

**INSTRUCTIONAL AND STUDENT SUCCESS SERVICES ADMINISTRATORS  
MEETING MINUTES  
OCTOBER 10, 2018**

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

1. Call to Order – This meeting was called to order at 8:00 a.m.
2. Meeting Minutes of September 26, 2018 - The meeting minutes of September 26, 2018 were approved as distributed.
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 updated the group on the status of Target X and next steps.
  - 3.3 IDEA Replacement Committee – D. Coates reported on committee discussions and next steps noting the goal is to have recommendations by December 2018.
  - 3.4 Fit Faculty Progress – B. Taraskiewicz reported on progress to date and next steps to include matching faculty with courses in the Fit Faculty system.
4. Business
  - 4.1 Winter 2019 Faculty Commencement Speaker – The group briefly discussed the faculty speaker for the winter graduation ceremony recommending representation from the Liberal Arts or Business, Industrial & Public Service areas. B. Reynolds and S. Gardner will follow-up and report back.
  - 4.2 Program Evaluation Frequency – D. Bertch distributed for review the Program Evaluation Frequency Schedule and reported on work to reassess programs that are up for review. He is recommending an every 5-year review to, in part; align with Perkins for those eligible programs. Contact Dennis with questions.
  - 4.3 Perkins Compliance – P. Henning reported on the rescheduling of the compliance visit to February 2019 noting a Perkins Council was formed and will be involved in preparing for the compliance visit. The group briefly discussed the importance of properly maintaining advisory meeting minutes.
  - 4.4 2019/2020 Budget Planning – D. Bertch reminded all of the deadline for capital and personnel requests. If requesting both capital and personnel, please submit together.
  - 4.5 MiTransfer Pathways (Phase I & II) – Reminder to those interested to register for Phase II.
  - 4.6 Transition Planning Discussion – D. Bertch reported on initial discussions with Dr. Washington and next steps. The group briefly discussed and agreed to begin identifying focal points to be discussed at standing meetings with Dennis. Dennis will compile a list to be shared with the group.
5. Other
  - B. Reynolds reported on the English Department Open House (successful) and a Common Reading Event planned for winter 2020.
  - G. Fredericks reported on the first Learning Management System Pre-review noting seven faculty attended.
  - P. Eagan reported on an upcoming Health Careers Networking Event. The group briefly discussed tracking student success and collecting hard data.
  - L. Thomas reported on KVAAP second semester activities and outcomes.
  - T. Hamann reported on the ARCUS Gallery featured artist (Mark DeYoung), CNM Student Portfolio Day (October 24, 2018) and noted his plans to attend the KIA High School Portfolio Review day.
  - D. Coates reported on Mattawan Schools expanding in Early College, Early College Summer Camps planned for 2019 and 5<sup>th</sup> year first Friday Resume Day scheduled for Thursday, October 11, 2018.
  - D. Bertch reminded all to RSVP for the Investiture/Inauguration.
6. Reality Checks - None presented.
7. Kudos!
  - To Dustin Gordon for assistance with loading data into the Fit Faculty system.

- L. Thomas recognized Kathy Kerstetter and Katherine Ferraro for referring and introducing him to potential KVAAP candidates.
- L. Thomas recognized Brian Olson and Rick Kraas for allowing him to address their students during class to promote KVAAP.
- To Kathy Kerstetter, Jamil Mortada, Nicole Newman, Nicole McClure and Stephen Louisell for responding promptly to a request for feedback on KVAAP students in their classes.
- To Chris Cockerel for sharing information on ALEKS success rates from the Student Summit Conference and initiating an idea to apply it to KVCC students.
- To Therese Motycka for intervening and encouraging a new student that was openly displaying a lack of confidence in their ability to be successful in college.
- P. Eagan recognized Laura Cosby for collaborating with faculty ideas.
- D. Lindsley recognized the Testing Center staff for their extra work on Monday due to the fire drill.
- S. Gardner recognized the Industrial Trades faculty for participating in the Counselor meeting/tour and videotaping and for their willingness to go to off-site appointments.

8. Wrap-up/Next Steps/Agenda Items

8.1 Service Learning – L. Cosby

8.2 Gateways to Completion – P. Eagan & B. Reynolds

9. Next Meeting: October 24, 2018 at 8:00 a.m. in room 4380

10. Adjourn – The meeting was adjourned at 8:47 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