

**Instructional and Student Success Services Administrators
November 16, 2017
Meeting Minutes**

Present: D. Bertch, T. Buszek, D. Coates, L. Cosby, P. Eagan, C. Gibson, T. Hamann, D. Lindsley, D. McCurdy, B. Reynolds,
B. Taraskiewicz, M. Walters

Absent: G. Fredericks, D. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:15 a.m.
2. Meeting Minutes of October 11, 2017 - The meeting minutes of October 11, 2017 were approved as presented.
3. Information Sharing/Updates
 - 3.1 Cabinet Update – A brief overview of the Cabinet meeting from November 14, 2017 was provided. Minutes from the meeting will be distributed once approved.
 - 3.2 Withdrawal Committee – B. Reynolds reported on committee discussions and next steps. Withdrawal Data shared at the committee meeting will be sent electronically to this group.
4. Business
 - 4.1 Adjunct Faculty Orientation – Postponed.
 - 4.2 Academic Services Structure/Function – D. Bertch shared with the group his plan for Academic Services Structure/Function moving forward.

P. Eagan and D. McCurdy reported on a proposed realignment of FLAC, IU (workloads), and record keeping responsibilities among administrative assistants in the dean’s area.
 - 4.3 Capital/Manpower Requests 2018-2019 – D. Bertch briefly reported on capital/manpower requests for 2018-2019.
 - 4.4 KVCC/KPS Meeting, 12/5/2017 at 1:00 PM, Room 4380 – D. Bertch reported on the upcoming KVCC/KPS Meeting. Instructional and Student Services Administrators are encouraged to attend the meeting.
5. Other
 - 5.1 D. Coates reported on the MEMCA presentation and next steps.
 - 5.2 D. Coates brought forward for review a proposal for using PSAT 10 as a placement tool for dual enrolled and early college students. The group briefly discussed the proposal and next steps determining further discussion at the department level is necessary. P. Eagan and B. Reynolds will discuss with MATH and ENG department chairs and report back.
 - 5.3 B. Reynolds reported on Liberal Arts Majors – FTIAC vs Returning Students
6. Reality Check – Counseling Challenges
7. Kudos!
 - 7.1 To Patti Henning for her work on criminal background check compliance.
 - 7.2 To Corey Barrett, Culinary faculty and EJ Bast for student recruitment work.
 - 7.3 To Natalie York for rearranging her schedule to accommodate gaps in coverage.
 - 7.4 To Bonita Bates for her leadership and dedication in Student Success Services.
 - 7.5 To Mike Morehouse for the Veterans Day Celebration.

- 7.6 To Glenn Davis for his help in setting new cut scores, as well as the entire Testing Center staff. They've had a really busy month and kept a watchful eye.
8. Wrap-up/Next Steps/Agenda Items
 - 8.1 IDEA/Campus Labs – 11/22/2017
9. Adjourn – The meeting was adjourned at 9:06 a.m.
10. Next Meeting – November 22, 2017 at 8:00 a.m. in room 4380.