Academic Services Administrators
Meeting Minutes
June 24, 2015


1. Call to Order – The meeting was called to order by D. Bertch at 8 a.m.

2. Meeting Minutes of June 10, 2015 - The meeting minutes of June 10, 2015 were approved as distributed.

3. Information Sharing/Updates
   3.1 Cabinet Update – A brief overview of the Cabinet meeting from June 23, 2015 was shared. Minutes from the meeting will be shared once approved.
   3.2 Announcements – None.

4. Updates:
   4.1 MAT² - T. Buszek provided a brief update reporting Bill Kring is attending training, the process of formalizing classes for fall begins next week and curriculum set-up is moving forward.
   4.2 MEDC CCSTEF Grant – T. Buszek provided a brief update reporting on construction, modifications, and equipment noting things are progressing well.
   4.3 Perkins 15/16 – T. Buszek reported the grant submission deadline has been extended due to technical difficulties noting a new submission date has not been announced.
   4.4 FYE – B. Reynolds reported C. Heeter sent letters to the first thirty FYE students who should take classes in the fall.
   4.5 Early Alert/Student Success Connection – B. Taraskiewicz provided the group with a brief update reporting the committee met again to discuss recommendations. The group discussed CSI data, and reviewed a Best Practices article provided by G. Jacobs. B. Taraskiewicz noted the next committee meeting will take place in September. The group briefly discussed faculty involvement and student success strategies.
   4.6 Early/Middle College – J. Taylor updated the group on the status of Van Buren’s Early/Middle college application with the state, part-of-term codes, and registration challenges.
   4.7 Sabbatical Guidelines – D. Bertch provided the group with a brief update reporting the revised guidelines were shared with faculty who recently were awarded sabbaticals noting good feedback was received.
   4.8 Purge Dates Fall 2015 – Monday, August 17, 2015 at 7:30 a.m. Batch cancellations take place Monday through Thursday. Registration resumes Thursday, August 20th at 3:00 p.m.
   4.9 Guided Pathways – D. Bertch reported Billy Reynolds, K. Dockerty, D. McCurdy, and P. Eagan will attend the Guided Pathways session at Jackson College on July 8, 2015.

5. Business
   5.1 Credit for Proficiency Exams Guidelines – B. Taraskiewicz provided an overview of AP and CLEP exam requirements from WMU and other various colleges and community colleges and recommended appropriate changes to Valley’s equivalencies. After brief discussion the group approved moving forward with the recommendations presented. B. Taraskiewicz will research equivalencies for the International Baccalaureates and DANTE exams and report back recommended changes. B. Taraskiewicz will provide the group with a final document for presentation to K. Sparrow.
5.2 Internships – D. Bertch distributed for review the updated draft Internship “policy”. A brief overview of changes to the document was provided. D. Bertch noted this document will be shared with the Academic Services Administrators/Student Services group at the July 1, 2015 meeting.

5.3 SARA – G. Fredericks provided the group with a brief update reporting last week Governor Synder signed into law legislation to authorize Michigan’s participation in reciprocity agreements for distance education with other states. G. Fredericks provided a brief overview of application and membership fees reporting KVCC currently has eight (8) out-of-state students enrolled in on-line courses noting based on our out-of-state enrollment in online offerings this would be a cost prohibitive move. After brief discussion, the group agreed that this would be a cost prohibitive move and recommended not moving forward at this time. D. Bertch will take this recommendation to Cabinet next week. G. Fredericks will meet with R. Miller and M. McCall next week to further discuss options.

5.4 Fall 2015 Enrollments – D. Bertch provided the group with a fall 2015 enrollment update. M. Collins reported the Enrollment Task Force meets Monday, June 29, 2015 and will begin implementing initiatives for fall.

5.5 AS Strategic Priorities, 2015-2016 - D. Bertch distributed for review and input the 2015-2016 Academic Service Priorities pending the Board Planning meeting on June 30, 2015.

5.6 Instructional Support for Faculty – Needs to be addressed by the group. Deans only.

6. Other
6.1 J. Taylor reported Jim Murphy is leaving K/RESA to manage Gull Lake Schools Early/Middle college system.

6.2 D. Bertch reported a meeting to discuss the FT Faculty I.U. cap is scheduled for July 28, 2015. Committee members include S. Walman, S. Louisell, M. Raines, A. Moss, T. Kane, K. Dockerty, E. Martin, T. Buszek, and D. Bertch.

6.3 G. Fredericks reported receiving requests to have multiple instructors added to Moodle courses. After brief discussion it was determined a process should be in place. G. Fredericks agreed to begin working on this process. Dean involvement will be sought.

6.4 J. Taylor provided the group with a brief update on discussions regarding the competitive admission process for Health Careers.

6.5 T. Buszek reported on a meeting with representatives from Ferris to discuss a 3+1 program in accounting.

6.6 D. McCurdy provided the group with a brief update reporting on the 2 + 2 Food Service Administration program with WMU also noting he is still awaiting confirmation on the WPE 130.

7. Reality Check – None presented.

8. Kudos! None presented.

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

10. Adjourn – The meeting was adjourned at 9:23 a.m.

11. Next Meeting: July 8, 2015 at 8:00 a.m. in room 3340. Note: The meeting time may need to be adjusted or canceled as several members of this group will be attending the Guided Pathways session at Jackson College on July 8th, 2015.