the Marshall Plan.
  - D. Coates reported the first Early College Completion Ceremony takes place tomorrow, Thursday, May 10<sup>th</sup> at 7:00 p.m. There are 70 completers.

- D. Bertch reported the Enrollment Retreat takeaways will be emailed to this group.
7. Reality Checks –
    - Paper schedules do not reflect updated course offerings based on schedule changes resulting in schedule conflicts, student frustration, and ultimately dropped classes.
    - Early Alert requests (30) from nursing sent last semester went unanswered.
  8. Kudos!
    - To the Testing Center staff for a busy/smooth finals: Glenn Davis, Ola Johnson, Shannon Blank, Comfort Akuh, Diedra Rutherford, Molly Ostrem, Steven Grohs, Diane Vasold-Trupiano, Taryn Love, Mindy Ogden. Thanks to those who helped out in our hours of need: Savannah Lillrose, Samantha Lillrose, Rana Shammass, Claire Dziewicki, and Chris Robbins.
    - To the custodial and facilities staff for their leadership during a fire alarm last night.
  9. Wrap-up/Next Steps/Agenda Items
    - Enrollment Task Force Retreat Notes
  10. Next Meeting: May 23, 2018 8:00 a.m. in room 4380
  11. 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