

**INSTRUCTIONAL AND STUDENT SUCCESS SERVICES ADMINISTRATORS**  
**MEETING MINUTES**  
**MARCH 13, 2019**

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

Absent: P. Henning, D. Miller, B. Taraskiewicz

1. Call to Order – The meeting was called to order at 8:30 a.m.
2. Meeting Minutes of February 27, 2019 - The meeting minutes of February 27, 2019 were approved as distributed.
3. Information Sharing/Updates
  - 3.1 Cabinet – An overview of the March 5, 2019 Cabinet meeting was provided. Minutes from the meeting will be distributed once approved.
  - 3.2 BOT Planning Retreat – P. Eagan reported on the Board of Trustees Planning Retreat and recognized Gail Fredericks and Deb Coates for their presentation to the Board.
  - 3.3 IDEA Replacement Committee – D. Coates reported the IDEA Replacement Committee meets Friday, March 22<sup>nd</sup> to discuss a final recommendation.
  - 3.4 LOUs/Evaluation Committee/IU Replacement Committee – P. Eagan reminded all of the general discussion with Dr. Washington on Thursday, March 21, 2019.
  - 3.5 Fit Faculty - Postponed
4. Business
  - 4.1 Future of Online Programs – Nothing new to report.
  - 4.2 Guided Pathways – P. Eagan distributed for review the document Guided Pathways Essential Practices: Scale of Adoption Self-Assessment and reported on the Michigan Guided Pathways Institute Mentor Circle event scheduled for March 28 & 29, 2019.
  - 4.3 Retreat Planning – The group briefly discussed dates and a location for the next retreat recommending Wednesday, May 29, 2019 for the initial meeting with a follow-up meeting in late July. Meeting dates and a location will be solidified at the March 27, 2019 meeting.
  - 4.4 Evening and Weekend Task Force – P. Eagan recognized Mark Walters for agreeing to lead the Evening and Weekend Task Force. The task force members to date are D. Lindsley, L. Cosby, L. Thomas and B. Reynolds. Next steps include seeking faculty participants.
  - 4.5 Credit-Noncredit Opportunities – P. Eagan updated the group on the status of Credit/Noncredit Opportunities reporting a small task force was pulled together and will focus on the Industrial Trades Framework. The task force meets for the first time Monday, March 25, 2019. More to come.
  - 4.6 FT Faculty Hires – P. Eagan updated the group on the status of fulltime faculty hires.
  - 4.7 Opportunities/Activities for Students – B. Reynolds, L. Cosby, L. Thomas and T. Hamann reported on upcoming opportunities and activities for students.
5. Around the College – P. Eagan reported on plans to invite representation from around the college to upcoming meetings. Contact Paige with recommendations. L. Cosby brought forward a recommendation to invite Bob Jorth, Executive Director – Kalamazoo Promise.
6. Opportunities at the Groves – See 4.5
7. Other
  - D. Coates requested and received more information on the impact of the strengths resignation. L. Cosby and D. Coates will meet to further discuss.
  - P. Eagan reported the CCSSE survey is postponed to winter 2020. P. Eagan will work to pull together an email communication to faculty.

- L. Cosby requested and received a clarification on where to find information on faculty retirements.
- P. Eagan reported on discussions to shift the travel process to Human Resources.
- G. Fredericks updated the group on the status of Seminar Days planning and next steps. G. Fredericks requested and received input on the branding and coordinating of the Summit/Seminar Days events and sign-up process. L. Cosby brought forward a recommendation to pull together an ad-hoc committee to look at other models. To be further discussed at the March 27, 2019 meeting.
- P. Eagan shared with the group an updated list of Career Source monthly news segments.
- D. Lindsley distributed for review and input the draft version of the Placement Test Instructions. D. Lindsley will seek feedback from students and report back.
- P. Eagan reported on discussions with the ALC regarding the scheduling of courses.
- P. Eagan reported on the decision to revisit the academic probation policy.
- L. Thomas updated the group on the first Food Share event.

8. Reality Checks

- Lock-down Procedures
- Key Card Access to Classrooms/Emergency Shelters
- Nationwide Cheating Scandal

9. Kudos!

- To the Testing/Tutoring Center for remaining open during spring break.
- To Bonita Bates and Tracey Quada for their extra help during the personnel shortage.
- To the Valley Food Hub Planning Group.

10. Student Success Shout-Outs

- To Samantha Putman, PT Strengths Ambassador
- To Ashante Collins-Davis for self-advocacy while speaking with an instructor and displaying patience during the process.

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

12. Next Meeting: March 27, 2019 at 8:30 a.m. in room 9318 (SSC Conference Room)

- Unit updates are due by noon on Monday, March 25<sup>th</sup> to Char or Paige

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

Future Agenda Items:

Early Alert - Cosby

Adjunct Faculty Classroom Observations - Eagan