

**Instructional Services and Student Services and Enrollment Services
Meeting Minutes
May 4, 2016**

Present: E.J. Bast, B. Bates, D. Bertch, T. Buszek, F. Brooks, 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, D. Miller, B. Reynolds, B. Taraskiewicz, J. Taylor, D. Vandenberg

Absent: R. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of April 20, 2016 were approved as presented.
3. Business
 - 3.1 Enrollment Task Force Update – M. Collins reported on meetings, initiatives, and the waitlisting and batch cancellation processes. M. Collins noted the group will meet again in two weeks to further discuss initiatives and review data elements.
 - 3.2 Retention Committee – L. Cosby reported on meetings, winter semester SRP scores, the Student Satisfaction Survey, a communication campaign for fall, a consistent definition of “retention,” “persistence,” and “completion” to include benchmarks.
 - 3.3 Early College – D. Coates reported on the second Early College student/parent orientation, (40 students signed up, 65 attended), the upcoming College Success Strategies Class (Friday, May 6, 2016 - 8:30 – 2:00 pm.), and summer camps scheduled for the last week of June and July 2016.
 - 3.4 University Center Update – C. Jbara provided a brief update reporting on the status of discussions with Siena Heights, Ferris State and Western Michigan Universities. C. Jbara also noted he and L. Depta are in the process of discussing a communication plan.
 - 3.5 Course Placement Opportunities – D. Lindsley provided a brief update reporting on ACCUPLACER, ALEKS pilot projects and Summer Bridging program and SAT scores.

D. Bertch reported many syllabi will need to be revised as a result of the placement changes.
 - 3.6 Guided Pathways – D. Bertch announced D. McCurdy has been asked to take the lead on Guided Pathways.

D. McCurdy provided the group with a brief overview of the Guided Pathways Institute meeting held at Washtenaw Community College and updated the group on the last Guided Pathways Steering committee meeting reporting on progress to date and next steps.
 - 3.7 International Studies – F. Brooks reported on the number of appointments held last month (109), confirmed students for summer and fall 2016, partnerships with WMU and FLAG (Foreign Links Around the Globe), recruitment efforts, and upcoming meetings.
 - 3.8 Diversity and Inclusivity – F. Brooks reported on the upcoming Diversity, Equity and Inclusion workshops noting 9 dates have been set for Museum staff. F. Brooks noted the goal is to provide workshops campus-wide by the end of next year.

4. Other
 - 4.1 E.J. Bast reported his staff made 400 personal phone calls last week to students who have not yet registered for summer noting the calling campaign will continue through next week. The goal is 1000 calls.
 - 4.2 F. Brooks reported on recruitment efforts to raise LGBT awareness.
 - 4.3 B. Taraskiewicz shared faculty concerns regarding Food Services being cut at AWH.
 - 4.4 T. Buszek reported on the MAT² Student/Parent Open House that takes place this Saturday, May 7, 2016 from 9:30 – Noon.
 - 4.5 T. Hamann reported the Graduate Show takes place this Friday, May 6, 2016 during the Art Hop noting approximately 12 students have artwork in the show.
 - 4.6 C. Heeter reported after winter grades roll the pre-requisite auto drop process begins.
 - 4.7 D. Bertch provided the group with an HLC update.
 - 4.8 C. Jbara reported on discussions to standardize new campus tours.
 - 4.9 M. Collins reported on the first delivery of produce from the Food Innovation Center to Bronson Hospital.
5. Reality Check – None presented.
6. Kudos!
 - 6.1 To Judy Rose for her help with Project Lead the Way.
 - 6.2 To Coty Dunten, Meredith Mancuso, Erin Dominianni, Aaron Sneed, and Natalie York for their help with Early/Middle College parent/student orientations.
 - 6.3 To Kathy Allen for streamlining the process for accommodation letters.
7. Wrap-up/Next Steps/Agenda Items – As stated.
8. Adjourn: The meeting adjourned at 8:50 a.m.
9. Next Meeting: May 18, 2016 at 8:00 a.m. in room 4380.