

Instructional, Student Success, and Enrollment Services
Meeting Minutes
February 22, 2017

Present: B. Bates, E.J. Bast, D. Bertch, F. Brooks, T. Buszek, A. Cederberg, D. Coates, C. Colella, M. Collins, L. Cosby, L. Depta, P. Eagan, D. Finch, G. Fredericks, C. Gibson, T. Hamann, S. Hubbell, , C. Jbara, D. McCurdy, D. Miller, B. Reynolds, B. Taraskiewicz, J. Taylor, D. Vandenberg, T. Welsh

Absent: D. Lindsley

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of February 8, 2017 were approved as distributed.
3. Business
 - 3.1 Enrollment Task Force Update – E. J. Bast provided the group with an update on enrollment statistics and goals.
 - 3.2 Retention Committee – L. Cosby provided the group with a CRM update reporting the process of reviewing and interviewing vendors is underway and noted M. Thompson and T. Welsh are working on an RFP. Next steps include on-site demos.
 - 3.2.1 ROI Recapture Campaigns – D. Vandenberg provided a brief update reporting on fall SRP statistics (701 students; 481 still with KVCC), communications to students and next steps to include calls to students.
 - 3.3 Veterans Credits – D. Vandenberg updated the group reporting on research underway and upcoming meetings. More to come.
 - 3.4 Early College – D. Coates and D. Miller updated the group on meetings involving Comstock, Mattawan and Portage schools.
 - 3.5 University Center Update – C. Jbara reported on the University Center open house that took place last week noting a good turn out and updated the group on articulation agreements.
 - 3.6 Guided Pathways – D. McCurdy updated the group on discussions, work and meetings pertaining to Guided Pathways.
 - 3.7 Diversity and Inclusivity – F. Brooks reported on the status of workshops and classroom presentations and work with marketing on website development specific to diversity and inclusivity.
 - 3.8 Count in Program – A. Cederberg reported on the first Count in Program committee meeting noting a tentative roll-out date of winter 2018. More to come.
 - 3.9 KVCC Website – L. Depta updated the group on the search for a vendor for the website redesign reporting a vendor was chosen and the paperwork is completed. Next steps include contacting the vendor and pulling together a recommendation.
 - 3.10 Waiver Codes
 - 3.10.1 WAM (Math), WAE (English), WAV (global) – S. Hubbell reported the first meeting is scheduled for next week.
 - 3.10.2 WAG (Guest Waiver) – D. Bertch reported the first meeting is scheduled for Thursday, March 2, 2017.

4. Other

- 4.1 P. Eagan reported on a Gateways to Completion survey to be sent to members of this group and others.
- 4.2 D. Vandenberg reminded all the Profs and Pizza event takes place today, Wednesday, February 22, 2017.
- 4.3 D. Vandenberg reported on work with C. Schauer and P. Henning on a nursing event. More to come.
- 4.4 L. Depta reminded all the Pancake Breakfast takes place Friday, April 7, 2017 from 8:00 – 10:00 am in the Culinary/Allied Health Building.
- 4.5 C. Colella reported students changing majors will be required to make an appointment with a counselor.

The group discussed at length the change in process determining further discussion is necessary. L. Cosby will further discuss with counselors and report back.

Reality Check – None presented.

5. Kudos!

- 5.1 To Paige Eagan and Mary Morehouse for their help with the Profs and Pizza event.
- 5.2 To Erin Dominianni for her work with Early College.
- 5.3 To the Marketing Department for their help with the International brochure.
- 5.4 To Alisha Cederberg, Sarah Hubbell and staff for their help with the Diversity and Inclusivity workshops.
- 5.5 To Marketing for their help with the enhanced schedule.
- 5.6 To Kristi Stonerock, Julie Rickey and Jane Otten for their extra work with time sheets.
- 5.7 To Larry Taylor for his part in securing an invitation to the Kalamazoo Auto Dealership Luncheon.

6. Wrap-up/Next Steps/Agenda Items

- 6.1 Counseling Appointments to Change Majors - Cosby

7. Adjourn: The meeting adjourned at 8:34 am.

8. Next Meeting: March 8, 2017 at 8:00 am in room 4380.