

**INSTRUCTIONAL AND STUDENT SUCCESS SERVICES ADMINISTRATORS
MEETING MINUTES
DECEMBER 19, 2018**

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

1. Call to Order – This meeting was called to order at 8:00 a.m.
2. Meeting Minutes of December 5, 2018 - The meeting minutes of December 5, 2018 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet – D. Bertch provided a brief overview from the December 18, 2018 Cabinet meeting. Minutes from the meeting will be distributed once approved
 - 3.2 Early Alert – L. Cosby reported on the Early Alert presentation to be shared at Seminar Days and work to create Life Resource options in the Early Alert system.
 - 3.3 IDEA Replacement Committee – D. Coates updated the group on the status of the search for vendors and next steps. More to come.
 - 3.4 Evaluation Committee – Nothing new to report.
 - 3.5 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.
4. Business
 - 4.1 Term Appointment Evaluation Update – D. Bertch updated the group on discussions with J. Arndt and next steps.
 - 4.2 Faculty Seminar Days – G. Fredericks reported the Faculty Seminar Days schedule went out Tuesday, December 18, 2018. A personnel update was also provided.
 - 4.3 Online Business Administration, AAS – D. Bertch reported the substantive change document for the Online Business Administration, AAS was sent to Higher learning Commission on 12.18.2018.
 - 4.4 Service Learning – L. Cosby updated the group on the status of Service Learning and asked that this item be tabled.
 - 4.5 Guided Pathways Mapping Exercise – Postponed
 - 4.6 Faculty Scheduling Practices Communication – D. Bertch reported the Faculty Scheduling Practices memo went out (hard copy) to all full-time faculty yesterday, Tuesday, December 18, 2018.
 - 4.7 Instructional & Student Success Services Updates – D. Bertch shared with the group the PowerPoint presentation that will be delivered during Faculty Seminar Days.
 - 4.8 Division Meetings – The group identified topics of discussion to be shared at Seminar Days Division meetings.
 - 4.9 Transition Discussion – D. Bertch announced that Paige Eagan has taken on the role of Interim Executive VP for Instructional and Student Success Services.
5. Other
 - G. Fredericks reported on Moodle 3.5 testing and an upgrade planned for May 2019. G. Fredericks also updated the group on the status of the Learning Management System survey results reporting the faculty have voted to move forward with a formal review.
 - G. Fredericks updated the group on the status of Degree Works training for faculty.
 - P. Eagan reported on the MiSTEM Regional meeting held at KVCC on Monday, December 17, 2018.
 - S. Gardner updated the group on the MAT² program reporting there will be no new cohort for the winter semester. S. Gardner noted recruiting for the fall 2019 semester is planned.
 - P. Henning reported on low enrollment in the culinary program. L. Thomas offered KVAAP assistance.

- P. Henning reported on a focus group session with nursing student representatives pertaining to their experiences in the nursing program.
 - L. Cosby reported on a state-funded grant program that was placed on hold that may impact students.
 - P. Eagan reported on reminders sent to faculty and brought forward a recommendation to move to a data driven system.
 - P. Eagan reported on outcomes from the meeting with Dr. Jennifer Bott, Provost and Vice President for Academic Affairs, WMU.
6. Reality Checks – Situations outside of school that affect college attendance.
 7. Kudos!
 - D. Lindsley recognized Greg Pestun for his work on locker locks.
 - To Dennis Bertch for his leadership and exemplary professionalism.
 8. Wrap-up/Next Steps/Agenda Items
 - 8.1 To be determined.
 9. Next Meeting: January 16, 2019 at 8:00 a.m. in room 4380.
 10. Adjourn – The meeting adjourned at 9:16 a.m.

Future Agenda Items:

Universal Design
Student Attendance Verification Roster – P. Eagan
Retention Strategies Follow-up – B. Taraskiewicz
Orientations – L. Cosby
Adjunct Faculty Classroom Observations