

**Instructional Services and Student Success Services and Enrollment Services
Meeting Minutes
May 18, 2016**

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

Absent: L. Depta, L. Evans, T. Hamann, D. Vandenberg

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of May 4, 2016 were approved as presented.
3. Business
 - 3.1 Enrollment Task Force Update – E. J. Bast reported on the calling campaign (1200 calls were placed), Ellucian Recruiter, the communication to students regarding drops, the analytics and TIP reports, Waitlisting (moving from a 48 to a 24 hour window), internal and external promotional opportunities, the Nelnet payment plan, and the status of Higher One machines.

R. Miller provided the group with a brief overview of Higher One exit provisions.

D. Bertch noted he will invite Brian Lueth, Controller, to the next Instructional Services and Student Success Services and Enrollment Services meeting to provide the group with a Nelnet update.

M. Collins reported a small sub-committee was formed to discuss batch cancellation strategies noting the committee is working on a draft policy.
 - 3.2 Retention Committee – L. Cosby reported on recapturing efforts and distributed to the group for review the draft retention, persistence and completion definitions. The proposed definitions will be brought back in two weeks for further discussion.

D. Bertch noted S. Cannell was asked to look at benchmark data.
 - 3.3 Early College – D. Coates provided the group with a brief update reporting on Early College enrollment, orientation feedback (positive) and the College Success Strategies course for Parchment students. D. Miller reported on the need to improve efficiencies.
 - 3.4 University Center Update – C. Jbara provided a brief update reporting on the status of discussions with Siena Heights and Ferris State Universities and next steps to include meeting with marketing to discuss a communication process.
 - 3.5 Course Placement Opportunities – D. Lindsley provided a brief update reporting on ACCUPLACER and SAT scores, an upcoming Delta College conference, and the ALEKS summer bridge pilot.

P. Eagan reported she will be attending an ALEKS meeting of Michigan colleges on Thursday, June 2, 2016 at Washtenaw Community College also reporting Alex Goudas, Developmental Education Coordinator, from Delta College will be on campus Monday, June 6, 2016 from 8:30 – 10:00 a.m. presenting on multiple measures, placement and high school GPA noting all are welcome to attend the presentation.

3.5.1- 3.5.2 ALEX and the 2 year placement window – Per M. Collins request, P. Eagan provided a step-by-step overview of ALEX and the two year placement window to address logistical concerns brought forward. The group discussed at length the monitoring and purging of test scores, and the

- ALEX pilot as well as the need to include a communication strategy for other areas of the college that may be impacted.
- 3.6 Guided Pathways – D. McCurdy provided the group with a brief update reporting on the status of orientations, programs for fall, meta-majors, best practices and next steps.
 - 3.7 International Studies – F. Brooks reported on benchmarks, recruiting trips, and partnerships with FLAG and WMU.
 - 3.8 Diversity and Inclusivity – F. Brooks provided the group with a brief update reporting on the status of Diversity, Equity and Inclusion workshops, grants, train-the-trainer workshops (contact Felix if interested in becoming a trainer), and a LGBT preferred name policy.
 - 3.9 Bronson Healthy Living Campus Parking Update – M. Collins reported on work to secure parking solutions for fall noting there are a number of solutions in the works.
 - 3.10 D. Bertch reported college-wide meetings are tentatively scheduled for Friday, June 3, 2016.
 - 3.11 M. Collins reported signing a 5 year agreement with Metro Transit.
 - 3.12 S. Hubbell updated the group on the status of the search for an Academic Scheduling Coordinator.
4. Other
 - 4.1 M. Collins reported on the merging of the AWH and CNM computer labs to accommodate a larger testing center and investigating other options to address the AWH café closure.
 - 4.2 D. Lindsley reported Lisa Cronkhite-Marks is resigning effective June 9, 2016.
 - 4.3 C. Colella reported working with Trice Batson and Tim Welsh on a Microsoft Office technology refresher to be available to all staff.
 - 4.4 B. Bates reported KVCC has been chosen as a possible site for naturalization ceremonies beginning this summer. More to come.
 - 4.5 L. Cosby reported two group general orientations are scheduled for July and August at AWH.
5. Reality Check – Academic dishonesty reporting.
 6. Kudos!
 - 6.1 To Kevin McKinney, Louis Menken, and Lauren Puttkammer for their assistance with the May 11, 2016 EFE Orientation at TTC
 - 6.2 To Jim Taylor for coordinating support services for the May 12, 2016 EFE Orientation at the CAH building.
 - 6.3 To Coty Dunten, Meredith Mancuso, Ken Barr Jr. and Ezra Bell for all of their help with the Summer Melt Orientation.
 - 6.4 To E.J. Bast, Megan Pauken, Mary Johnson, and E.J.'s entire team for their help with the EFE STEM event at the Groves.
 7. Wrap-up/Next Steps/Agenda Items – As stated.
 8. Adjourn: The meeting adjourned at 9:15 a.m.
 9. Next Meeting: June 1, 2016 at 8:00 a.m. in room 4380.