

**Instructional Services and Student Success Services and Enrollment Services
Meeting Minutes
July 27, 2016**

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

Absent: D. Bertch, D. Coates, C. Colella, T. Hamann

1. Call to Order - The meeting was called to order by M. Collins at 8:00 a.m.
2. The meeting minutes of July 13, 2016 were approved as presented.
3. Business
 - 3.1 Enrollment Task Force Update – E. J. Bast and M. Collins reported on upcoming events, calling campaigns, work with Nate on a mobile application and texting, CRM (Customer Relationship Management) committee discussions (software changes [Recruiter] are being considered), the “Get it All Done” event including plans for a debriefing, fall enrollment, Enrollment Task Force Committee discussions, and the payment plan (30 students enrolled. Training dates for staff set).

Payment Plan Training Dates:

August 4, 2016	9:00 – 10:00 a.m.
August 16, 2016	2:00 – 3:00 p.m.
August 31, 2016	11:00 – 12:00 p.m.
 - 3.2 Retention Committee – D. Vandenberg reported on the recapture campaign and next steps.

M. Collins reported the Mandatory Orientation policy was presented to Cabinet.
 - 3.3 Early College – D. Miller reported on Early College summer camp (underway and doing great), and KRESA Health Science and Law programs (moving forward).

D. Miller also reported F2 International Students do not qualify for dual enrollment.
 - 3.4 University Center Update – C. Jbara reported on discussions with Davenport, Siena Heights, Ferris State, and Grand Canyon Universities noting next steps will include follow-up meetings and instructional discussions with D. Bertch.

J. Taylor and T. Buszek also reported on possible opportunities with Ferris State University.
 - 3.5 Course Placement Opportunities – D. Lindsley distributed for review the KVCC Placement Score Equivalencies Chart and reported on ALEKS, ACCUPLACER, SAT, ACT, COMPASS, promotional materials, and upcoming meetings.

L. Depta and P. Eagan brought forward recommendations to place the KVCC Placement Score Equivalencies Chart online and provide a “cheat sheet” document for all front line staff.

M. Collins reported on work to get high school test scores off transcripts and into Banner.
 - 3.6 Guided Pathways – D. McCurdy reported on the Guided Pathways Steering Committee meeting that took place on Wednesday, July 13, 2016 and next steps to include program level orientation sessions.

- 3.7 International Student Recruitment – F. Brooks provided a brief update reporting on enrollment goals, recruitment opportunities and a letter of intent with WMU.
- 3.8 Diversity and Inclusivity – F. Brooks reported on workshop debriefings with Museum staff and next steps.
- 3.9 Facility Master Plan, AWH Testing Center, AWH Café – M. Collins provided a brief update reporting on the reutilization of space at the TTC, the status of RFPs for the 5 year facility master plan and the status of modifications to the AWH Testing Center and Café. M. Collins noted the food vendor for AWH this fall will be “Feed the World Café.”
4. Other
 - 4.1 B. Bates reported two additional Naturalization Ceremonies have been scheduled for August 4, 2016 and August 11, 2016.
 - 4.2 D. Lindsley reported Carlos Salinas accepted the position of Writing Center Supervisor replacing Lisa Cronkhite-Marks. Carlos’ first day is Monday, August 8, 2016.
 - 4.3 D. Vandenberg reported 123 students went through orientations.
 - 4.4 L. Cosby reported a SSC Unit meeting is scheduled for Wednesday, August 10, 2016 at 8:00 a.m. in room 4240. M. Collins noted the Instructional Services and Student Services and Enrollment Services group will not meet Wednesday, August 10, 2016 to allow for those interested to attend the SSC Unit meeting.
 - 4.5 D. McCurdy reported monthly tours of the Downtown Campus (CAH building) begin in August 2016.
 - 4.6 F. Brooks reported Diversity, Equity and Inclusion workshops have been scheduled for SSC staff.
5. Reality Check – None presented.
6. Kudos!
 - 6.1 For the “Get it All Done Event for Fall 2016”
 - To Paige Eagan, Linda Depta, Billy Reynolds, Tom Buszek, Jim Taylor and Mike Collins for welcoming students and guiding them to the testing center.
 - To Coty Dunten, Meredith Mancuso for all of their work for Orientation (prep, planning, and execution).
 - To Mary Morehouse, Mary Johnson, and Megan Pauken for all of their work planning.
 - To the Marketing Department for all of their work marketing and promoting the event.
 - To Mike Thompson for developing the event landing page and RSVP form.
 - To the departments of Admissions, Registration and Records and Financial Aid for working with all of the students who visited their departments.
 - To Denise Lindsley, Glenn Davis and the rest of the Testing Center for accommodating all of the testing needs of the students.
 - To Cristina Babaris and Erin Dominianni for assisting where needed.
 - 6.2 To Michael Hall, Brenda Vander Roest and Alisha Cederberg for their work in validating and submitting Gainful Employment information to the Department of Education.
 - 6.3 To Deb Coates for her GREAT job with the Early College Summer Camp.
 - 6.4 To Denise Lindsley for her hard work on placement scores.
 - 6.5 L. Cosby reported Gerri Jacobs last day is today, Wednesday, July 27, 2016.
7. Wrap-up/Next Steps/Agenda Items: As stated.
8. Adjourn: The meeting adjourned at 9:05 a.m.
9. Next Meeting: August 24, 2016 at 8:00 a.m. in room 4380.