

## QEP Attendance Policy/Reporting Subcommittee Minutes

Date: April 9, 2024

Time: 2:00 pm

Location: MCC 4900

Present: Jeremy Bennett, Kristen Corbell, Amanda Fields, Nicholle Stone, Curtis Way, Keith Karriker, Kirby Moore

Recorder: Debbie Kelton

Facilitator: Jeremy Bennett, Kristen Corbell

TOPIC	PRESENTER(S)	
Welcome	Jeremy Bennett Kristen Corbell	Dr. Bennett welcomed the group.
Attendance Policy Draft	Jeremy Bennett Kristen Corbell	<p>Dr. Bennett distributed a draft of the proposed <i>Attendance Policy</i>. He commented that we need to be able to quickly identify when a student stops attending. Instructors will enter attendance weekly into Self-Service.</p> <p>We met with a group from CPCC which is an attendance taking institution. We hope to learn from them to avoid the same pitfalls. CPCC reported:</p> <ul style="list-style-type: none"> <li>• Their financial aid group had problems with faculty not entering attendance and not entering the last day of attendance. This causes problems with financial aid.</li> <li>• Discussed two weeks for 16-week courses and one week with a little leeway for 8-week courses before administratively withdrawing the student.</li> </ul> <p>Dr. Bennett stated that we are trying to keep this as simple as possible. We are doing a pilot in the fall with Aviation, Cosmetology, and Surg Tech to find the bugs and work them out before we go campus-wide. Dr. Corbell added that keeping it simple makes it easier to use our technology to manage this process.</p> <p>Once we complete our draft, Dr. Pitonzo will take it to Dr. Clarke for his approval.</p>

		<ul style="list-style-type: none"> <li>• Will we allow for appeals for an administrative withdrawal? Who will manage that? If allowed, it will be a form similar to the <i>Census Appeal Form</i>.</li> <li>• If we assign a WA (Withdrawn Administratively) it is not to be punitive. It will not affect the student's GPA, but it will affect their SAP (Satisfactory Academic Progress) for Financial Aid.</li> <li>• Kirby Moore asked about a student with a Monday only (Traditional, 1x weekly) class who misses the Monday before the MLK Day holiday; there are no classes on the following Monday, MLK Day. He will be withdrawn administratively for missing 14 days (one class). But a student who has a class that meets Monday through Thursday misses one class he will not be administratively withdrawn. We will treat him differently from the student who has the Monday only class. It will not be a problem if there is an online component. It is different if it is a Traditional seated class</li> <li>• What about classes with co-reqs such as Eng 111 (Monday) with ENG 011 (Wednesday). If the student was administratively withdrawn from the ENG 111 on Monday, then he would also have to be withdrawn from the ENG 011 on Wednesday?</li> <li>• Thanksgiving, Fall Break, Good Friday will also cause this situation. The group agreed to change the wording to, "...when the college is closed" to make it simple.</li> <li>• Is there a way to automate this? Curtis Way said that the system will have to go through the calendar for each class. Do we sacrifice one thing for another?</li> <li>• Part of the QEP budget is for a FT person (compliance analyst?) to manage this and the analytics.</li> <li>• If a teacher is out, the department chair cannot enter the attendance for her. Can we create a screen in Colleague UI and bypass Self-Service? Curtis said this is a thought to consider.</li> </ul>
Proof of Concept	Kristen Corbell Curtis Way	<p>Kristen discussed the codes we can use:</p> <ul style="list-style-type: none"> <li>• E – excused absence (not used by the majority of colleges)</li> <li>• P – present</li> <li>• A – absent</li> <li>• L – late</li> </ul> <p>Aviation has a policy that 8 tardies count as an absence – how would that work? If L's were used it would be a manual function.</p>

		<p>E can only be used if the student has a Title IX or DAS exclusion. We need to look at what other colleges are doing.</p> <p>LDA (last day of attendance) is there a place in Self Service where instructors enter that? LDA will be the last P/the last assignment done for an online class. What is the definition of LDA? Assignment graded? Scholarly activity?</p> <p>What do you do about a student in a B (Blended) class that only does the online portion of the class and never comes to the seated portion? It is not an online class. Blended should be seeing instruction in both pieces. Have to have graded activities (points for attendance?). Some schools have solved this by adding one or two minutes to the class. B is different than a T (traditional) based on the number of minutes. If the class is truly Blended, work with Jen Whisman to extend it like you do with Veterans.</p>
Next Steps		<p>Next Steps</p> <ul style="list-style-type: none"> <li>• Have a way to handle when instructors are out. Have a way in Colleague.</li> <li>• Automatic excluding college holidays</li> <li>• Use an “E” as possible Title IX/DAS exclusions</li> <li>• How to handle Blended classes that are really 95% Traditional</li> <li>• Blended have to have graded activities</li> <li>• Don’t want to create loopholes</li> <li>• Co-reqs and college-level Math and English – typically can’t be in one and not the other – how to handle when administratively withdrawn.</li> <li>• Need how to identify the last date of attendance in Canvas for students and have faculty be able to see this.</li> <li>• Dr. Corbell will check with Dr. Bennett if we can share the <i>Attendance Policy Draft</i> with other subcommittees on a need only basis.</li> <li>• Anymore thoughts? Share with Dr. Bennett and Dr. Corbell</li> </ul>
Next Meeting		May 14 at 1:00 pm in MCC 4900.