

**Instructional, Student Success, and Enrollment Services
Meeting Minutes
November 16, 2016**

Present: B. Bates, D. Bertch, F. Brooks, C. Colella, M. Collins, L. Cosby, L. Depta, P. Eagan, G. Fredericks, C. Gibson, C. Heeter, C. Jbara, D. Lindsley, D. McCurdy, B. Reynolds, B. Taraskiewicz, J. Taylor, D. Vandenberg

Absent: E.J. Bast, T. Buszek, D. Coates, T. Hamann, S. Hubbell, D. Miller, R. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of November 2, 2016 were approved as distributed.
3. Business
 - 3.1 Enrollment Task Force Update – M. Collins reported on calling campaigns, batch cancellation, robocalls, the Merit Scholarship program (2nd year approved, scholarships expanded to 50) and the “Get it All Done” event scheduled for Monday, December 5, 2016.
 - 3.2 Retention Committee – L. Cosby provided a brief update reporting the CRM (Customer Relationship Management) committee is looking at different vendors and working on a recommendation. The goal is to have the recommendation ready by January 2017. Capital funding will be sought to support this initiative.
 - 3.3 Early College – Nothing new to report.
 - 3.4 University Center Update – C. Jbara reported receiving approval to outfit room 1510 with furniture and equipment to accommodate ten offices, a small entry area and a small conference room. A move in date of mid-January of 2017 is targeted.
 - 3.5 Guided Pathways – D. McCurdy reported on discussions with Siena Heights and Ferris State Universities, work with Chris Stroven and other counselors on Pathways Advisors positions, and bi-weekly meetings with Tracey Quada to refine a plan for when and how employers and students interact.
 - 3.6 International Student Recruitment – F. Brooks provided a brief update reporting on the Chicago trip that took place last weekend (14 students attended), and new student orientation planned for December 21, 2016. Attendance (20 – 25 expected) will depend on visa appointments.
 - 3.7 Diversity and Inclusivity – F. Brooks reported on work with P. Eagan and B. Reynolds on Faculty Seminar Days sessions. F. Brooks also reminded the group of the importance of reassuring students that the college is committed to Diversity and Inclusion.
 - 3.8 Groves, FIC, & KVM Updates – C. Jbara announced to the group he would like to start looking at potential linkage and alignments (credit and non-credit) for the purpose of promoting partnerships and collaborations. C. Jbara noted at some point in time an overview will be provided.

C. Jbara also reported on grants, Momentum, Life Enrichment, and Community programs and funding opportunities.
 - 3.9 SRP Brainstorming –
 - Remove negative labels – “of promise” instead of “at risk”
 - Approximately 700 students fall into this category (0.4-0.6).
 - Use more social media to reach students
 - Remove barriers to registration
 - Non-cognitive Student Survey (14 questions) at registration or when completing placement testing
 - Breakdown students by career pathway – share with deans and/or faculty
 - Integration of Pathways Advisors
 - Mentoring – Some success

- Person to Person Contact – How do we get to this point? How do we reach them?
- Collaborate between departments i.e. B to B, Focus, Promise, Veterans group.
- Peer mentoring program.
- How do we get them in?
- Relationship building
 - Counselors/Pathways Advisors in classrooms
- Customized messages based on student interest
- Utilize academic leaders
- Multiple touch points
- Sense of belonging important
- SRP Cohort stats from past years
- Involve faculty
 - Grow this culture
 - Utilize the PDP and Tenure processes
 - Focus on how faculty are connecting with students.
 - Begin changing expectations.
- Develop survey tool for faculty (Dropout rate)
- Early Alert messages to faculty.
- Department meet and greet. Personal touch.

4. Other

- 4.1 L. Depta reported on the KVCC website redesign noting the RFP is drafted and will be released in December of 2016.
- 4.2 D. McCurdy reported the Culinary and Brewing programs received final approval from the Higher Learning Commission. D. McCurdy also reported a Sustainable Brewing student won the Bell's Homebrew contest.
- 4.3 B. Reynolds brought forward a recommendation to generate a message of overall assurance to students addressing diverse populations. F. Brooks will follow-up with M. Schlack.
- 4.4 D. Bertch distributed the Building Access Control CMOP and procedure as endorsed by the Cabinet on 11.15.2016.

5. Reality Check – None presented.

6. Kudos!

- 6.1 To Craig Jbara, Darcy Soule, and Judy Rose for facilitating the transfer of equipment and glassware to be used in the science area.
- 6.2 To Bonnie McGee and Becky Herington for help with faculty contracts in Rachael's absence.

7. Wrap-up/Next Steps/Agenda Items – As stated.

8. Adjourn: The meeting adjourned at 9:16 am.

9. Next Meeting: November 30, 2016 at 8:00 am in room 4380.