

Instructional and Student Success Services Administrators

Meeting Minutes

April 24, 2019

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

Absent: P. Henning, D. Miller

1. Call to Order – The meeting was called to order at 8:30 a.m.
2. Meeting Minutes of March 27, 2019 - The meeting minutes of March 27, 2019 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet – Minutes from the April 17, 2019 meeting will be distributed once approved.
 - 3.2 IDEA Replacement Committee – D. Coates reported on the decision to move forward with EvaluationKIT and next steps. B. Reynolds brought forward a request to meet as a small group (Deans) to further discuss next steps. G. Fredericks requested and received information on options for students taking on-line classes.
 - 3.3 Fit Faculty – B. Taraskiewicz reported on decisions to be made pertaining to transcripts on file that do not meet HLC guidelines or are missing. After discussion it was decided that the following areas/individuals be notified of the findings: Human Resources, Department Chair and Dean.
 - 3.4 Highlights from Our Areas
 - T. Hamann reported on the Alumni and Student Art Shows and provided an enrollment update.
 - L. Cosby reported on end of semester events (wrapping up), orientations, development opportunities, summer semester planning and adjustments to SSS Wednesday evening hours (Closing at 5:00 p.m. May 8 – August 14).
 - B. Reynolds reported on the Gender and Women’s Study courses (approved and will pilot this fall) and the Gallaudet Dance Company performance.
 - G. Fredericks reported on the LMS vendor Q&A sessions and next steps and the next On-Boarding session scheduled for Thursday, May 2, 2019.
 - C. Gibson reported on work to transition travel requests for faculty and staff to an online system.
 - P. Eagan reported on G2C work groups developed by faculty in the Math and Sciences areas. P. Eagan also updated the group on the status of the Gardner Institute/NACADA Excellence in Academic Advising opportunity.
 - M. Walters reported on students in crisis and help available.
 - D. Lindsley provided a personnel update and reported on TTC & AWH Testing Center summer hours (Monday – Thursday 10: 00 am to 6:00 pm.)
 - D. Coates reported on renovations to the CPR storage/cleaning and Public Safety interview rooms, updated the group on the status of the Online Business Program and Home/Charter Schools committee discussions, Early College graduates (25), summer camps (75% full), and upcoming EMC events. D. Coates also reported on the rebranding of 5th Year 1st Friday to Every Moment Matters.
 - L. Thomas updated the group on the status of KVAAP school visits, orientations, summer classes (78% registered), and marketing efforts.
 - B. Taraskiewicz reported on end of semester activities at AWH.
 - 3.5 Strategic Planning - P. Eagan reminded all to encourage attendance at the College-wide Planning Discussions scheduled on April 26 and 29, 2019.
 - 3.6 HLC Visit and Online Programs – G. Fredericks reported on the upcoming HLC visit noting two reviewers will be on campus July 1 & 2, 2019. An email will go out to those who may need to be available for the visit.
 - 3.7 Guided Pathways – P. Eagan and L. Cosby reported on progress to date and next steps.
 - 3.8 Evening and Weekend Task Force – Nothing new to report. M. Walters noted the committee meets again in May.

- 3.9 Credit-Noncredit Opportunities – P. Eagan and B. Reynolds updated the group on task force discussions, opportunities with Pfizer and reported on professional training opportunities for entry level IT positions.
- 3.10 Opportunities/Activities for Students
 - T. Hamann reported on Grad Bash scheduled for this Friday, April 26, 2019.
- 3.11 Meeting Frequency – The group discussed and agreed to a monthly meeting schedule. The next meeting of this group will be Wednesday, May 22, 2019.
- 3.12 Around the College
 - TBD

4. Other

- L. Cosby provided the group with a personnel update.
- D. Coates reported on work to pull together a dual enrollment packet and next steps. The packet will be shared with the group at an upcoming meeting.
- L. Cosby reported Evan Pauken is working to build a Dashboard to better track student success.
- G. Fredericks reported on LMS usage and next steps. The group briefly discussed the use of publisher products to manage grades and the need to address this concern.
- P. Eagan reported on discussions and work to pull together the next Faculty Seminar Days/Summit. More to come.
- G. Fredericks reported on the Term Faculty Orientation scheduled for Wednesday, August 21, 2019.

5. Reality Checks – None presented.

6. Kudos!

- To Audreanna Shannon, LaSonda Wells, Lois Bladwin, Rick Kraas and Mark Walters for their help with students in crisis.
- To Lois Baldwin for her hard work with State compliance and the Office of Student Access.
- B. Bates and the counseling and advising staff for top notch customer service.
- To Coty Dunten and Angela Marsh-Peek for their work with the new student orientation.
- To John Davis for Exam Slam.

7. Student Success Shout-Outs

- P. Eagan recognized the Student Voices Council.
- G. Fredericks recognized students who have taken the time to go through the Learning Management System.

8. Wrap-up/Next Steps/Agenda Items

8.1 Retreat Dates

- Wednesday, May 29, 2019 – Location: CAH Private Dining Room 140
- Wednesday, July 24, 2019 - Tentative

9. Next Meeting: May 22, 2019 at 8:30 a.m. in room 9318 (SSC Conference Room)

10. Adjourn – The meeting adjourned at 10:20 a.m.

Future Agenda Items:

Early Alert - Cosby

Adjunct Faculty Classroom Observations - Eagan