

Instructional and Student Success Services Administrators
Meeting Minutes
June 6, 2018

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

Absent: D. Miller, B. Taraskiewicz

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 23, 2018 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet – A brief overview of the Cabinet meeting from June 5, 2018 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 CRM – P. Eagan and L. Cosby reported on an upcoming meeting, conference, training and marketing campaigns.
 - 3.3 MAT² Mechatronics - D. Coates distributed for review an outline of Cohort 1 & 2 MAT² courses and provided the group with a personnel update.
4. Business
 - 4.1 Guided Pathways/Work Hubs – L. Cosby provided a personnel update, reported on an upcoming meeting and conference, and updated the group on the Student Success Inventory. D. Bertch reported on Guided Pathways mapping discussions with Gerri Jacobs.
 - 4.2 Academic Calendar – D. Bertch reported on discussions with Sarah Hubbell and Kelly Sparrow regarding proposed changes in the academic calendar. An overview of the proposed calendar and next steps was provided. The group briefly discussed the pros and cons of the proposed changes.
 - 4.3 IDEA – The group briefly discussed the IDEA evaluation process and next steps. P. Eagan brought forward a recommendation to look at an alternative model. All present agreed to the recommendation. D. Bertch will begin the process of exploring alternative options.
 - 4.4 Enrollment Task Force Retreat Notes – D. Bertch will resend electronically to this group the Enrollment Task Force Retreat notes. L. Cosby brought forward a recommendation to discuss with Mike Collins expanding the smaller task force group to include others. D. Bertch will discuss with Mike Collins and report back.
 - 4.5 Year End Reports – Year end reports are due to Dennis Thursday, June 7·2018. D. Bertch will pull together all reports and electronically distribute to the group on Friday, June 8·2018.
5. Other
 - D. Coated provided the group with a personnel update.
 - G. Fredericks reported on the upcoming (Tuesday, August 14, 2018) Term Appointment Faculty Orientation and brought forward a request for input on changes to the schedule. All present agreed to the request. G. Fredericks will send to the group the Term Appointment Faculty Orientation schedule for review and input.
 - L. Thomas provided the group with a personnel update, reported on the upcoming KVAAP Connect Day event and updated the group on the status of KVAAP applicants (74 total).
 - L. Cosby provided the group with a personnel update.
 - T. Hamann updated the group on the status of the Web Design and Development faculty search and reminded all that the Graduate Show will be on display through the summer.
 - D. Bertch reminded all that KPIs need to be submitted ASAP.

- D. Bertch reported the FOCUS program, in partnership with WMU, is ending. D. Bertch noted current FOCUS students will be supported through completion.
 - P. Henning updated the group on the status of the health careers competitive admissions process, ACEN candidacy self-study presentation, and Brewing faculty search.
6. Reality Checks – Property Disposal/Work Order System
 7. Kudos!
 - To Laura Cosby for bringing in Paul Hernandez.
 - To Deb Coates, Billy Reynolds, and Paige Eagan for assisting with KVAAP block scheduling.
 - To Larry Sandt, Cindy Parks, and Mark DeYoung for their hard work pulling together the Graduate Show.
 - To Heidi Stevens for her expertise and the work she contributes.
 - To Faith Bentley for helping with arrangements for the Health Careers, Culinary, and Brewing Advisory Committees.
 - To Patti Henning for her work getting the candidacy self-study submitted to ACEN for future accreditation of the Nursing program.
 8. Wrap-up/Next Steps/Agenda Items
 9. Next Meeting: June 13, 2018 at 8:00 a.m. in room C1420-2 at the Groves.
 10. Adjourn – The meeting adjourned at 8:59 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