

**Instructional Services and Student Services and Enrollment Services
Meeting Minutes
April 6, 2016**

Present: B. Bates, D. Bertch, T. Buszek, D. Coates, C. Colella, M. Collins, L. Evans, C. Gibson, T. Hamann, S. Hubbell, C. Jbara, D. McCurdy, R. Miller, B. Reynolds, B. Taraskiewicz, J. Taylor, D. Vandenberg

Absent: E.J. Bast, L. Cosby, P. Eagan, G. Fredericks, C. Heeter, D. Lindsley, 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 23, 2016 were approved as presented.
3. Business
 - 3.1 Enrollment Task Force Update – M. Collins reported on cohort survey results, retention efforts, enrollment goals, strategies, and next steps. M. Collins also reported on the decision to keep fall registration open during batch cancellation for summer enrollment.
 - 3.2 Retention Committee – Postponed.
 - 3.3 Early/Middle College – D. Coates reported on fall enrollment, summer camps and orientations for students and parents.
 - 3.4 Bronson Healthy Living Campus Update - D. McCurdy provided a brief update reporting on Guided Pathways processes, orientations, class scheduling conflicts, problems with 1st and 2nd 8 week classes due to Banner programming, and brewing equipment.

J. Taylor reported on the delivery of equipment from Stryker Medical.

C. Jbara reported on the WMed visit, partnerships, the open house, media day, the testing kitchen, Food Innovation Center challenges and purchasing processes, upcoming training and rental rates for the educational kitchen space.

M. Collins provided the group with a facilities update reporting on furniture, minor tweeks, outdoor growing areas, signage, site work, logistical issues, fire marshal inspections, project completion dates, and the opening of the restaurant.

M. Collins reminded the group of 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.

- 3.5 University Center Update – C. Jbara, D. Bertch, and D. McCurdy provided a brief update reporting on meetings with representatives from Western Michigan, Siena Heights and Davenport Universities to discuss articulation agreements and potential partnerships.

The group briefly discussed financial aid for KVCC graduates taking third year KVCC classes for a Davenport University degree.

- 3.6 Course Placement Opportunities – J. Taylor reported the committee is still working on the timeline and details.
- 3.7 Guided Pathways – D. Bertch reported on the next Guided Pathways Institute meeting on Thursday, April 21, and Friday, April 22, 2016 at Washtenaw Community College and the American Association of Community Colleges convention April 9 – 12, 2016 in Chicago, IL.

D. Bertch reported on Guided Pathways in ANM and Culinary and Brewing noting T. Hamann and D. McCurdy are working hard to get something in place by fall.

- 3.8 Prisoner Re-entry Program – B. Bates provided the group with an overview of the Prisoner Re-entry program.
4. Other
 - 4.1 F. Brooks reported on the Multicultural Services Meet and Greet that takes place Wednesday, April 13, 2016 from 1:30 – 3:30 p.m. in room 4230 noting all are welcome to attend this event.
 - 4.2 D. Vandenberg reported approximately 500 prospective students and 80 employers attended this year's Career Fair.
 - 4.3 D. Vandenberg reported:
 - Guided Pathways will be introduced in every orientation.
 - Orientations will be held on every campus and will move from one-on-one to structured groups.
 - D. Bertch will be providing welcomes at orientations as his schedule allows.
 - C. Dunten is working on a communication to the KVCC community requesting involvement in orientations.
 - SSC hours of operation will be expanded the first and third Thursday of every month.
 - 4.4 D. Vandenberg reported on the Phi Theta Kappa Honor Society Nerd Nation event.
 - 4.5 J. Taylor reported on discussions with WMed regarding access to a cadaver lab and anatomy courses.
5. Reality Check – None presented.
6. Kudos!
 - 6.1 To Jessica Potter, Jerry Lentz, Ken Grady, Moriya Hurst, Al Moss and Steve Doherty for their help with the Stryker Medical equipment delivery to the Culinary and Allied Health building.
 - 6.2 To Tracey Quada and volunteers for a very successful Career Fair.
7. Wrap-up/Next Steps/Agenda Items
 - 7.1 International Studies and Diversity & Inclusivity - Brooks
8. Adjourn: The meeting adjourned at 9:13 a.m.
9. Next Meeting: April 20, 2016 at 8:00 a.m. in Room 4380.