

Instruction and Student Services Administrators  
Meeting Minutes  
August 14, 2019

Present: P. Linden, P. Eagan, G. Fredericks, P. Henning, D. Lindsley, B. Taraskiewicz, M. Walters, D. Miller

Absent: C. Gibson, D. Coates, T. Hamann, L. Thomas, B. Reynolds

1. Call to Order – The meeting was called to order at 8:34 a.m.
2. Meeting Minutes of July 17, 2019 were approved as distributed.
3. Information Sharing/Updates
  - 3.1 Cabinet – An overview of the Cabinet meeting was provided. Minutes will be distributed once approved. Part time posting for library was announced.
  - 3.2 IDEA Replacement Committee – finalizing survey questions on Evaluation Kit, there will be a session during the Summit to give faculty and overview.
  - 3.3 Fit Faculty – B. Taraskiewicz is wrapping up review of files then will identify which classes faculty are qualified to teach. She will need to work with deans on this. Also reviewing each course to see what the syllabi says. Sept 30 is the HLC report deadline for the academic services portion therefore the Fit Faculty project needs to be completed in order to meet this deadline. Deb Miller gave an overview of the dual enrollment adjunct approval process. Has to be approved every year. This all needs to be included in our HLC report, find out when Kathy Johnson needs information.
  - 3.4 G Fredericks gave an update on the status of Summit planning, reminders of adjunct onboarding and the new term faculty orientation.
  - 3.5 Laura working on hiring liberal arts and technology pathway advisors. She shared that there have been two resignations in career advising area- they are redesigning how they handle the FYE courses right now as they are short staffed. Baseline training for pathway advisors to help with career advising when needed. Career advisors will focus on truly undecided. Eventually will have twelve pathway advisors.
  - 3.6 Denise shared that she, along with E. Pauken are using Target X to reach out to special pops and hope to send out surveys this fall.
4. Highlights from Our Areas
  - L. Thomas reported on KVAAP Connect events.
  - P. Henning provided a personnel update and reported on excellent Dental program pass rates.
  - P. Eagan provided hiring updates and reported the Industrial Trades area is planning a fall open house event in early October. More to come.
5. Credit-Noncredit Opportunities
  - P. Linden visited with C. Jbara and is investigating credit opportunities.
  - P. Henning working with K. Miller at the Groves on the Patient Care Academy so students can convert it to credit. D. Miller with connect with K. Miller regarding the CNA.
6. Opportunities/Activities for Students – None presented.
7. Other
  - G. Fredericks drafted LMS requirements to be shared with the group and asked for further discussion

- at next meeting on Sept. 11.
  - Oct 3, 4:00-7:00 is the first skilled trades expo. It's also National Manufacturing Day. Faculty in industrial trades and Paige are working on the expo and it will be in KV focus. Patti noted that Perkins funds can cover this type of activity.
  - Peter shared that he is going to meet with the WMU Provost and suggest a Dean's council between WMU and KVCC.
  - P. Linden thanked the team for assisting with his first five weeks.
8. Reality Checks - None presented.
  9. Kudos!
    - To Kim Grubka for helping a student who was in an accident return to the program, they have made changes to accommodate student.
    - To Robin Schieber on making sure the naturalization ceremony ran smoothly with Bonita's absence.
    - To Lois Baldwin, Cara Blaim, Michele McGowen, and Kathy Allen for coordinating schedules for a busy summer.
    - To Patrick Joswick for orientation.
  10. Student Success Shout-Outs – None presented.
  11. Wrap-up/Next Steps/Agenda Items
    - Format of “faculty” portion of the Summit - Fredericks
    - Requirements for Canvas usage - Fredericks
  12. Next Meeting: September 11, 2019 at 8:30 a.m. in room 9318 (SSC Conference Room)
  13. Adjourn – The meeting adjourned at 9:54 a.m.

Future Agenda Items:

Early Alert - Cosby

Adjunct Faculty Classroom Observations – Eagan