

Instructional, Student Success, and Enrollment Services
Meeting Minutes
September 19, 2018

Present: B. Bates, A. Cederberg, C. Colella, M. Collins, L. Cosby, L. Depta, P. Eagan, G. Fredericks, S. Gardner, C. Gibson, P. Henning, S. Hubbell, C. Jbara, K. Johnson, D. Lindsley, B. Lueth, A. Marsh-Peek, K. Miller, D. Mondoux, E. Pauken, B. Reynolds, B. Taraskiewicz, L. Thomas, T. Welsh

Absent: EJ Bast, D. Bertch, D. Coates, T. Hamann, B. Hay, D. Miller, M. Walters

1. Call to Order: The meeting was called to order by M. Collins at 8:00 a.m.
2. Meeting Minutes of August 8, 2018: The meeting minutes of August 8, 2018 were approved as distributed.
3. Introductions: Kate Miller, Director of Corporate Training was welcomed and introduced.
4. Business
 - 4.1 CRM/Target X: T. Welsh updated the group on the status of Axiom, Engage, the retention model, learning management system and Schools App.
 - 4.2 Consortium Agreements – A. Cederberg distributed for review information on consortium agreements and options available as it relates to financial aid eligibility. An overview of the document was provided.
 - 4.3 Guided Pathways Update: P. Eagan distributed for discussion and input the updated Student Experience Coordinating Council Work Hubs document. An overview of the document was provided. The group discussed selecting/assigning co-chairs for the committee, a review of existing committees (a list of existing committees can be found by clicking on this link https://home.kvcc.edu/councils_andcommittees.php), developing consistencies with communication, work hubs consolidation and best practices, and next steps.
 - 4.4 KVAAP: L. Thomas reported on KVAAP applicants (162 - 45 students did not meet the requirements), and cohorts (50) in place for the winter semester. L. Thomas also reported on discussions with KPS and Kalamazoo Promise, seminars, an end of the semester survey, goals, study table, upcoming events, promotion opportunities and next steps to include partnering with E.J. and his team.
 - 4.5 Issues/Concerns:
 - A. Cederberg reported on an ECARs issue noting all sections for all faculty were not showing. The issue has since been resolved.
5. Departmental Updates
 - S. Hubbell reported on the online college catalog noting the catalog will be updated every term and supports YouTube videos. <https://kvcc.smartcatalogiq.com/2018-2019/Catalog>
 - L. Cosby updated the group on Kalamazoo Promise services.
 - L. Depta reported the printed Programs of Study is available for delivery by contacting Central Receiving. Reminders...Winter class registration opens Monday, October 8, 2018. KV Focus Plus is distributed electronically the 1st and 3rd weeks of the month. The Presidential Investiture Inauguration Ceremony takes place at 4:00 p.m. on Friday, October 19, 2018 in the Dale B. Lake Auditorium.
 - T. Welsh reported on the Banner 9 upgrade, batch cancellation, phone system upgrade (10/15/2018), AdAstra upgrade (fall 2018), and Moodle upgrade (outstanding issues).
 - G. Fredericks reported on Moodle glitches and possible solutions.
 - S. Gardner provided a personnel update.
6. Other
 - B. Bates reported on upcoming events.
 - C. Jbara reported on the new Campus CE software and updated the group on the status of University Center partners and work to provide University Center representation at AWH.
 - K. Miller reported on the Competitive Training Grant (closing date 10/3/2018), the Michigan New Jobs Training program and EdtoGo Online offerings.
 - C. Colella reported on Engagement & Retention Committee discussions noting committee recommendations will be brought forward to this group November 14, 2018.
 - C. Colella reported on Enrollment Task Force initiatives and training opportunities.
 - L. Depta reported on Together is Better – Staff and Faculty Conversations with the President. Sign up here: <https://home.kvcc.edu/staffdev/calendars/2018/October2018.html>
 - L. Cosby brought forward a request for a Human Resources update.
7. Reality Check – Area Leaders Preparedness. M. Collins will discuss with R. Ives.

8. Kudos!

- To Nina Dickerson for moving her appointment with a student outside to the grassy area just past KVCCs parking lot during the fire alarm.
- To Kelly Sparrow, Lori Evans, and the Marketing team for their hard work pulling together the online college catalog.
- To Mike Collins, Facility Services, Tim Welsh and the IT team, and Steve Walman for their hard work during the power outage.
- Patti Henning recognized Chris Stroven for his help with a distraught student.
- To the Financial Aid and IT teams for solving the ECARs issue.
- To Amy Galick for uploading the Gateways to Completion data.
- To Ashley Hamilton and Levi Funk for coordinating welcome tables at all campuses.
- To Coty Dunten and Ashley Hamilton for planning and distributing the student give-a-ways at all campuses.
- To Coty Dunten for Cougar Kick Off.
- To Advising and Counseling and all Student Success Services staff and leaders for great collaboration and all front line staff who worked extra hard during our peak time for a smooth start to the fall semester. Special thanks to Alisha Cederberg for helping students in the Student Success Center.
- To Renee Daudert for her programming of the enhanced version of Early Alert and Evan Pauken for his partnership in facilitating enhancements to Early Alert, as well as assuming lead screening of Early Alert.
- To Laurie Dykstra for her work during Advising/Counseling drop in hours for fall registration.
- To Natasha Green, Ashley Hamilton, Barry Shanley, Levi Funk for welcome desk and service desk activities.
- To Alisha Cederberg and Angela Marsh-Peek for collaborating for successful registration rush arrangements.
- To Mary Morehouse and Mary Kay Pobocik for providing support for accreditation processes.
- To Meredith Mancuso for welcome arrangements at Anna Whitten Hall.
- To Faith Bentley for welcome arrangements at the Culinary Allied Health Building.

9. Meeting Feedback

- 9.1 Agenda Items: The group briefly discussed and agreed to a one item agenda for the October 17, 2018 meeting.
- 9.1.1 Guided Pathways Work Hubs – L. Cosby & P. Eagan

10. Adjourn: The meeting adjourned at 9:34 a.m.

Next Meeting: October 17, 2018 at 8:00 a.m. in Room 4380

Future Agenda Items:

Engagement & Retention Committee Recommendations (November 14, 2018) – C. Colella
Noel-Levitz Programs of Study and Next Steps – Bertch/Cosby
Transfer Credit Update – Bertch
Roster Verification and ECARS – Eagan
Printed Schedules – Bertch/Hubbell