

Instruction and Student Services
Administrators Meeting Minutes
February 12, 2020

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

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

1. Call to Order –The meeting was called to order at 8:39 a.m.
2. CBA Discussion – A. Hilliard was invited back to attend the Instruction and Student Services Administrators meeting to participate in discussion pertaining to the Collective Bargaining Agreement. The group discussed the agreement and next steps to include individual meetings with the deans.

The group also discussed the LOU, EvaluationKIT and Fit Faculty processes and committee discussions.

3. Meeting Minutes of January 22, 2020 were approved as presented.
4. Updates/Input
 - 4.1 Cabinet – The group discussed the distribution of Cabinet minutes determining Nancy Young will continue to email approved Cabinet minutes to this group.
5. Automatic Registration Update – P. Eagan and L. Cosby shared with the group documents containing resources for looking at course scheduling at other community colleges. Discussion included year-round scheduling, late start courses, and the impact to financial aid. Recommendations include inviting Dr. Washington to the year-round scheduling discussion and pulling together a subcommittee. All agreed to review models distributed and report back on specific tools and strategies.
6. Business
 - 6.1 Simple Syllabus Webinar – All present participated. P. Linden and G. Fredericks will meet with K. Sparrow and report back.
7. Highlights from Our Areas
 - 7.1 B. Reynolds reported on the Black Artists Exhibit and Art Hop activities at the Center for New Media.
8. Other – None presented.
9. Next Meeting: February 26, 2020 at 8:30 a.m. in room 9318 – SSC Conference Room
10. Adjourn – The meeting adjourned at 10:44 a.m.