

**INSTRUCTIONAL AND STUDENT SUCCESS SERVICES ADMINISTRATORS  
MEETING MINUTES  
DECEMBER 5, 2018**

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

1. Call to Order – This meeting was called to order at 8:00 a.m.
2. Meeting Minutes of November 7, 2018 - The meeting minutes of November 7, 2018 were approved as distributed.
3. Lifestyle Medicine – Lizzy Luchsinger delivered a presentation on Lifestyle Medicine and potential next steps to include credit offerings.
4. Information Sharing/Updates
  - 4.1 Cabinet – D. Bertch provided a brief overview from the December 4, 2018 Cabinet meeting. Minutes from the meeting will be distributed once approved.
  - 4.2 Early Alert – L. Cosby requested and received input on the Early Alert presentation to be shared with faculty during seminar days. More to come.
  - 4.3 IDEA Replacement Committee – D. Coates reported the IDEA Replacement Committee endorses moving to an online program. D. Coates and G. Fredericks meet tomorrow to discuss vendors.
  - 4.4 Evaluation Committee – Nothing new to report.
  - 4.5 IU Replacement Committee – P. Eagan reported the initial kick-off meeting of the IU Replacement Committee is scheduled for the first week of February 2019.
5. Business
  - 5.1 Volunteers – D. Bertch brought forward a recommendation to begin discussions pertaining to volunteers on campus. All present supported the recommendation. L. Cosby agreed to sit on the committee once convened.
  - 5.2 Mini Initiatives – D. Bertch provided an overview of approved Mini Initiatives and next steps.
  - 5.3 Service Learning – Nothing new to report.
  - 5.4 Winter Seminar Days – G. Fredericks distributed for review the final draft of the Seminar Days Schedule. An overview of the document was provided. An electronic copy of the schedule will be sent to the group.
    - 5.4.1 Instructional & Student Success Services Updates - D. Bertch provided an overview of updates to be shared at Winter Seminar Days.
  - 5.5 Staff & Faculty Development Day – See 5.4
  - 5.6 Guided Pathways Mapping Exercise – Postponed
  - 5.7 2019/2020 Budgets – D. Bertch distributed for review the combined 2019/2020 Capital and Personnel Requests.
    - 5.7.1 Operating – Update pending discussion with B. Lueth.
  - 5.8 Faculty Scheduling Practices Communication – D. Bertch reported on the Faculty Scheduling Practices Communication and next steps. More to come.
  - 5.9 Transition Discussion – D. Bertch updated the group on discussions with Dr. Washington and next steps.
6. Other
  - G. Fredericks reported on the recently completed Learning Management System demonstrations noting videos are available for viewing. Reminder faculty are required to view the videos before voting on next steps.

- B. Taraskiewicz updated the group on the status of the Fit Faculty system and next steps.
  - P. Eagan requested and received clarification on the process for handling sensitive communications involving students.
  - D. Coates reported Early College Fun Night had to be canceled due to lack of participation.
  - T. Hamann reported on the December 7<sup>th</sup> Art Hop event at the Center for New Media.
  - D. Lindsley reported on Exam Slam scheduled for Tuesday, December 11 and Wednesday, December 12, 2018.
  - G. Fredericks reported on technical issues with publisher products impacting faculty and students.
  - G. Fredericks provided a personnel update.
  - L. Cosby provided a personnel update.
  - D. Bertch shared with the group 2017/2018 student transfer data from Ferris State University.
  - The group discussed at length Term Appointment Evaluation Recommendations and next steps.
7. Reality Checks – None presented.
  8. Kudos!
    - Denise Lindsley recognized Brian Hay for Pie Day.
  9. Wrap-up/Next Steps/Agenda Items
    - 9.1 Early Alert – L. Cosby
    - 9.2 Policy & Procedures – D. Bertch
    - 9.3 Division Meetings – D. Bertch
    - 9.4 Faculty Scheduling Practices Communication – D. Bertch
  10. Next Meeting: December 19, 2018 at 8:00 a.m. in room 4380.
  11. Adjourn – The meeting adjourned at 10:09 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