

Instruction and Student Services  
Administrators Meeting Minutes  
January 22, 2020

Present: D. Coates, P. Eagan, G. Fredericks, T. Hamann, P. Henning, P. Linden, D. Lindsley,  
B. Reynolds, L. Thomas, M. Walters, M. Washington, T. Labadie, A. Marsh-Peek,  
D. Miller

Absent: L. Cosby, B. Taraskiewicz, C. Gibson

1. Call to Order –The meeting was called to order at 8:39 a.m.
2. Welcome and Introduction—All present introduced themselves and welcomed T. Labadie.
3. Meeting Minutes of December 4, 2019 were approved as presented.
4. Updates/Input
  - 4.1 Cabinet – Discussion of distribution of Cabinet minutes. P. Linden asked if all received Cabinet minutes in a timely fashion. No other updates given.
5. Business
  - 5.1 Late Registration (Open Enrollment)— P. Eagan and A. Marsh-Peek discussed the article *A Matter of Degrees*, previously distributed to the group, which details common practices of community colleges when removing barriers for student success, including eliminating late registration. P. Eagan, D. Coates, B. Reynolds, and L. Thomas all provided the group insight on the effects of Late Registration on the classroom. M. Washington discussed the effect of late registration on enrollment. He also said the college needs to be mindful of equity when allowing students to register late. He also stressed the importance of providing faculty with the right atmosphere for consistent and equitable decision making when allowing late registration. He also advocated for considering automatic registration, and having students opt out only if they didn't want to take a class. A. Marsh-Peek and P. Eagan agreed to examine other colleges doing this and report back to the group.
  - 5.2 Human Resources Discussion—P. Linden asked the group for input on priorities for our discussion with Aaron Hilliard, which will occur at our next meeting.
  - 5.3 IU Cap—P. Linden discussed the history of the IU cap at the college.
6. Highlights from Our Areas
  - 6.1 All present reported on events in their areas.
7. Other—No updates were given.
8. Next Meeting: February 12, 2020 at 8:30 a.m. in room 9318 – SSC Conference Room
9. Adjourn – The meeting adjourned at 10:15 a.m.