

**INSTRUCTIONAL AND STUDENT SUCCESS SERVICES ADMINISTRATORS
MEETING MINUTES
NOVEMBER 7, 2018**

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

1. Call to Order – This meeting was called to order at 8:00 a.m.
2. Meeting Minutes of October 24, 2018 - The meeting minutes of October 24, 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 G2C – P. Eagan shared with the group a video and PowerPoint presentation on Creating Equity & Opportunity in the Classroom. An overview of progress to date and next steps was provided. L. Cosby requested and received information on KVCC DFWI rates.
 - 3.3 IDEA Replacement Committee – D. Coates reported the IDEA Replacement Committee meets this Friday, November 9, 2018. More to come.
4. Business
 - 4.1 Winter 2019 Faculty Commencement Speaker – B. Reynolds reported Steve Ott has agreed to be the winter 2019 faculty commencement speaker.
 - 4.2 Service Learning – L. Cosby reported on Service Learning opportunities and how KVCC could participate. The group discussed possible opportunities and next steps. B. Reynolds will follow-up with Gloria Larrieu and report back.
 - 4.3 Marshall Plan Grant – S. Gardner updated the group on the status of the Marshall Plan Grant and next steps.
 - 4.4 Winter Seminar Days – G. Fredericks reported on proposed changes to the January 4th Seminar Days Schedule and next steps. To be further discussed at the December 5, 2018 Instructional and Student Success Services Administrators meeting.
 - 4.5 2019/2020 Budget Planning – Reminder...2019/2020 capital budgets and personnel requests are due this Friday, November 9, 2018.
 - 4.6 Transition Planning Discussion – Nothing new to report.
5. Other
 - G. Fredericks reminded all of the upcoming Learning Management System demonstration.
 - L. Cosby reported the Employment Services panel cards have been placed in faculty mailboxes and will be distributed to the deans.
 - D. Coated reported several Early College students do not have access to their grades noting her plans to reach out to instructors via email asking for their assistance.
 - D. Bertch reported the Faculty Association is ready to begin discussions on the continuing appointment evaluation process and an alternative to the IU system. Two committees will be convened. Contact Dennis if you are interested in serving on a committee. Either L. Cosby or M. Walters will need to sit on the continuing appointment evaluation committee.
 - D. Bertch reported the intake survey sent out by Evan Pauken will be discussed at standing meetings.
 - D. Bertch reported on concerns with faculty class schedules and the use of graders recommending the deans need to review and approve all schedules moving forward. The group briefly discussed the concerns and next steps.

6. Reality Checks
 - Advising appointments are booked out to the end of November, in part, due to three outstanding open Counseling positions.
7. Kudos! – None presented.
8. Wrap-up/Next Steps/Agenda Items
 - 8.1 IDEA Replacement Update – D. Coates
9. Next Meeting: December 5, 2018 at 8:00 a.m. in room 4380.
Please note, our meeting scheduled for November 21, 2018 has been canceled.
10. Adjourn – The meeting was adjourned at 9:26 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