

Instructional and Student Success Services Administrators  
Meeting Minutes  
May 23, 2018

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

Absent: L. Cosby, P. Henning

1. Call to Order – The meeting was called to order at 8:00 a.m.
2. Meeting Minutes of May 9, 2018 – The meeting minutes of May 9, 2018 were approved as amended.
3. Information Sharing/Updates
  - 3.1 Cabinet – Tabled
  - 3.2 CRM - Tabled
  - 3.3 MAT<sup>2</sup> Mechatronics - Tabled
4. Business
  - 4.1 Guided Pathways/Work Hubs – Tabled
  - 4.2 Decision Zone Policy/Process (Faculty Interface)
    - 4.2.1 Draft Policy – D. Bertch distributed for review the document *Course Placement Policy & Procedure Decision Zones and Multiple Measures*. An overview of the document was provided. G. Fredericks brought forward a recommendation to revise item 1.3 of the document to read *Overall, unweighted, HS grade point average (GPA) must be, at a minimum, 3.0 or higher*. All present agreed to the recommendation. D. Bertch will revise and redistribute the document to this group and include counselors and advisors and Admissions, Registration and Records. The document will also be distributed to high school guidance counselors this fall.
  - 4.3 Summer Retreat (June 13, 2018) – D. Bertch distributed for review the revised draft agenda for the June 13, 2018 meeting & retreat noting input from the May 9<sup>th</sup> meeting was added to the agenda. The agenda was approved as distributed.
  - 4.4 Enrollment Task Force Retreat Notes - Tabled
5. Other - Tabled
6. Reality Checks - Tabled
7. Kudos! - Tabled
8. Wrap-up/Next Steps/Agenda Items
  - Term Faculty Orientation – G. Fredericks
9. Next Meeting: June 6, 2018 at 8:00 a.m. in room 4380
10. Adjourn – The meeting adjourned at 8:10 a.m. to allow those interested to attend the Paul Hernandez presentation at 8:30 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