

**Instructional, Student Success, and Enrollment Services**  
**Meeting Minutes**  
**May 15, 2019**

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

1. Call to Order: The meeting was called to order at 8:30 a.m.
2. Meeting Minutes of March 20, 2019: The meeting minutes of March 20, 2019 were approved as distributed.
3. Business
  - 3.1 Engagement & Retention Discussion & Group Exercise “Cultivating Trust” – The team participated in group work lead by C. Colella. The break-out groups were tasked with providing feedback to the question “As leaders, how can we nurture an environment of trust?” Once compiled, feedback from each small group will be shared with the group. C. Colella noted the committee’s work will be carried on via the strategic plan. C. Colella reported on and recommended the book *Dare to Lead* by Brene Brown.
  - 3.2 Guided Pathways Work Hubs – Postponed.
4. Issues and Concerns
  - 4.1 S. Hubbell reported on summer and fall enrollment numbers. Historical enrollment data will be shared electronically with the group.
  - 4.2 S. Hubbell reported employee time spent on the phone with students is up fifty percent since the implementation of enrollment restrictions. A. Marsh-Peek requested and received information on student specific enrollment checklists.
  - 4.3 A. Marsh-Peek brought forward a recommendation to pull together a campaign to reach out to four-year institutions regarding the timing of their dismissal letter.
  - 4.4 E. Pauken brought forward a request to explore the definition of on-line classes. G. Fredericks, K. Johnson and D. Coates responded to the request and provided clarification.
5. Departmental Updates
  - 5.1 A. Cederberg reported the Financial Aid office will offer a full month of walk-in advising.
  - 5.2 D. Mondoux reported on the graduation survey and next steps and also reported on graduation rates.
  - 5.3 G. Fredericks updated the group on the LMS system reporting faculty voted to adopt Canvas. Full implementation of Canvas will take place fall 2020.
  - 5.4 G. Fredericks reported on the HLC visit scheduled for July 1 & 2, 2019.
  - 5.5 L. Cosby and A. March-Peek provided a personnel update.
  - 5.6 T. Welsh updated the group on SARS.
  - 5.7 C. Jbara reported on opportunities to remove barriers for students.
  - 5.8 D. Coates provided an Early College and Dual Enrollment update.
6. Other
  - 6.1 A. Cederberg reported on upcoming events.
  - 6.2 C. Colella brought forward a request for input on welcome tables. Send suggestions electronically to C. Colella.
7. Reality Check – None presented.
8. Kudos!
  - To Trice Baston for conducting a diversity/cultural awareness workshop for Learning Center tutors. The workshop was well received, and is still being discussed positively by the tutors.
  - To Ashley Jones, PT Gallery & Show Coordinator, for her hard work this past year.

- To Coty Dunten, Levi Funk, and Angela Marsh-Peek for their hard work on the new student orientation.
- To Sherry Smurr, Vicki Warkoczesk, and Char Gibson - Great job with the minutes.
- To the IT staff for going above and beyond during the recent Moodle outage.

9. Meeting Feedback

9.1 Agenda Items

- 9.1.1 Mid-Term Progress Measures (June 12, 2019) – E. Pauken
- 9.1.2 Michigan Transfer Demo (July 10, 2019) – S. Hubbell
- 9.1.3 Faculty Access to Degree Works (July 10, 2019) – S. Hubbell

10. Adjourn: The meeting adjourned at 9:53 a.m.

Next Meeting: June 12, 2019 at 8:30 a.m. in room 4380.

Future Agenda Items:

- Noel-Levitz Programs of Study and Next Steps – Cosby
- Transfer Credit Update
- Roster Verification and ECARS – Eagan