

**Instructional Services and Student Services and Enrollment Services  
Meeting Minutes  
March 23, 2016**

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

**Absent:** L. Evans, T. Hamann, C. Heeter, D. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of March 9, 2016 were approved as presented.
3. Business
  - 3.1 Enrollment Task Force Update – Nothing new to report.
  - 3.2 Retention Committee – Nothing new to report.
  - 3.3 Student Satisfaction Survey Feedback – Nothing new to report.
  - 3.4 First Year Experience – B. Reynolds provided a brief update reporting on meetings to discuss changes to the script and to inform counselors of the changes.
  - 3.5 Early/Middle College – Nothing new to report.
  - 3.6 Bronson Healthy Living Campus Update - D. McCurdy provided a brief update reporting on the arrival of the brewing equipment, and recruitment for the Culinary School.

C. Jbara reported on Food Innovation Center purchases and grants, Food Safety and Nutrition programs, positioning the new campus as a food safety training center, and the Edison Neighborhood Healthy Choices Matter program.

M. Collins provided the group with a facilities update reporting on working through facility issues, licensing, site work, signage, and the donation of equipment from Stryker Medical.

M. Collins reported on upcoming events noting Media Day is planned for Monday, April 18, 2016 and an Open House is scheduled to take place Sunday, April 24, 2016 from 2:00 – 5:00 p.m. More information to come.
  - 3.7 University Center Update - C. Jbara provided a brief update reporting on meetings with university representatives to discuss interest in the University Center. C. Jbara noted the goal is to have 4 to 5 universities on board.
  - 3.8 Course Placement Opportunities - D. Lindsley reported the ALEX demo takes place today at 4:00 p.m. in room 2150. S. Hubbell requested and received a brief overview of ALEX. The group briefly discussed a GPA solution and placement software.
  - 3.9 Guided Pathways – Nothing new to report.
  - 3.10 HLC Visit – D. Bertch provided the group with a brief update reporting on the exit interview with the Higher Learning Commission team.

4. Other
  - 4.1 M. Collins reported on the consolidation of the downtown computer labs to CNM and plans to relocate the downtown testing center to AWH 211. M. Collins and D. Bertch will meet with faculty on Friday, March 25, 2016 at 8:00 a.m. to discuss the changes.
  - 4.2 M. Collins and S. Hubbell provided the group with an overview of the new Waitlisting system. The group discussed the 48 hour hold on classes, monitoring needs, reports, a notification process, and auto-responses.
  - 4.3 M. Collins reported the KV Focus publication is being delivered to more than 112,000 households in and around Kalamazoo County beginning this week noting electronic copies of the publication will be housed on the college website.
  - 4.4 C. Jbara reported the Momentum graduation was held last night (Tuesday, March 22, 2016) at the Groves noting there were 10 graduates and approximately 150 in attendance.
  - 4.5 L. Cosby reminded all the Career Fair takes place today from 12:00 – 4:00 p.m.
  - 4.6 B. Bates reported the Portfolio Day event takes place today at the Center for New Media.
5. Reality Check - Communication
6. Kudos!
  - 6.1 To all involved with the Higher Learning Commission visit.
7. Wrap-up/Next Steps/Agenda Items – As stated.
8. Adjourn: The meeting adjourned at 9:12 a.m.
9. Next Meeting: April 6, 2016 at 8:00 a.m. in Room 4380.