

Instructional, Student Success, and Enrollment Services
Meeting Minutes
August 7, 2019

Present: EJ Bast, A. Cederberg, C. Colella, M. Collins, Cosby, L., Depta, P. Eagan, T. Hamann, S. Hubbell, C. Jbara, K. Johnson, P. Linden, B. Lueth, A. Marsh-Peek, K. Miller, E. Pauken, M. Pauken, B. Reynolds, B. Taraskiewicz, L. Thomas M. Walters, V. Warkoczeski, T. Welsh

Absent: D. Coates, G. Fredericks, C. Gibson, D. Mondoux, B. Hay, D. Lindsley, D. Miller

1. Call to Order: The meeting was called to order at 8:30 a.m.
2. Meeting Minutes of July 10, 2019 were approved as distributed.
3. Business
 - 3.1 Michigan Transfer Demo – L. Cosby indicated that the demonstration was covered at the June meeting. Additional discussion highlights include:
 - 3.1.1 P. Linden stated that he, P. Eagan, and B. Reynolds will be meeting with various faculty groups to review course content v. transfer criteria. Areas include: Business (the largest transfer group); Psychology (Social Psychology class); Criminology (Intro to Corrections); and Biology
 - 3.1.2 S. Hubble advised that KVCC is ready to sign Phase I of the agreement. Internal work/review is needing to be done with respect to Phases II and III.
 - 3.1.3 Re: Participating in the marketing component of the State’s Transfer Program, S. Hubble stated that KVCC would need to declare the “intent to participate.” She also indicated that KVCC brand info could be incorporated into the templates that would be provided.
 - 3.2 Michigan Student Affairs Conference – L. Cosby referenced a document previously email to members outlining highlights of the conference.
 - 3.2.1 Particular item of note was that WMU is not requiring test scores for high-school enrollment. Per E. Bast, WMU looks at GPA (3.0 [Juniors and below]; 2.75 [Seniors]).
 - 3.2.1.1 Per S. Hubbell, KVCC uses scores for placement. Some community colleges use the application and GPA instead of scores and do not have prerequisite course requirements.
 - 3.2.1.2 Question raised re: managing students through process of attaining better placement
 - 3.2.1.2.1 A. Marsh-Peak stated that counselors guide students via 1:1 meetings. Process at times delayed due to students not always having correct documentation at appointments.
 - 3.2.1.2.1.1 E. Pauken suggested using Target X to notify students in question re: bringing documentation.
4. Issues and Concerns
 - 4.1 None identified
5. Departmental Updates
 - 5.1 A. Marsh-Peak
 - 5.1.1 Interviews for pathway advisor positions (2) in process
 - 5.1.2 Joyce Tamer retiring
 - 5.2 P. Eagan: 13 faculty hires finalized; 10% of full-time faculty component; will begin 8/21
 - 5.3 A. Cederberg
 - 5.3.1 Sue Newington retiring, 8/15; 42 years of service
 - 5.3.1.1 A “stop by” event to be held, 8/15, 1:30
 - 5.3.2 Erin Macioce assuming Associate Director position
 - 5.3.2.1 Assistant Director position currently posted
 - 5.3.3 Question re: contact for Constitution Day?
 - 5.3.3.1 Per B. Reynolds Kevin Dockerty;
 - 5.4 L. Cosby

- 5.4.1 Lydia Cole, Promise Counselor, no longer with KVCC
- 5.4.2 Interviews for part-time Admin Support for KPS in process
- 5.4.3 Student traffic has been very good
- 5.5 M. Collins
 - 5.5.1 Director of Enrollment Management position posted; S. Hubbell, T. Welsh, E. Dominianni, A. Marsh-Peak on search committee
 - 5.5.2 Enrollment Management Office Reconfiguration in process
 - 5.5.2.1 Being moved to Old Veteran's Lounge
 - 5.5.2.2 Will provide space for Enrollment Management, International Student Services, and Student Ambassadors
- 5.6 P. Linden
 - 5.6.1 Search for Dean of Business, Trades, and Services re-opened; new committee formed
- 5.7 B. Reynolds: Current faculty development offerings
 - 5.7.1 Annual Midwest Institute (Theo Sypris)
 - 5.7.2 Developmental English (John Abbott)
- 5.8 K. Miller: Distributed Fall 2019 Community class offerings; encouraged individuals to submit suggestions for future classes
- 5.9 P. Henning: Health Career Director positions have been filled
 - 5.9.1 Nursing: Patrick Joswick
 - 5.9.2 Respiratory Care: Susan Pierson
 - 5.9.3 Medical Assistant: Dee Loucks
- 5.10 E. Bast: Get It Done, today, 4 - 7, AWH
 - 5.10.1 225 attended TTC event (v. 240 in 2018). Comment made that flow was smoother; attributable to larger number of support staff available this year
- 5.11 Tim Welsh
 - 5.11.1 College Scheduler (enhanced version) Upgrade
 - 5.11.1.1 Will be rolled out after Banner 9 Self-Service Student upgrade due to compatibility issues
 - 5.11.1.1.1 Auto Register module will push CRNS into Banner
 - 5.11.2 Degree Works upgrade planned for fall, in conjunction with the Oracle upgrade
 - 5.11.3 On-line Orientation
 - 5.11.3.1 40 students utilized program at TTC Get It Done; went well
 - 5.11.3.2 KUDOS to L. Cosby and C. Dunten for facilitating
 - 5.11.3.3 Encouraged staff to review on-line
 - 5.11.3.4 L. Cosby offered additional comments
 - 5.11.3.4.1 Staff should be mindful that students MAY NOT complete all components; please direct them back to do so
 - 5.11.3.4.2 Other modules are available: Parent Orientation, Transfer, etc. Once case management process is fully operational likely other potential modules may become evident.

- 5.11.4 Target X
 - 5.11.4.1 Did not attend conference subsequent to weather concerns
 - 5.11.4.1.1 Video developed (included entire KVCC Target X team)
 - 5.11.4.1.2 Received very well; widely shared (at WMU via CIO)
 - 5.11.4.2 TX Development team visit next week
 - 5.11.4.2.1 Will review progress with Retention Module
- 5.12 M. Pauken re: upcoming events
 - 5.12.1 High School Counselors Breakfast: Fri, 9/27, Groves
 - 5.12.1.1 Theme = showcasing Groves/non-credit class offerings
 - 5.12.1.2 Event has been approved for CEU's for attendees by State of Michigan
 - 5.12.1.2.1 Partnership with KRESA who will handle CEU process
 - 5.12.1.2.2 Consideration being given to establish "series" of breakfasts/events to highlight KVCC offerings; will include career and military components
 - 5.12.2 College Night (in conjunction with WMU), Mon, 10/14, TTC 6 - 7:30
 - 5.12.2.1 Volunteer sign-ups and collateral materials in process

6. Other

- 6.1 C. Colella re: Welcome Tables, etc.
 - 6.1.1 Sign-ups to be out soon
 - 6.1.2 Will go later this year – 7 p.m.; will need help especially during extended hours
 - 6.1.3 With revamping of Cougar Kickoff, will be different configuration
 - 6.1.3.1 L. Cosby stated that per request of Dr. Washington, many Cougar Kickoff activities will be "brought to the students;" held in hallways/some in courtyard
 - 6.1.3.1.1 Info re: possible noise issues will be shared proactively with faculty
 - 6.1.4 A. Hamilton compiling binders with classes/locations for use at Welcome Tables
 - 6.1.4.1 Extra copies are available; email C. Colella to request one.
- 6.2 M. Walters stated that a Faculty Librarian will soon join the staff; focus will be on instruction
- 6.3 E. Pauken re: Student Voices Advisory Council (SVAC)
 - 6.3.1 Applications for 2019-20 will be out soon
 - 6.3.2 Last year's participants will be invited to return to SVAC or offered option of serving in other areas/committees. Please advise if any committee would be interested in student participation.
- 6.4 C. Jbara
 - 6.4.1 Ferris State re-engagement meeting (C. Jbara, P. Linden, Ferris State staff) will take place next week
 - 6.4.2 Second-floor Lab Space (Groves) being reviewed as potential lab space for TTC classes
- 6.5 K. Johnson re: KPI's
 - 6.5.1 2019 Final due to K. Johnson ASAP
 - 6.5.2 2020 initial due later in August; directors should work through Vice-Presidents to submit
- 6.6 A. Cederberg re: FSA Issues
 - 6.6.1 Received notice of vulnerability through Banner version
 - 6.6.1.1 KVCC IT staff developed patch and performed upgrade immediately
 - 6.6.1.1.1 T. Welsh stated that Target X + Axiom provides extra level of security
 - 6.6.1.2 FSA advised that issue was resolved
 - 6.6.2 FSA sent request for IP addressed
 - 6.6.2.1 KVCC responded with same immediately
- 6.7 L. Thomas stated that "mini" KVAAP Connect will be held Wed, 8/21, 12 – 3 p.m.
- 6.8 P. Linden advised of Naturalization Ceremony
 - 6.8.1 Thu, 8/8, 1 p.m. Dale B. Lake Auditorium; 99 participants from 129 nations
 - 6.8.2 Contact Ezra to volunteer
- 6.9 T. Hamman
 - 6.9.1 CNM offering an afternoon camp (8/22) for Lakeside Camp for Children. "Pilot" project, at present.
- 6.10 A. Marsh-Peek
 - 6.10.1 Counselors have been working through list of not-yet-registered
 - 6.10.2 New Student Orientation

6.10.2.1 8/19 event filled yesterday; was reopened

6.10.2.1.1 53% percent of students are registering for full load

6.11 T. Welsh re: Moodle to CANVAS conversion

6.11.1 In process; fully integrated by 11/1

6.11.2 Full implementation in Fall 2020

6.12 P. Eagan advised that the Student Success Summit will be held Sep 19-20 in Lansing

7. Reality Check – None presented.

8. Kudos!

- Bob Bechtel for work with Web Focus.
- Angela Marsh-Peak for facilitating 1:1 counselor meetings with students; done entirely by hand.
- Deb Coates and her team for summer camps.
- Tom Hamman/Patrick Joswick for very quick focus change in program for VanBuren ISD students.
- EJ Bast for all he has done; patience exhibited; bridges built.
- To all for support with Get It Done – especially given 2 weeks/2 different locations
- Mary Morehouse for development and implementation of Evaluation Kit process
- Laura Cosby and Bonita Bates for bringing Resiliency presentation

9. Meeting Feedback

9.1 Agenda Items

9.1.1 Target X Review: T. Welsh, E. Pauken, S. Hubbell

10. Adjourn: The meeting adjourned at 9:46 a.m.

Next Meeting: September 18, 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