

**INSTRUCTIONAL AND STUDENT SUCCESS SERVICES ADMINISTRATORS
MEETING MINUTES
FEBRUARY 27, 2019**

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

1. Call to Order – The meeting was called to order at 8:30 a.m.
2. Meeting Minutes of January 16, 2019 - The meeting minutes of January 16, 2019 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet – An overview of the February 19, 2019 Cabinet meeting was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 IDEA Replacement Committee – P. Eagan reported the IDEA Replacement Committee will reconvene after spring break. The goal is to have a new system in place by summer 2019.
 - 3.3 LOUs/Evaluation Committee/IU Replacement Committee - P. Eagan updated the group on the status of the Letters of Understanding noting the committees plan to get together within the next month. More to come.
 - 3.4 Fit Faculty – Nothing new to report.
4. Business
 - 4.1 Future of Online Programs – G. Fredericks reported on the status of the online Business Administration AAS and next steps. B. Reynolds brought forward a recommendation to look at reducing or removing fees for blended courses.
 - 4.2 Guided Pathways – P. Eagan reported on the upcoming 2019 Scale of Adoption Assessment Meeting, the Michigan Guided Pathways Institute Mentor Circle event March 28 & 29, 2019 and next steps.
 - 4.3 Top Three Priorities by Area – Reminder to submit your top three priorities via email to Char.
 - 4.4 Retreat Planning – To be discussed at a later date.
 - 4.5 Transition Discussion – P. Eagan reported on work to streamline the Travel Request and Course and Curriculum procedures noting the goal is to create an electronic workflow and approval process. Renee Daudert, Systems Analyst/Developer, has agreed to assist with the travel request project. More to come.
 - 4.6 Opportunities/Activities for Students – P. Eagan reported on the Profs & Pizza event (positive feedback from students) and the next Health Careers Networking dinner. B. Reynolds reported on the PTK Induction Ceremony and Food Exchange. L. Thomas reported on the KVAAP Student Event scheduled for March 1, 2019.
5. Opportunities at the Groves – P. Eagan reported the Joint Industrial Trades/Groves Task Force is moving forward with looking at credit and non-credit framework. Howard Carpenter is acting as central point person. P. Eagan noted non-credit representatives will be invited to attend an upcoming Instructional and Student Success Services Administrators meeting.
6. Other
 - B. Reynolds brought forward a recommendation to pull together a committee to further discuss the school closing policy. All present supported the recommendation. G. Fredericks asked that the online component be included in discussions.
 - P. Eagan brought forward for discussion a report of an increase in the number of minors on campus. Discussion ensued and included possible next steps. P. Eagan will work to pull together a communication to be distributed to faculty.
 - P. Eagan reported on the Transfer Agreement Ceremony of Signing event.

- P. Eagan reported Gerri Jacobs is working with the SSC and faculty to develop Moodle sites. More to come.
- D. Lindsley reported the Tutoring/Testing Center will be open for business during spring break. A schedule will be sent out once finalized.
- D. Lindsley reported on the Testing Center Policy and a concern with the number of students taking tests. D. Lindsley and B. Reynolds will further discuss.
- P. Eagan updated the group on the status of Ed2Go discussions and monthly news segments.
- P. Eagan reported on work to pull together a Night and Weekend Opportunities Task Force. Contact Char with interest.
- P. Eagan and L. Thomas reported on textbook issues for KVAAP students. B. Reynolds brought forward a recommendation to relook at the textbook adoption process.
- P. Eagan updated the group on the status of the sabbatical leave requests. Thanks to Billy Reynolds and his team for running the committee.
- P. Henning and P. Eagan provided personnel updates.
- G. Fredericks reported on Seminar Days planning and marketing efforts, the LMS review and CCSSE survey.
- D. Lindsley reported on changes to the Interpretation Guidelines.
- P. Henning reported the Perkins Compliance visit is rescheduled to March 20, 2019. P; Henning also reported on work to clean-up the Perkins process.
- L. Cosby reported the Enrollment/Retention Committee is revisiting the policy for start of semester registration for FTIAC students.

7. Reality Checks - Strengths Resignation and the Impact on Early College Summer Camps

8. Kudos! – None presented

9. Student Success Shout-Outs – Postponed

10. Wrap-up/Next Steps/Agenda Items – As stated.

11. Next Meeting: March 13, 2019 at 8:30 a.m. in room 3340

12. Adjourn – The meeting adjourned at 10:35 a.m.

Future Agenda Items:

Early Alert - Cosby

Adjunct Faculty Classroom Observations - Eagan