

**Instructional Services and Student Success Services and Enrollment Services  
Meeting Minutes  
June 29, 2016**

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

**Absent:** D. McCurdy, D. Miller, 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 June 15, 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” held June 21, 2016 (200 guests, 134 students, attended), the “Get it all Done” event scheduled for Tuesday, July 26, 2016, the phone campaign for fall, and meetings with R. Miller, S. Cook and B. Bechtel to discuss loading FAFSA into Recruiter.  
  
M. Collins provided a brief update reporting on communications to students, the payment plan (live this week), robocalls, and work with T. Hutchins to create an e-invoice.
  - 3.2 Retention Committee – L. Cosby reported the Retention Committee meets tomorrow, Thursday, June 30, 2016 noting the group plans to discuss mandatory orientation, student satisfaction survey reports, and FYE.
  - 3.3 Early College – D. Coates reported on the summer camp scheduled for the week of July 25, 2016 (20 currently enrolled), and updated the group on Early College fall enrollment.
  - 3.4 University Center Update – C. Jbara updated the group on the status of discussions with Siena Heights, Ferris State, Spring Arbor and Western Michigan Universities noting things are moving forward. C. Jbara noted next steps include work with Academic Services.  
  
D. Bertch provided the group with a brief update on the status of discussions of 2+2 and 3+1 program offerings.
  - 3.5 Course Placement Opportunities – D. Lindsley provided the group with a brief update reporting on rSAT, ALEKS, and upcoming meetings.  
  
P. Eagan reported the Summer Bridge course kicks-off with the new process July 6, 2016. P. Eagan noted next steps include IT integration.
  - 3.6 Guided Pathways – No update.
  - 3.7 International Student Recruitment – F. Brooks provided a brief update reporting on fall enrollment numbers (33 new F1 students), orientation scheduled for August 24, 2016, recruitment efforts, and meetings with D. Bertch, and B. Reynolds to discuss the ENG/Bridge course. F. Brooks noted International Student Recruitment is featured in the July 2016 edition of the KV Focus newsletter.
  - 3.8 Diversity and Inclusivity – F. Brooks reported on the status of the Diversity, Equity and Inclusion workshops, and train-the-trainer recruitment and meetings to further discuss recruitment efforts.

- 3.9 Add/Drop Deadlines – B. Reynolds reported on the meeting to discuss Add/Drop deadlines noting the need to look more closely at parts of term to understand why we have so many. D. Bertch noted this topic will be further discussed with the deans.
- 3.10 Facility Master Plan, AWH Testing Center, AWH Café – M. Collins reported on short term facility master plan discussions and provided the group with a brief overview of opportunities. M. Collins also updated the group on the status of modifications to the AWH Testing Center and Café. M. Collins noted he is working to pull together a 5 year Facility Master Plan committee. Contact M. Collins with interest.
- 4. Other
  - 4.1 R. Miller reported Plante Moran will be on campus Monday, July 11, 2016 conducting the A133 audit.
  - 4.2 E. J. Bast reported the “Get it Done” orientation event takes place Tuesday, July, 26, 2016.
  - 4.3 S. Hubbell reported on the posting of the Degree Auditor position.
  - 4.4 L. Depta reported the July edition of the KV Focus newsletter is out.
  - 4.5 C. Jbara reported the Momentum project graduation takes place Wednesday, July 6, 2016 at the Groves. C. Jbara also reported on upcoming projects, grants, and partnerships.
  - 4.6 J. Taylor reported on the competitive admission process for Health Careers noting there are more applicants than seats in some programs.
  - 4.7 L. Cosby distributed for review and input notes from an interview with Dr. Tim Renick, V.P. for Enrollment and Student Success and University Vice-Provost at Georgia State University.
  - 4.8 B. Bates reported on the B2B Conference (Thursday, July 7, 2016) and the Naturalization Ceremony (Tuesday, July 12, 2016).
  - 4.9 F. Brooks reported on a potential partnership with the Culinary School.
- 5. Reality Check – None presented.
- 6. Kudos! – None presented.
- 7. Wrap-up/Next Steps/Agenda Items
  - 7.1 Donor Program – Georgia State University
- 8. Adjourn: The meeting adjourned at 8:53 a.m.
- 9. Next Meeting: July 13, 2016 at 8:00 a.m. in room 1350.