

Instructional Services and Student Success Services and Enrollment Services
Meeting Minutes
June 1, 2016

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

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of May 18, 2016 were approved as presented.
3. Guest: Brian Lueth
4. Business
 - 4.1 Nelnet Update – B. Lueth provided the group with an overview of the transition from Higher One to Nelnet outlining the new payment plan and refund processes. B. Lueth noted payment plans are available beginning this summer for the fall semester and the new refund process will begin July 2016.
 - 4.2 Enrollment Task Force Update – M. Collins reported the Enrollment Task Force Committee did not meet due to the Memorial Day holiday noting the committee continues to focus on enrollment and retention efforts.

M. Collins reported the Batch Cancellation Sub-Committee met to discuss revisions to the batch cancellation process noting the group is working on a revised draft policy and a communication plan to students. M. Collins noted the draft policy will be shared with this group once ideas are in place.

E.J. Bast reported on the upcoming “*Get it Done in a Day*” event on Tuesday, June 21, 2016, summer phone call campaign statistics (full report June 15, 2016), work with marketing and IT, Student Life Cycle and communication plan.
 - 4.3 Retention Committee – L. Cosby reported on mandatory orientations, success rate tracking, retention data, SRP scores, summer enrollments, area high school efforts and SSI (Student Satisfaction Inventory) responses to student concerns.
 - 4.4 Retention, Persistence, Completion Definitions – D. Bertch shared with the group the updated draft Retention, Persistence, and Completion Definitions noting this document will be shared with the ALC group on Friday, June 3, 2016.
 - 4.5 Early College – D. Coates provided the group with a brief update reporting on Early College enrollment, summer camp, and work on high school programs of study for fall.
 - 4.6 University Center Update – C. Jbara updated the group on the status of discussions with Siena Heights, Ferris State and Wayne State Universities, internal leads and interest, and his plans to provide a University Center update at the college-wide meeting scheduled for this Friday, June 3, 2016.
 - 4.7 Course Placement Opportunities – D. Lindsley reported on upcoming meetings and work on SAT crosswalks.

- 4.8 Guided Pathways – D. McCurdy reported on discussions with the deans to establish meaningful pathways, advising and mentoring of students, mapping of pathways, commitment to the academic advising process, and the need to get the larger Guided Pathways Steering Committee back together.
- 4.9 International Student Recruitment – F. Brooks reported on benchmarks met, status of partnerships with FLAG and WMU, and programs for fall.
- 4.10 Diversity and Inclusivity – F. Brooks provided the group with a brief update reporting on workshops, the preferred name policy, and recruitment efforts.
- 4.11 Facility Master Plan, AWH Testing Center, AWH Café – M. Collins provided the group with a brief overview of the college's five year facility master plan and provided updates on the modifications to the AWH Testing Center and Café addressing physical modifications, staffing and operational implications, timelines, and next steps.
- 5. Other
 - 5.1 T. Buszek reported on the second MAT² CNC Cohort noting there are not enough students to run the Cohort.
 - 5.2 L. Depta distributed for review the most recent edition of the KV Focus.
 - 5.3 D. McCurdy reported the teaching brewery was approved with the option of retailing product.
 - 5.4 F. Brooks reported on plans to update I-17 to include Culinary and the Groves Campus Academies as programs of study for international students.
 - 5.5 B. Bates reported on the naturalization ceremony planned for July 27, 2016 noting a large turnout is expected.
- 6. Reality Check – None presented.
- 7. Kudos!
 - 7.1 To Deb Coates for organizing the EFE health career orientations. 175 attended.
 - 7.2 To Al Moss for assisting with a tour group at the CAH building.
- 8. Wrap-up/Next Steps/Agenda Items – As stated.
- 9. Adjourn: The meeting adjourned at 9:15 a.m.
- 10. Next Meeting: June 15, 2016 at 8:00 a.m. in room 4380.