

QEP Attendance Pilot Subcommittee
Aviation, Cosmetology, and Surgical Tech)
Minutes

Date: March 15, 2024

Time: 1:00 pm

Location: MCC 4900

Presents: Jeremy Bennett, Kristen Corbell, Amanda Fields, La Tia Hariston, Jason Johnson, Kristen Johnson, John Ratliff, Robert Stoesen, Jen Whisman

Absent: Joe Rowbottom, Nathan Wilsford

Recorder: Debbie Kelton

Facilitator: Jeremy Bennett, Kristen Corbell

TOPIC	TYPE	
Welcome/Introductions		Dr. Jeremy Bennett Dr. Kristen Corbell
Pilot Program	Discussion	<p>Dr. Bennett announced that Aviation, Cosmetology, and Surgical Tech will pilot attendance taking in fall 2024 in order identify the pitfalls before GTCC officially becomes an attendance taking institution. These three programs already have attendance taking in their core classes. All classes associated with these students will also be required to take attendance. Gen Ed hasn't had to take attendance in the past. It is critical that instructors report when students stop attending as Financial Aid has to report this within two weeks. If it is not reported, it can cause GTCC to return thousands of dollars of Title IX funds. Kristen Corbell commented that "fall" actually starts with registration on April 1.</p> <p>CPC is an attendance taking institution and they are using Self-Service to track attendance. They have agreed to share everything with us to help us be successful. Can we get ITS to put a tracker in Self-Service? It is important to leverage technology to do this. Dr. Bennett came from an attendance taking institution that used Banner. It would automatically notify Financial Aid after a student had 14 days of no attendance. Financial Aid runs a report every Wednesday on students who do a complete withdrawal or complete no show to all classes. We will have to enforce the administrative withdrawal for all courses in the pilot.</p>
Initiatives	Discussion	<ul style="list-style-type: none"> • The group agreed to use only first-year classes for the pilot. • Need specific sections of ACA 111, ENG 111, HUM 111, BIO 163, and MED 120 (Surge Tech) for the students in the pilot. How will we steer students to these specific sections? Surge Tech uses Monica Banks, Health Sciences, Limited Entry Admissions Coordinator, as she knows the program courses that Surge Tech students need. • Add Pharm Tech? • If there is extra availability in these sections, registration will be opened up to the college, and a statement will be put on the syllabus.

		<ul style="list-style-type: none"> • There was discussion about HUM 111 for Aviation. • If we need an ENG 111 online course, we can use one of the “hidden” courses. • The 14-day rule won’t work in 8-week classes. Dr. Cobell said it is good to use a variety of 12- and 8-week courses to be able to work through the problems during the pilot. • Will there be an appeal process for students who are administratively withdrawn? Look at other colleges. • Will provide professional development for faculty and staff. All faculty in this pilot will have specific professional development. • There will be a student orientation specific to this pilot. • Dr. Corbell reminded the group that this is a five-year initiative. It will take some time to implement it. • Instructors often reach out to students who stop attending with no response. We will have the Student Success Advisors follow up with these students. • The current withdrawal statement on the syllabus needs to be improved to reflect the administrative withdrawal.
Next Steps		<ul style="list-style-type: none"> • If there are other people who need to be on this committee, let Dr. Bennett know. • If you have any questions/thoughts email Dr. Bennett or Dr. Corbell.
Next Meeting		TBA