

Instructional Services and Student Success Services and Enrollment Services
Meeting Minutes
June 15, 2016

Present: E.J. Bast, B. Bates, D. Bertch, T. Buszek, D. Coates, C. Colella, 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: F. Brooks, C. Heeter, B. Taraskiewicz

Guest: D. Finch

1. Call to Order - The meeting was called to order by D. Bertch at 7:58 a.m.
2. The meeting minutes of June 1, 2016 were approved as presented.
3. Business
 - 3.1 Enrollment Task Force Update – E. J. Bast reported on the “Finally Your Time to Focus Open House” scheduled for June 21, 2016 and the KVCC Merit Scholarships for high school seniors.

M. Collins reported the Enrollment Task Force met on Monday, June 13, 2016 noting the group continues to work to improve retention and recruitment efforts.

M. Collins also reported the Batch Cancellation Sub-Committee continues to work on opportunities.
 - 3.2 Retention Committee – L. Cosby reported on the number of winter students (4661) yet to enroll for fall and SSC efforts noting a full report is coming soon. L. Cosby also reported the CRM (Customer Relationship Management) committee met to discuss life cycle recruitment noting the committee is looking at opportunities for automation.
 - 3.3 Retention, Persistence, Completion Definitions – D. Bertch shared with the group the updated draft Retention, Persistence, and Completion Definitions outlining potential benchmarks for each definition. D. Bertch noted next steps will be to present the definitions to the Retention Committee.
 - 3.4 Early College – D. Coates and D. Miller provided the group with a brief update reporting on Early College and dual enrollments for fall.
 - 3.5 University Center Update – C. Jbara updated the group on the status of discussions with Siena Heights, Ferris State, Spring Arbor and Wayne State Universities noting things are moving forward.
 - 3.6 Course Placement Opportunities – D. Lindsley reported on conferences attended, upcoming meetings, and rSAT and ACCUPLACER benchmarks.

P. Eagan provided the group with a brief update reporting on the status of the ALEKS pilot noting implementation has not taken place yet.
 - 3.7 Guided Pathways – D. McCurdy reported on a Guided Pathways webinar held on Tuesday, June 14, 2016 noting useful information was shared in terms of process. D. McCurdy also reported on the first Culinary/Brewing orientation held June 6, 2016 noting low turn-out.
 - 3.8 International Student Recruitment – D. Finch reported on summer/fall enrollment (30 new F1 students), the partnership agreement with FLAG (Foreign Links Around the Globe), plans for an orientation for international students (August 24, 2016), meetings, and the possibility of offering an ENG/Bridge course for international students. D. Finch and B. Reynolds will meet to further discuss the ENG/Bridge course.

- 3.9 Diversity and Inclusivity – D. Bertch shared with the group a handout from F. Brooks regarding the LGBTQA Train the Trainer Workshop. D. Bertch noted F. Brooks is looking for 20 – 25 trainers.
- 3.10 Add/Drop Deadlines – B. Reynolds brought forward for discussion several questions from faculty regarding inconsistencies in the timing of add/drop periods. S. Hubbell shared with the group the prescribed calculation for determining add/drop periods for every part of term. The group briefly discussed retention issues related to the current add/drop deadlines. S. Hubbell, B. Reynolds, R. Miller, and D. McCurdy will meet to further discuss this concern and report back at the June 29, 2016 meeting.
- 3.11 Facility Master Plan, AWH Testing Center, AWH Café – M. Collins provided a brief overview of the 5 year facility plan, and updated the group on the status of modifications to the AWH Testing Center and Café. M. Collins reported a meeting to discuss existing needs and short and long term planning is scheduled for Monday, June 20, 2016.
4. Other
 - 4.1 D. McCurdy reported on plans to provide lunch service at the Culinary and Allied Health Building.
 - 4.2 G. Fredericks reported on a pilot for a 24/7 Help Desk for students is currently underway (BlackBeltHelp).
 - 4.3 B. Bates reported on the Naturalization ceremony scheduled for Tuesday, July 12th at 1:00 p.m in the Dale B. Lake Auditorium.
 - 4.4 C. Colella reported Zanita Hobdy has been hired full time (replacing Lisa Gruber) as Senior Office Specialist for Counseling and Kalamazoo Promise services. SARS (Student Services Appointment Schedule System) is scheduled for implementation in July at the Arcadia Commons Campus. C. Colella and Rachel Herrick are meeting to determine support needs at the Culinary Allied Health building including reception and needs for the Healthy Living Campus. C. Colella will bring forward a recommendation prior to the start of the fall semester.
 - 4.5 L. Depta reported on the Degree Works student promotion rolling out this week and the mailing date (August 1, 2016) for the next edition of KV Focus newsletter.
 - 4.6 M. Collins reported Von Washington Jr. was appointed to the Board of Trustees filling Anna Whitten's term ending December 31, 2016.
5. Reality Check – None presented.
6. Kudos!
 - 6.1 To R. Panico for writing language to bring forward to the NJCAA to give Early College students the opportunity to play college level sports.
7. Wrap-up/Next Steps/Agenda Items – As stated.
8. Adjourn: The meeting adjourned at 9:05 a.m.
9. Next Meeting: June 29, 2016 at 8:00 a.m. in room 4380.