

QEP Attendance Pilot Subcommittee

Minutes

Date: July 11 2024

Time: 9:00 am

Location: MCC 4900

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

Absent: Joe Rowbottom

Recorder: Debbie Kelton

Facilitator: Kristen Corbell

TOPIC	TYPE	PRESENTER(S)
Welcome	Kristen Corbell	Dr. Corbell welcomed the group and thanked them for coming.
Attendance Policy	Kristen Corbell	<p>Dr. Corbell discussed the final, approved Attendance Policy with the group. (It can be found in the QEP Pilot Group Teams site files). The policy was reviewed and approved by Dr. Clarke, the GTCC President, Dr. Pitonzo, the Senior Vice President of Instruction and by the Student Services division. We will use the information we learn from the pilot to make any changes that are needed for the college-wide policy. All attendance will be put into Self-Service. During Fall 2024 (pilot) instructors will have to put in the last day of attendance (LDA). When we go college-wide with the attendance policy, we hope to automate the LDA.</p> <p>Dr. Corbell will check with Kirby Moore on what the syllabus should say about Title IX in terms of accommodations for attendance.</p> <p>If a student registers for a course after the first day of class, the student is counted absent for the day(s) he missed.</p> <p>There was much discussion about participation grading some examples are:</p> <ul style="list-style-type: none"> • Tying assignments/deliverables to attendance • In order to be counted as present for lab you have to be present for 75% of the lab • If you get a tardy, the highest grade you can get on the exam is a "B" • Cosmetology uses a weekly grading sheet <ul style="list-style-type: none"> ○ Professionalism ○ Attendance ○ Clinical performance ○ Sanitation <p>Attendance is part of the weekly grade. Students know just where they stand. LaTia Hairston will share with the group.</p> <ul style="list-style-type: none"> • Adding a 10% grade component.

		Some programs may have more stringent requirements because of program accreditation or regulatory agencies. This must be approved by the Senior Vice President of Instruction.
Gen Ed Classes	All	There was discussion that the gen ed classes that are held for students of the pilot programs will be opened up to the general population after all the first-year pilot students are registered.
Syllabus		Kristen will email what needs to go in the syllabus. She asked the deans to put their syllabi in the Teams site.