

**Instructional Services and Student Success Services and Enrollment Services
Meeting Minutes
July 13, 2016**

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

Absent: T. Buszek, C. Colella, L. Depta, B. Reynolds

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of June 29, 2016 were approved as presented.
3. Business
 - 3.1 Enrollment Task Force Update – E. J. Bast and M. Collins reported on upcoming events, communications to students, robocalls, analytics and tracking and orientations scheduled.
 - 3.2 Mandatory Orientation – M Collins distributed for review and action a recommended Mandatory Orientation policy. An overview of the Mandatory Orientation policy was provided. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommended Mandatory Orientation policy as presented. M. Collins reported next steps will include a communication to students noting a fall 2016 implementation date. M. Collins noted this information will be shared with the Academic Leadership Council and Cabinet.

The group briefly discussed customization of orientations and the status of the planned on-line orientations (operational by the week of July 18, 2016).
 - 3.3 Retention Committee – L. Cosby and D. Vandenberg reported on CRM (Customer Relationship Management) committee progress, communications to students, plans for calls, best strategies, and meetings to discuss SSI (Student Satisfaction Inventory) concerns.
 - 3.4 Donor Program – Moved to future agenda items.
 - 3.5 Early College – D. Miller reported on 2015/2016 Early College enrollment data and next steps to include looking at grade point averages of Early College students. D. Coates provided a brief update reporting on fall enrollment and the Early College summer camp (22 enrolled).
 - 3.6 University Center Update – C. Jbara and D. Bertch updated the group on the status of discussions with Siena Heights (MOU signed, meeting in August to discuss logistics), Ferris State (meeting next week to discuss Criminal Justice and other programs), Spring Arbor, and Western Michigan Universities.
 - 3.7 Course Placement Opportunities – D. Lindsley provided the group with a brief update reporting on the status of ALEKS and ACCUPLACER (no summer pilot, pilot will kick-off September 7, 2016) placement and upcoming meetings with math faculty. More to come.
 - 3.8 Guided Pathways – D. McCurdy reported the Guided Pathways Steering Committee meets today at 4:00 p.m.
 - 3.9 International Student Recruitment – F. Brooks provided a brief update reporting on progress with WMU, FLAG (Foreign Links Around the Globe), recruits for the winter semester and the ENG/Bridge course for international students.

- 3.10 Diversity and Inclusivity – F. Brooks reported on the status of the Diversity, Equity and Inclusion workshops. Contact Felix Brooks or Trice Baston to schedule workshops for your group.
- 3.11 Facility Master Plan, AWH Testing Center, AWH Café – M. Collins provided a brief update reporting on the reutilization of space at the TTC, RFPs and the search for individuals to serve on a committee to discuss the 5 year facility master plan. M. Collins and D. Bertch also updated the group on the status of modifications to the AWH Testing Center and Café reporting the food vendor for AWH this fall will be “Feed the World Café.”
- 4. Other
 - 4.1 D. McCurdy reported on the second orientation for Culinary/Brewing noting 11 – 12 students and 6 faculty attended.
 - 4.2 R. Miller reported Plante Moran is on campus this week conducting phase one of the annual audit.
 - 4.3 B. Bates reported on the Naturalization Ceremony held on Tuesday, July 12, 2016.
- 5. Reality Check – None presented.
- 6. Kudos!
 - 6.1 To Cynthia Schauer for her presentation of her sabbatical research work at the Kalamazoo Public Health Department.
 - 6.2 To Kim Hilton for leading an afternoon of Chemistry Fun at the Oshtemo Branch of the Kalamazoo Public Library for community members. Many families were in attendance and the target audience was age 5 to 15. Charissa Oliphant and students from KVCC’s Science Club served as table demo/activity assistants for the afternoon. All had a blast!
 - 6.3 To Ezra Bell for the very successful B2B Leadership Conference held Thursday, July 7, 2016.
 - 6.4 To Coty Dunten and the entire orientation crew for hosting four orientations this week!
 - 6.5 To Bonita Bates for a successful Naturalization Ceremony.
 - 6.6 To Robyn Schieber, Ezra Bell, Keegen Henschel, Jim Taylor, Mike Collins, Erin Dominiani, LaJoyce Brooks, Sara Hubbell, Edward Bast, Megan Pauken, Diane Finch, Justin Wood, Cathy Colella, Paige Eagan, Felix Brooks, Andria Brown, Denise Lindsley, Dennis Bertch, Zanita Hobdy, Laurie Dykstra, Jazmin Ravotas, and Tracey Quada for an outstanding job at the Naturalization Ceremony held on Tuesday, July 12, 2016.
 - 6.7 To Brian Lindberg for his extra time preparing for fall.
 - 6.8 To Melanie Woods for the Kids in the Kitchen program.
- 7. Wrap-up/Next Steps/Agenda Items: As stated.
- 8. Adjourn: The meeting adjourned at 8:50 a.m.
- 9. Next Meeting: July 27, 2016 at 8:00 a.m. in room 4380.