

**Instructional Services and Student Services and Enrollment Services**  
**Meeting Minutes**  
**March 9, 2016**

**Present:** E.J. Bast, D. Bertch, T. Buszek, D. Coates, C. Colella, M. Collins, L. Cosby, P. Eagan, L. Evans, G. Fredericks, C. Gibson, T. Hamann, C. Heeter, S. Hubbell, C. Jbara, D. Lindsley, D. McCurdy, R. Miller, B. Reynolds, B. Taraskiewicz, J. Taylor, D. Vandenberg

**Absent:** B. Bates, D. Miller

**Guests:** L. Depta, H. Stevens

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of February 24, 2016 were approved as presented.
3. Business

- 3.1 Marketing Update – L. Depta shared with the group marketing’s standard monthly report outlining news releases and tasks completed. A brief overview of the report was provided. L. Depta reported parking has been established at the Bronson Healthy Living Campus and shared with the group a directions and parking map. A brief overview of downtown parking options and opportunities was provided by M. Collins. L. Depta reported the summer/fall 2016 class schedules have been distributed noting additional copies are available by contacting Ted Forester.

L. Depta reported Kristina Lechner has submitted her resignation. Kristina’s last day is Friday, March 25, 2016.

- 3.2 Degree Works Update – H. Stevens provided the group with a brief update reporting on the “quiet launch” (January 22, 2016) of Degree Works noting student feedback is positive. No major issues have surfaced to date. H. Stevens noted moving forward Degree Works will be tied into Guided Pathways. Next steps will include building templates, student plans, reports, and marketing to students.

The group briefly discussed auto awarding of degrees and reporting features within Degree Works.

- 3.3 Enrollment Task Force Update - M. Collins reported on the schedule of ongoing opportunities for summer and fall. L. Cosby reported moving forward with strategies the committee voted on in January and the need for additional committee members. Contact L. Cosby with interest in joining the committee.
- 3.4 Retention Committee - C. Colella distributed to the group for review the Student Satisfaction Survey summary outlining strengths, challenges and possible action items. C. Colella reported the survey went to all currently enrolled students noting approximately 1500 students responded. Next steps will include reaching out to students who completed the survey. Contact C. Colella with questions and/or requests for other reports.
- 3.5 First Year Experience – B. Reynolds reported on the decision to continue with the pilot noting adjustments will be made to the hold process eliminating the negative impact on student schedules. B. Reynolds will work with C. Heeter on the adjustments.
- 3.6 Early/Middle College - D. Coates brought forward a request to consider adjustments to the tuition structure for out-of-district students attending in-district high schools.

The group briefly discussed border districts and adjustments to in-district and out-of-district tuition rates.

- 3.7 Bronson Healthy Living Campus Update - D. McCurdy reported on classes, personnel, first aid kits, brewing equipment delays, programs and courses, recruitment for fall (Van Buren), marketing materials, and programming opportunities for faculty and staff.

C. Jbara reported on a variety of credit and non-credit offerings, programs underway, the Food Safety Summit, the Edison Neighborhood Healthy Choices Matter program, and the community kitchen.

M. Collins provided the group with a facilities update reporting on work to resolve minor issues, fire marshal inspections, occupancy dates, growing and greenhouse areas, external spaces, and raised gardens.

3.8 Program Contact Information – D. McCurdy brought forward a concern regarding how we handle inquiries and direct students recommending we do things differently. D. McCurdy will further investigate and report back.

3.9 University Center Update - C. Jbara provided a brief update reporting on conversations with Spring Arbor, Siena Heights, Columbia College and WMU noting next steps include the vetting process.

3.10 Course Placement Opportunities - D. Lindsley provided a brief update reporting on meetings and the implementation of ACCUPLACER.

D. Lindsley noted the ALEKS demo was rescheduled to March 23, 2016 due to the snow day.

3.11 Guided Pathways – Nothing new to report.

3.12 HLC Visit - D. Bertch shared with the group the updated tentative agenda for the March 21 and 22, 2016 HLC visit asking all to keep schedules flexible during this time.

4. Other

4.1 L. Depta reported the KV Focus magazine will begin arriving in mailboxes Monday, March 21, 2016.

4.2 R. Miller reported on the 2013 Cohort Default Rate.

4.3 C. Jbara reported working with Mattawan high school on their robotics competition, and updated the group on academies and continuing education opportunities.

4.4 D. Bertch reported two college-wide meetings are scheduled for Friday, March 18, 2016.

- 11:00 a.m. Texas Township Campus
- 3:00 p.m. Arcadia Commons Campus

4.5 D. Lindsley reported Jill Archie has submitted her resignation. Jill's last day is Friday, March 18, 2016.

4.6 P. Eagan updated the group on the Science exhibit project reporting on meetings with consulting and focus groups and progress to date.

4.7 L. Evans reported on confusion with start dates for 2<sup>nd</sup> 8 week classes noting several students showed up for class during spring break. L. Evans is working on a communication to those students.

4.8 L. Evans reported on Waitlisting noting a fall 2017 implementation is planned.

4.9 L. Evans brought forward a request to find a better way of communicating information shared at meetings to front line staff. L. Evans will research and bring back recommendations to this group.

5. Reality Check: None presented.

6. Kudos!

6.1 To all who volunteered for the Science Olympiad event.

6.2 To all involved with Kalamazoo Promise progress report process.

7. Wrap-up/Next Steps/Agenda Items

7.1 Student Satisfaction Survey Feedback – Remove from agenda

7.2 Program Contact Information – Remove from agenda.

8. Adjourn: The meeting adjourned at 9:39 a.m.

9. Next Meeting: March 23, 2016 at 8:00 a.m. in Room 4380.