

**INSTRUCTIONAL AND STUDENT SUCCESS SERVICES ADMINISTRATORS  
MEETING MINUTES  
JANUARY 16, 2019**

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

**Absent: S. Gardner, D. Miller**

**Guest: L. Depta**

1. Call to Order – The meeting was called to order at 8:30 a.m.
2. Guest: L. Depta shared with the group a News Channel 3 news segment entitled “Forward Focus: West Michigan Employers Look to Fill Trade Jobs” reporting KVCC is partnering with WWMT News Channel 3 to provide monthly news segments over the next year. An overview of the news segment, proposal (Career Talk) and next steps was provided. Contact L. Depta with feedback.  
L. Depta also reported on the online education (Ed2Go) program through the Groves and opportunities for collaboration. L. Depta and G. Fredericks will further discuss and report back.
3. Meeting Minutes of December 19, 2018 - The meeting minutes of December 19, 2018 were approved as distributed.
4. Information Sharing/Updates
  - 3.1 Cabinet – A brief overview of the Cabinet meeting from the January 15, 2019 was provided. Minutes from the meeting will be distributed once approved.
  - 3.2 Early Alert – L. Cosby reported on work with Evan Pauken, outreach efforts and next steps. Per Laura’s request, this item will be moved to future agenda items.
  - 3.3 IDEA Replacement Committee – D. Coates reported vendor presentations are scheduled and will be videotaped. D. Coates noted the goal is to have something in place by May 2019. More to come.
  - 3.4 Evaluation Committee – Nothing new to report.
  - 3.5 IU Replacement Committee – Nothing new to report.
  - 3.6 Fit Faculty – B. Taraskiewicz reported on work in progress and next steps.
5. Business
  - 4.1 Term Appointment Evaluation Update – P. Eagan reported on the communication to year two faculty and the upcoming (February 8) Term Faculty Seminar. G. Fredericks reported on year 1 and 2 meetings and the Continuing Appointment Dinner.
  - 4.2 Online Business Administration, AAS – G. Fredericks updated the group on the status of the Online Business Administration, AAS and next steps. G. Fredericks also reported on an upcoming Business Department meeting scheduled on Friday, January 25, 2019 noting Kathy Kerstetter is leading the group.
  - 4.3 Guided Pathways – P. Eagan reported on an upcoming Pathways Team Meeting and volunteer opportunities. L. Cosby reported working on staff training and adjustments and provided a personnel update. B. Taraskiewicz requested and received a clarification on the “Red Card Option.”
  - 4.4 Transition Discussion – P. Eagan reported on the departure of S. Gardner noting the shift of duties will be discussed at individual standing meetings.
  - 4.5 Semester Start-up – P. Eagan requested and received positive semester start-up feedback.
6. Other
  - P. Eagan reported Adjunct Section Preference forms went out January 15, 2019 and are due back January 25, 2019.
  - L. Cosby reported on Employment Connection services through Michigan Talent Bank and the decision to consider other options such as EMSI Career Coach. A session with EMSI is scheduled for Thursday, January 31, 2019 from 2:30 – 5:30 p.m. Contact L. Cosby with interest.

- L. Cosby brought forward for discussion the topic of moving to a year-round calendar. Members of the group were asked to make a list of pros and cons to be discussed at the January 30, 2019 Instructional and Student Success Services meeting.
- P. Henning reported on preparations for the upcoming Perkins on-site compliance visit.
- B. Reynolds reported the WMU Essential Studies program scheduled start date is fall 2020.
- L. Thomas reported on the status of KVAAP enrollment and classroom visits.
- B. Taraskiewicz reported a drop in withdrawals in several disciplines from 2017/18 to present.
- D. Coates reported on Early College Parent Night.
- Reminder from M. Walters...Textbooks are on reserve in the Library.
- T. Hamann reported on discussions with B. Glass and D. Alexander regarding fitness space at the Center for New Media.
- D. Lindsley reported next generation ACCUPLACER will be available January 28, 2019.
- G. Fredericks updated the group on the status of the Learning Management System, work with Paul Hernandez and provided a personnel update.
- G. Fredericks brought forward a request to further discuss the future of online programs. All present were asked to compile a list of pros, cons etc... to be sent electronically to G. Fredericks by January 25, 2019 for action at the January 30, 2019 meeting.
- P. Eagan updated the group on the status of the adjunct faculty contract. More to come.

7. Reality Checks

- WMU Essential Studies Curriculum
- Summer Hours Communication
- Coordinating with FSC Regarding Summit Plans
- Public Transportation Confusion – Free vs Paid

8. Kudos!

- Tom Hamann recognized Mark Sloan, the IT Team, Terry Sibbersen and his Crew for their help with the CNM carpet replacement project.
- Louis Thomas recognized Gena Mead for her help with books for KVAAP students.
- Louis Thomas recognized Jessica Potter for her help with the graduation academy.
- Louis Thomas recognized Brian Hay and Billy Reynolds for allowing classroom visits.

9. Student Success Shout-Outs – Postponed.

10. Wrap-up/Next Steps/Agenda Items

8.1 Future of Online Programs (January 30, 2019) – G. Fredericks

11. Next Meeting: January 30, 2019 at 8:30 a.m. in room 9318 (SSC Conference Room)

12. Adjourn – The meeting adjourned at 10:30 a.m.

Future Agenda Items:

Early Alert - Cosby

Adjunct Faculty Classroom Observations - Eagan