

Instruction, Student Success, and Enrollment Services
Meeting Minutes
Wednesday, September 16, 2020

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

1. Call to Order – The meeting was called to order at 8:30 a.m.
2. Meeting Minutes of February 19, 2020 – The meeting minutes of February 19, 2020 were approved as distributed.
3. Business
 - 3.1 Institutional Commitment – L. Cosby updated the group on the status of the Institutional Commitment Condition reporting on discussions with representatives from Henry Ford College, the Gardner Institute and NACADA. Next steps include inviting representatives from the Gardner Institute and NACADA to talk with the group.
 - 3.2 MI BEST Initiative – L. Cosby update the group on the MI BEST Initiative reporting a survey is scheduled for next month with the Michigan Center for Student Success and our students. Data will be collected. E. Pauken requested and received clarification on the survey.
4. Issues/Concerns
 - 4.1 A. Cederberg reported on tax return changes noting the financial aid review process is taking longer because of the changes. The deans were asked to share this information with faculty.
5. Departmental Updates
 - 5.1 D. Bertch shared with the group the 2021-2022 Academic Calendar. An overview of changes was provided. S. Hubbell reported fall 2021 will still be a 15 week semester noting a balanced semester (16 week semester with 15 weeks of instruction.) D. Bertch noted the 2021-2022 Academic Calendar will be shared with the Faculty Association. A. Cederberg brought forward a recommendation to consider department workload when setting dates. A. Cederberg will draft the recommendation for M. Collins to bring to Cabinet.
 - 5.2 D. Bertch and S. Hubbell reported on the decision to relook at courses with a minimum math benchmark reporting the decision was made to move forward with removing the minimum math benchmark from the majority of courses (transfer/Liberal Arts) streamlining the enrollment process. D. Bertch noted this decision will provide more opportunities for student to take courses. M. Collins...Hats off to everyone who participated in this conversation.
 - 5.3 P. Henning provided an update on the 418 restaurant noting the restaurant is opening today for lunch. Seating is limited to 24 max. A college-wide communication with more information will be out today.
 - 5.4 T. Hamann reported a disinfection station was delivered yesterday and has been set-up. Kudos to Facilities for their hard work. T. Hamann also reported on the status of ANM presentations, virtual portfolio reviews, and the Virtual Art Hop scheduled to take place in October. Thanks to T. Welsh for his help.
 - 5.5 A. Cederberg reported on the ValleyCares program encouraging all to share this information with students.

- 5.6 T. Welsh reported on the computer loan program noting 250 computers are arriving Friday, September 18, 2020. The computers will be imaged and ready for check out by Monday, September 21, 2020.
- 5.7 M. Walters provided an update on WiFi Hotspots and the operating capacity of the Library.
- 5.8 Sarah Hubbell provided a rundown of semester statistics.
- 5.9 T. Welsh provided the group with a Canvas update noting very few complaints. A. Cederberg requested and received an update on the status of MOODLE.
- 5.10 P. Eagan reported on the status of the Instructional Designer interviews.
- 5.11 L. Cosby reported on upcoming virtual events and activities noting events are set for October and November.

6. Other

- 6.1 D. Coates reported the WPE group is looking forward to getting back in the fitness center and pool. M. Collins and A. Louallen shared with the group the tentative reentry schedule.
- 6.2 T. Welsh reported on a major Oracle upgrade that will take place this fall.
- 6.3 E. Pauken reported on a debt forgiveness program set to launch winter semester and updated the group on the status of the MCAN grant application. More to come.
- 6.4 A. Cederberg updated the group on the awarding of VA benefits.
- 6.5 C. Collella reported the following:
 - Temporary check-in tables are wrapping up this week. The flag pole entrance will still be staffed. Students are flowing in nicely.
 - Student IDs are still being mailed to students. Hundreds have been mailed. Thanks to our AWH team, Natasha Green, Ashley Hamilton and Dillon Leftwich. Thanks to Marketing for the awareness campaign.
- 6.6 L. Cosby requested and received an update on Safe at College Training for students. 643 have completed training. 1010 students identified as registered for face-to-face classes as of 9/9/2020 have not.
- 6.7 B. Reynolds reported on the addition of 2nd 12-week liberal arts courses.
- 6.8 S. Hubbell reported on work with IT to roll out a new enrollment tool and tutorial and college scheduler tool noting the schedule will no longer be in print form.
- 6.9 L. Depta reported InFOCUS will be delivered to all students again next Tuesday, September 22nd. If you have suggestions for content, please contact Erin Dominianni by Friday, September 18, 2020.

7. Reality Check – None presented

8. Kudos!

- M. Collins recognized E. Pauken for writing the MCAN grant application.
- C. Colella recognized A. Gray for her help with organizing the phone system.

9. Meeting Feedback

9.1 Agenda Items

- Gardner Institute – L. Cosby

10. Adjourn 9:35 a.m.

11. Next Meeting: Wednesday, October 21, 2020 at 8:30 a.m. via Zoom