

**Instructional, Student Success, and Enrollment Services
Meeting Minutes
November 2, 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, D. McCurdy, R. Miller, B. Reynolds, B. Taraskiewicz, J. Taylor, D. Vandenberg

Absent: D. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of October 19, 2016 were approved as distributed.
3. Business
 - 3.1 Enrollment Task Force Update – E.J. Bast reported on customized campaigns, and the “Get it All Done” event scheduled for Monday, December 5, 2016.

M. Collins reported on the status of robocalls (5 robocalls recorded) and Merit Scholarships. M. Collins will be presenting on Enrollment Management and the Merit Scholarship Program at the college-wide meetings Friday, November 4, 2016.
 - 3.2 Retention Committee – L. Cosby provided a brief update reporting on the text message from the deans (the text went out a day late due to challenges with converting the text message), a follow-up to the SSI (Student Satisfaction Inventory) campaign and conversations with faculty on how to use the class roster. P. Eagan reported on push-back from faculty regarding class roster conversations.

D. Vandenberg reported the SRP (Student Retention Predictor) went out to approximately 800 students yesterday, Tuesday, November 1, 2016.
 - 3.3 Early College – D. Coates provided a brief update reporting on MI Career Quest and Early College registration.
 - 3.4 University Center Update – C. Jbara reported on a meeting to discuss the build out of room 1510 and signage, and also provided an update on the status of discussions with Ferris State and Western Michigan Universities.
 - 3.5 Guided Pathways – D. McCurdy reported on the first informational meeting held at TTC (3 students enrolled in downtown programs), articulation discussions with Ferris State (Hospitality Management), and Allegan Tech Center, work with Tracey Quada and faculty to begin looking at an employer/employment approach, class visits (completed) and work with R. Miller to resolve financial aid questions. D. McCurdy also reported a number of Agri-food faculty and staff are interested in developing new program options.

The Guided Pathways state-wide meeting takes place December 8 & 9, 2016. D. McCurdy and D. Bertch will meet to determine who should attend.

T. Hamann reported on PT guided pathway curriculum plans for the Art & New Media programs of study are complete noting P. Pallett and H. Stevens have been presenting the plans to students.
 - 3.6 International Student Recruitment – F. Brooks reported on new students arriving in December, work with B. Reynolds on the 8x8 class, and the Chicago trip scheduled for November 12, 2016. F. Brooks and D. Finch will be presenting on International Student Recruitment at the College-wide meetings Friday, November 4, 2016.
 - 3.7 Diversity and Inclusivity – F. Brooks provided a brief update reporting on upcoming workshops, seminars, and interviews.
 - 3.8 ECARS Notification and Reminders – R. Miller reported for clarification purposes ECARS notifications and reminders clearly state a deadline of 5:00 pm.

4. Other
 - 4.1 D. Bertch distributed the document *"Michigan Center for Student Success"* report on Guided Pathways as a point of reference.
 - 4.2 T. Hamann reported the art work of three visiting faculty members from Kendall College of Art and Design will be showcased during Art Hop this Friday, November 4, 2016 from 5:30 – 8:00 pm and will remain on display throughout the month of November.
 - 4.3 F. Brooks reported on work to prep for faculty Seminar Days.
 - 4.4 C. Heeter reported the platform change is still on schedule for Thursday night and Friday early morning, November 3-4, 2016. The change is expected to be complete by 9 AM on November 4, 2016.
 - 4.5 C. Jbara reported on work to set-up a food pantry/donation for KVCC students.
5. Reality Check – None presented.
6. Kudos!
 - 6.1 To Nate Hartman, Joseph Montgomery, Mike Thompson and the rest of the crew for their work on campaigns.
 - 6.2 To Brill Kring, Martin Smith, Tom Noyes and the MAT² students for providing the Governor with a tour and a great lab experience on November 1, 2016.
 - 6.3 To all the faculty and staff involved with the MI Career Quest.
7. Wrap-up/Next Steps/Agenda Items
 - 7.1 Groves/Innovation Center/KVM Update – Jbara
8. Adjourn: The meeting adjourned at 8:25 am.
9. Next Meeting: November 16, 2016 at 8:00 am in room 4380.