

**Instructional and Student Success Services Administrators
Meeting Minutes
March 1, 2017**

Present: D. Bertch, T. Buszek, D. Coates, L. Cosby, G. Fredericks, C. Gibson, T. Hamann, D. McCurdy, D. Miller, B. Taraskiewicz, J. Taylor

Absent: P. Eagan, B. Reynolds

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 am.
2. Meeting Minutes of February 15, 2017 - The meeting minutes of February 15, 2017 were approved as distributed.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – A brief overview of the Cabinet meeting from February 28, 2017 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 Early College – Nothing new to report.
 - 3.3 Guided Pathways – D. McCurdy reported working on ENG pathways.
 - 3.4 Withdrawal Committee – Postponed.
 - 3.5 FLAC – Postponed.
 - 3.6 Waivers (WAG, WAV, WAE, WAM) – D. Bertch reported committee meetings for each group are scheduled. More to come.
4. Business
 - 4.1 Term Appointment Seminar Series – The group briefly discussed, for clarification purposes, changes to the Term Appointment Seminar Series and timeline determining the following: G. Fredericks will write up and further discuss with D. Bertch the proposed changes. The document will be brought back to this group for final review then forwarded to S. Bohnet prior to March 31, 2017.

G. Fredericks also reported a meeting with P. Eagan, L. Cosby, S. Hubbell and A. Cederberg to further discuss the year 2 process is scheduled after spring break.
 - 4.2 Moodle Access, Role Delineation – G. Fredericks distributed for review the document *KVCC Moodle Roles (Instructional)*. G. Fredericks provided the group with an overview of Moodle Roles and noted faculty have the ability to create these roles. The group briefly discussed concerns with and possible solutions to the current process recommending the following: 1) Add intended audiences and expand definitions. 2) Discuss with S. Louisell PSY 270 requirements. G. Fredericks will follow-up and report back.
 - 4.3 Registration Survey – L. Cosby updated the group on the status of the registration survey reporting a request for data was submitted. Updates will be provided when this information becomes available.
 - 4.4 Summer Planning Day (6/21/2017) – The group briefly discussed and agreed to the proposed date of June 21, 2017 for the Summer Planning Day. All were asked to begin thinking about agenda items. C. Gibson will secure a room for the meeting.

- 4.5 2017/2018 Budget Planning Update – D. Bertch provided the group with a 2017/2018 budget planning update.
5. Other
 - 5.1 T. Hamann reported on internship opportunities with Lake Michigan Mailers and Imperial Beverage for CNM students.
6. Reality Check – None presented.
7. Kudos! – None presented
8. Wrap-up/Next Steps/Agenda Items – As stated.
9. Adjourn – The meeting was adjourned at 8:32 am
10. Next Meeting – March 15, 2017 at 8:00 am in room 4380.