

Instruction and Student Services Administrators
Meeting Minutes
November 6, 2019

Present: L. Cosby, G. Fredericks, C. Gibson, P. Linden, D. Lindsley, D. Miller, B. Taraskiewicz, L. Thomas, M. Walters

Absent: D. Coates, P. Eagan, T. Hamann, P. Henning, B. Reynolds

1. Call to Order – The meeting was called to order at 8:34 a.m.
2. Meeting Minutes of September 11, 2019 and October 9, 2019 were approved as presented.
3. Updates/Input
 - 3.1 Cabinet – An overview of the November 5, 2019 Cabinet meeting was provided. Minutes from the meeting will be available once approved.
 - 3.2 2020 Faculty Summit Days (January, May and Fall) and Fall 2020 Update – G. Fredericks distributed for review and input the 2020 Faculty Summit Days schedule. An overview of the schedule was provided. G. Fredericks will reach out via email to the academic deans for their input.
Fall 2020 Update G. Fredericks also reported on work to identify a focus (Mental Health) and keynote speaker for the Fall 2020 Summit.
 - 3.3 Fit Faculty – B. Taraskiewicz distributed for review a Chart of Courses outlining minimum requirements by discipline noting a review process needs to be discussed. B. Taraskiewicz also brought forward a recommendation to have new faculty hires complete a basic fact sheet. A meeting to discuss next steps will be scheduled and will include the academic deans, P. Linden, B. Taraskiewicz and A. Hilliard. Updates will be provided as they become available.
 - 3.4 Travel Request Review and Approval Clarification - Travel request submission deadline – Tuesday (by 5:00 p.m.) prior to each Cabinet meeting.
G. Fredericks requested clarification on the process for submitting Staff Development travel requests. P. Linden will follow-up and report back.
4. Business
 - 4.1 Agenda Items – Agenda items were reviewed and prioritized.
 - 4.2 Open Enrollment – Postponed to December 4, 2019
5. Highlights from Our Areas
 - D. Lindsley
 - Learning Center’s Exam Slam is scheduled for Tuesday and Wednesday, December 3 & 4 at both AWH and TTC during normal hours (9:00 am – 7:00 pm TTC and 9:00 am – 6:00 pm AWH).
 - L. Cosby
 - Natalie and Kevin have been out at high schools for Early College.
 - Working on curriculum for advising.
 - Career Coach new employment website –many opportunities. There will be a session at the summit.
 - Had a few SSS Unit meeting strategic planning sessions and trust exercises.
 - Personnel updates – Mike Morehouse resigned – we will replace. Interviewing for a new Promise Advisor. Still several vacancies, proposing some revisions and restructuring.
6. Other –

- P. Eagan, L. Cosby and A. Marsh-Peek will begin meeting to discuss the Excellence in Academic Advising process.
 - D. Miller reported KRESA Career and Technical Education millage was approved.
7. Wrap-up/Next Steps/Agenda Items
 - Open Enrollment
 8. Next Meeting: December 4, 2019 at 8:30 a.m. in room 9318 – SSC Conference Room
 9. Adjourn – The meeting adjourned at 10:02 a.m.