

Instructional, Student Success, and Enrollment Services
Meeting Minutes
April 5, 2017

Present: B. Bates, D. Bertch, T. Buszek, A. Cederberg, D. Coates, C. Colella, M. Collins, L. Depta, P. Eagan, D. Finch, C. Gibson, T. Hamann, S. Hubbell, C. Jbara, D. Lindsley, D. McCurdy, B. Reynolds, B. Taraskiewicz, J. Taylor, D. Vandenberg, T. Welsh

Absent: E.J. Bast, F. Brooks, L. Cosby, G. Fredericks, D. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of March 8, 2017 were approved as distributed.
3. Business
 - 3.1 Enrollment Task Force Update – M. Collins, L. Depta, S. Hubbell, A. Cederberg and D. Vandenberg reported on committee discussions (survey for current students and a Cougar mascot), enrollment, upcoming campaigns, and the Cougar Retention Grant program.
 - 3.2 International Students – D. Finch reported on the status of I-20 students for fall, participation in a virtual expo for community colleges focusing on students from Latin America, work with Marketing to produce an international video, and also reported on a “You are Welcome” campaign through AFSA (Association of International Educators).
 - 3.3 Counseling Appointments to Change Majors – Postponed.
 - 3.4 Retention Committee – Postponed.
 - 3.5 Early College – D. Coates provided an Early College enrollment update reporting 25 new students for fall 2017, 50 fifth year (eligible to graduate) and 415 total.
 - 3.6 University Center Update – C. Jbara updated the group on discussions with Columbia College (optimistic), and Ferris State(working on last issue), and noted Davenport and Siena Heights Universities are doing well. More to come.
 - 3.7 Guided Pathways – D. McCurdy reported on the Guided Pathways Institute Cohort II meeting that he and others attended Thursday, March 30th and Friday, March 31, 2017 at Lake Michigan College. D, McCurdy also updated the group on work with T. Buszek (Engineering and ECON), B. Reynolds (ENG pathways) and G. Jacobs (reorganization of the POS guidebook).

D. Finch brought forward a recommendation to make the mini view books available online.
 - 3.8 Diversity and Inclusivity – Postponed.
 - 3.9 Count in Program – A. Cederberg reported moving forward with meetings and discussions noting a possible implementation date of winter 2018. More to come.

T. Welsh noted a meeting with Ellucian is scheduled for later today.
 - 3.10 KVCC Website – L. Depta reported 7 of the 11 discovery sessions have been completed. More to come.
 - 3.11 Waiver Codes
 - 3.11.1 WAM (Math), WAE (English), WAV (global) – S. Hubbell reported on a meeting to discuss the outdated waiver code script noting the group agreed to move forward with updating the script. Next steps include determining where to apply the new script.
 - 3.11.2 WAG (Guest Waiver) – D. Bertch provided the group with a brief overview of the revised Guest Student Policy noting the revised policy was shared with and approved by the Instructional and Student Success

Services group. Next steps include adding guest student information to class rosters. D. Bertch noted the revised Guest Student Policy will be shared for informational purposes with the Academic Leadership Council on Friday, April 7, 2017.

- 3.12 Registration Survey – D. Bertch provided the group with a brief overview of the registration survey data collection and reporting processes noting next steps include discussions regarding how to better use this data. D. Bertch noted data regarding Veterans was gathered and sent to Michael Morehouse.
- 3.13 Auto Awarding of Degrees – S. Hubbell provided a brief overview of the Auto Awarding of Degrees and discussions regarding best ways to implement, software upgrades, mandates, recipients, and an implementation date (fall 2017).
- 3.14 Meeting Agenda Framework & Reorganization – The group discussed meeting agenda framework and reorganization. Recommendations follow:
 - Tackle a focused set of problems.
 - Keep the group updated electronically. Create agenda from the electronic updates.
 - Eliminate redundancy. Deal with common issues one issue at time.
 - Focus on a topic. Break-up into small groups. Decision by the end of the meeting.
 - Devote time to discussion format. Discuss a common piece of data as a group.
 - Keep meeting format twice per month. 1 meeting – Quick update. 1 meeting – Focus on a topic
 - Keep a database of topics.
 - Admin Plus needs to change. This meeting format is not for discussion.
 - Lack of communication for College-wide meetings. Notice on Tuesday for a Friday meeting.
 - Hold College-wide meeting on a regular basis.
 - What is our purpose? What do we want to accomplish at this group?
 - Pull together a small sub-committee to discuss positive possibilities. Collins (Lead), Depta (member)
 - Next meeting – dedicate ½ hour to small group discussions. Brainstorm session.

4. Other

- 4.1 M. Collins reported on the Talent Match PowerPoint presentation electronically distributed to the group noting the W. E. Upjohn Institute is willing to present to this group. The group discussed and agreed to the offer recommending a presentation to the Admin Plus group. M. Collins will follow-up and report back.
- 4.2 A. Cederberg reported the FAFSA Tax Tool is not working noting students need to petition the IRS for their tax information. A Financial Aid workshop to help students is scheduled today, Wednesday, April 5, 2017 in the computer lab.

T. Welsh brought forward a recommendation to consider training for front line employees.
- 4.3 M. Collins reminded all of the Foundation Pancake Breakfast and Art Hop featuring the work of KVCC Alumni this Friday, April 7, 2017.
- 4.4 S. Hubbell provided the group with a personnel update.
- 4.5 T. Welsh updated the group on the status of the CRM tool noting an RFP went out this week. More to come.
- 4.6 C. Jbara and L. Depta reported on KVM and Bronson Healthy Living Campus events to be held this weekend. C. Jbara also updated the group on the status of Life Enrichment classes (filling up). More to come.
- 4.7 D. Lindsley reported the TTC Learning Center will have extended hours on April 19, 20, 24, 25 and 26, 2017. D. Bertch brought forward a recommendation to consider extended hours at AWH Learning Center as well. D. Lindsley will follow-up and report back.
- 4.8 D. Coates reported on a Denso manufacturing meeting she attended in place of T. Buszek.
- 4.9 T. Buszek reported on meetings (MODAC) recently attended and updated the group on Perkins funding.

5. Reality Check – Meeting Format
6. Kudos!
 - 6.1 To Linda Depta and Denise Thomas for their help with the Alumni + Art Hop.
 - 6.2 To Sarah Hubbell for her work on the WAM waiver.
 - 6.3 To Dean McCurdy and the Culinary Faculty for supplying muffins for the MLAD meeting.
 - 6.4 To Tim Welsh for his help with CRM and preparing the RFP.
 - 6.5 To Linda Depta for her continued and creative support with the Summer Melt.
 - 6.6 To Diane Vandenberg for all you have brought to the college.
 - 6.7 To Sarah Hubbell and Doug Martin for pursuing Internship credit to meet graduation requirements for a student who recently passed away.
 - 6.8 To Vicki Bair for organizing and assisting with the Nursing Career Fair.
 - 6.9 To Mike Shulte and Dan Siwula for assisting an instructor with a situation involving a dead deer.
7. Wrap-up/Next Steps/Agenda Items – As stated.
8. Adjourn: The meeting adjourned at 9:23 am.
9. Next Meeting: April 19, 2017 at 8:00 am in room 4380.