

INSTRUCTIONAL AND STUDENT SUCCESS SERVICES ADMINISTRATORS
MEETING MINUTES
SEPTEMBER 26, 2018

Present: D. Bertch, D. Coates, L. Cosby, P. Eagan, G. Fredericks, S. Gardner, T. Hamann, P. Henning, D. Lindsley, D. Miller, B. Reynolds, B. Taraskiewicz, M. Walters

Absent: C. Gibson, L. Thomas

1. Call to Order – This meeting was called to order at 9:30 AM.
2. Meeting Minutes of August 15, 2018 – The meeting minutes of August 15, 2018 were approved as amended.
3. Information Sharing/Updates
 - 3.1 Cabinet – D. Bertch provided a brief overview from the morning Cabinet meeting. Minutes from the meeting will be distributed once approved.
 - 3.2 Target X – P. Eagan stated that Target X would be onsite October 9-10, 2018 for training and building out of the retention model.
 - 3.3 MAT² Mechatronics – S. Gardner provided an update on the MAT² Mechatronics program rollout announcing the resignation of M. Gettle and the hiring of H. Carpenter as the interim Director. This item will be removed from the agenda as a standing update.
4. Business
 - 4.1 Semester Start-up – Issues/Concerns & Celebrations: Several administrators shared their concerns with the noted uptick in aggressiveness of several students dropped through ECARS. L. Cosby requested clarification regarding how ALEKS is being communicated to students and the move to limit the use of SAT as a placement tool suggesting the college develop some intentional messaging tools.
 - 4.2 IDEA Replacement – D. Coates updated the group on the make-up of the committee to include 9-10 faculty and three administrators. As it will be difficult to meet as a full committee initially, two meeting dates have been established (10.5 & 10.12) for the work to be started.
 - 4.3 Student Complaint Tracking System – D. Bertch has met with IT and provided the parameters for the buildout of the online system.
 - 4.4 KPIs – D. Bertch shared that the Instructional & Student Success Services KPIs will be shared at the Administrator Plus meeting on October 1, 2018. He asked each administrator to be ready to answer questions and/or fill-in the blanks. He agreed to redistribute the PP to the team.
 - 4.5 Winter 2019 Seminar Days Planning – G. Fredericks discussed the status of planning for Winter 2019 Seminar Days. P. Henandez will be the keynote and several breakout sessions are being planned. A call for presentations will be made soon. L. Cosby requested a “mandatory” session be scheduled on Early Alert.
 - 4.6 KVCCFA/KVCC Letters of Understanding – D. Bertch discussed his meeting with J. Ott and P. Jonas to begin working on completing the work identified in the recent KVCCFA/KVCC contract related to two (2) Letters of Understanding (Evaluation System and IU replacement).
 - 4.7 Adjunct Evaluations – D. Bertch reminded the team of the need to complete adjunct evaluations as required in the KVCC/KVCCFT contract.
 - 4.8 MiTransfer Pathways Phase I & II – D. Bertch reminded the group of the work of MiTransfer Pathways initiative. Faculty and administrators have been identified for participation in this work.
5. Other
 - G. Fredericks provided an overview of the Learning Management System vendor review. Vendors confirmed include Desire to Learn (D2L) on 10.5.2018 and Canvas on 11.9.2018. Dates have not been established for Ethink or Blackboard.
 - Mark Walters announced the hiring of Franki Hand as the AWH Libraries Supervisor. She will start on October 17, 2018.
 - Patti Henning provided a Perkins update and reminded the administrators of the need to have advisory committee meetings with documented minutes twice each year. At this time it appears we may be out of compliance. We can expect a compliance visit yet this calendar year.

- B. Reynolds provided data on the recently completed ENG 078 Rapid Review retest. Over 35.5% (75/211) of students moved up one or more levels. Moving forward all ENG 078 will participate.
- L. Cosby shared that KVCC has access to Career Pathways and EMSI data through the Student Employment Relations office. It is able to link programs with job titles, salaries, career ladders, etc. This data is new as previously it has only been made available to 4-year colleges and universities.
- T. Hamann shared that the CNM is working on developing articulation agreements with Siena Heights University (SHU) in Graphic Design as part of SHU's Bachelor of Applied Science programs.
- T. Hamann identified the ongoing collaboration with KRESA's EFA (B. Zocher) to add classes to the current offerings at the CNM aligned with ANM programs of study.
- P. Eagan shared outcomes of ALEKS users including the number of students that used the learning modules and their subsequent retest improvement and placement. Of those students that used the learning modules and retested, an additional 30 KVCC classes were saved. The group discussed the need to provide additional messaging to students.
- B. Taraskiewicz provided an update on work to enter information into the Fit Faculty software. The group agreed the IDEA adjusted T scores were not necessary data points for inclusion.
- D. Bertch announced his plans to retire at the end of the calendar year (December 31, 2018).

6. Reality Checks

- P. Henning shared a recent email spoof that could have redirected her direct deposit to a different bank that was not authorized.
- The group requested an Area Leader Training.

7. Kudos!

- T. Hamann gave Kudos! to facilities and other staff during a recent waterline break at the CNM.

8. Wrap-up/Next Steps/Agenda Items

8.1 As stated.

9. Next Meeting: October 10, 2018 at 8:00 a.m. in room 4380

10. Adjourn – The meeting was adjourned at 10:40 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