

QEP Attendance Policy/Reporting Subcommittee Meeting Minutes

Date: May 30, 2024

Time: 10:00 am

Location: MCC 4900

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

Recorder: Debbie Kelton

TOPIC	PRESENTER(S)	
Welcome		Dr. Bennett welcomed the group. He told them how much he appreciates their time. We are going to ramp up the QEP marketing this fall starting with the Celebration of Excellence. He reminded the group that the subcommittee reports are due to him no later than June 15th .
Timeline for implementation of attendance policy	Kristen Corbell	<p>Dr. Corbell announced that we are going to use the “E” in Colleague for Title IX absences. If it falls within that two-week reporting window. Data will tell us if changes need to be made based on observations. We will pilot this in Fall 2025. Excusing absences is part of the Title IX accommodations. Faculty are notified by letter or email if a student has accommodations. Discussion about the possibility of the “E” absence being retroactive. Kirby Moore said that he looks at these and if they are within reason he will okay the “E” being retroactive. Possibly for within two weeks of the birth depending on the student’s grades; but not an entire semester.</p> <p>We will use the “P”, “A”, and “E” to mark attendance. We will not use the “L”. Using the “L” will require a change of policy.</p>
Timeline and activities for reporting requirements	Kristen Corbell	Nicholle Stone reported that eLearning has done a lot of work with online activity in Canvas with Census. eLearning piloted running an Informer report this summer to create one long list for Auditing. The next steps are to connect Informer with Colleague. Auditing will compare the report to what faculty puts in Self-Service. We hope that Intelliboard goes away. The report does not pull third party software data, and neither does Intelliboard. Potentially we will use this data for ongoing attendance. After we are connected to Colleague, the intent is that Andrea Allmond in ITS will push out reports to instructors (Dr. Corbell leading this?). The built-in reporting out of Canvas is not useful, so data has to be extracted from it by connecting it to Informer. We will know when the students actually submit something during census from this new report that is being piloted.

Is there a possibility to get the week of June 2-9 activity to see what students have done and then instructors can put in attendance? There is not a current interface for faculty. We are piloting attendance in Fall 2024 with Aviation, Cosmetology, Surg Tech and accompanying Gen Ed courses. The Attendance Policy is being pushed out to Fall 2025 because of the 8-week conversion. The full implementation of attendance will be Spring of 2026.

Can we do soft professional development in Fall 2025 and Spring 2026? Financial Aid needs to know 10 months in advance; they need to know by October 1, 2024. The benefit of Spring 2026 is there is not as many new students who struggle with attendance.

Nicholle state that eLearning is working on the 16- to 8-week redesign engagement matrix which is strategically aligned with the QEP that includes attendance aiming for Fall 2025. An estimated one thousand (1,000) courses will have to be redesigned with weekly attendance activities (online weekly quiz). Engagement and attendance is being integrated into the redesign process for Fall 2025. Can we encourage attendance taking for Fall 2025 and require for Spring 2026? That will allow the benefit of additional professional development. eLearning needs a break between the two sessions.

What will happen if a student withdraws from the first 8-week session and then registers for the second 8-weeks?

- We need to quantify “attendance issues”.
- We need to identify core classes and have some embedded resources in place. Have hidden second 8-week classes (English, Math, ACA).
- If a rule is needed in the first 8 weeks, what will happen in the second 8 weeks? We need to look at success rates to see what we need to do.
- We need to build some assessment of how things are going in Spring 2026.

Assessment of pilot? Can we extend beyond the three programs in Fall 2025? Include some 8-week courses? We have to assess to see if we have the right policy. We need to be nimble in planning to assess and figure out if we’ve hit the 2-week mark, but sporadic attendance will affect the grade.

Keith Karriker asked how long we wait to contact students in 8-week sessions? We need a communication plan. Is there a way to automate after a certain number of

		<p>classes? What about communication for faculty who haven't entered attendance? Wait 3 days or 5 days? Keith suggested having a script for faculty to send to students. "If you are not here tomorrow, I am withdrawing you from class". It is more personal if it comes from their instructor and students take it more seriously.</p> <p>Flags in Canvas when a student misses 3 days? Can we run an Informer report that lists all absences from the previous week? Informer will burst based on the curriculum with email addresses. It is important for Informer to work properly. Curtis Way acknowledged a problem with Informer but no one can find a single point of failure.</p>
Next Meeting		TBA