

**Instructional and Student Success Services Administrators  
Meeting Minutes  
August 15, 2018**

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

**Guest:** Dr. M. Washington

**Absent:** S. Gardner, M. Gettle, C. Gibson, P. Henning, D. Miller

1. Call to Order – The meeting was called to order at 8 AM.
2. Meeting Minutes of August 1, 2018 – The meeting minutes from August 1, 2018 were approved as distributed.
3. Information Sharing/Updates
  - 3.1 Cabinet – A brief overview of the Cabinet meeting from August 14, 2018 was provided. Minutes from the meeting will be distributed once approved.
  - 3.2 Target X – Nothing new to report.
  - 3.3 Enrollment Management for Academic Leaders – B. Reynolds provided an overview of key takeaways from the conference/workshop he attended in late July. Recommendations fell into two areas:
    - Identifying how we and our faculty can get involved in the recruiting process and
    - Focusing on clear and simple communications and marketing internally and externally.
  - 3.4 MAT<sup>2</sup> Mechatronics – Postponed.
4. Business
  - 4.1 Guided Pathways National Conference – P. Eagan and L. Cosby referenced their presentation at the “joint meeting.” Next steps are currently being discussed. A team that attended the NACADA Conference is working on a plan to integrate student support services.
  - 4.2 IDEA Replacement – D. Coates, no report.
  - 4.3 Student Complaint Tracking System – Only one suggested change, inclusion of student V#, was brought forward. D. Bertch will begin working with IT.
  - 4.4 Term Appointment Orientation – G. Fredericks shared the schedule for the Term Appointment Orientation on August 27, 2018 reviewing specific expectations from the group.
  - 4.5 KPIs – D. Bertch distributed the 2018/2019 KPIs, as amended, for Instruction and Student Success Services.
  - 4.6 MiTransfer Pathways – D. Bertch briefly discussed the MiTransfer Pathways project. The first phase of the project has focused on developing a consistent pathway for courses to transfer from community colleges to 4-year colleges and universities in biology, business administration, criminal justice, and psychology. While this work continues phase 2 will begin working on communications, social work, computer information systems, and mechanical engineering. Faculty need to be a part of the pathway project. The next meeting will be on Friday, October 19, 2018 at Adrian College. Those areas impacted are to plan accordingly.
  - 4.7 Faculty Seminar Days: Division Meetings & Updates – The group discussed topics D. Bertch should include in his initial welcome back conversations as well as topics each division plans to discuss.

5. Other

- M. Walters - Libraries
  - The position of ACC Library Supervisor was recently posted.
  - Shared a plan to provide, on reserve, in the libraries textbooks for the top 20 enrolled courses. A faculty communication will be forthcoming.
- L. Cosby – Student Success Services
  - Working on changes to the Early Alert two-way communication tool. Would like additional faculty voices to inform changes.
- D. Coates – Early College & WPE
  - Early College Boot Camp is scheduled for August 22, 2018.
- D. Bertch
  - Distributed the 2019 Holiday Schedule.

6. Reality Checks

- L Thomas discussed KVAAP student preferences of taking classes at the TTC rather than the ACC.
- Insufficient communication to students attending classes at the ACC and signage about parking options.

7. Kudos!

- To N. Newman, K. Digby, and N. Vendeville for their work to bring the MichMATYC conference to KVCC in October.
- To B. Bates and her willingness to challenge the status quo and encouraging change.
- To P. Jonas for his efforts in student recruitment.
- To L. Sandt in facilitating IT equipment installation and readying ACC for the fall semester.
- To K. Dodd for his multiple contributions to pathway advising.

8. Wrap-up/Next Steps/Agenda Items

8.1 MAT<sup>2</sup> Mechatronics – M. Gettle

9. Next Meeting: September 26, 2018 at 8:00 a.m. in room 4380

10. Adjourn – The meeting was adjourned at 9:20 AM.

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