

**Attendance Policy/Reporting
Subcommittee Committee Minutes**

Date: November 28, 2023

Time: 11:00 am

Location: MCC 4900

Present: Jeremy Bennett, Kristen Corbell, Rich DePolt, Keith Karriker, Tom Richardson, Brad Spielman, Nicholle Stone, Kelly Sutton, Arnessa Thompson, Curtis Way, Jen Whisman,

Absent: Amanda Fields, Beth Pitonzo, Justin White

Guests: Shawn Hill, Sherry Waddell

Recorder: Debbie Kelton

Facilitator: Jeremy Bennett

TOPIC	PRESENTER(S)	NOTES
Welcome	Jeremy Bennett	Dr. Bennett welcomed the group. He reported that the Vice President from SACSCOC will be visiting campus on January 25 and 26. He will be meeting with the QEP group. We have to get census right so we can move forward with being an attendance taking institution.
Updates	All	<p>Arnessa Thompson:</p> <ul style="list-style-type: none"> • The Auditing process document has been updated. • There is still confusion about when a student can be counted in hybrid/blended classes. • Attendance must be reported in both the F2F and online portions of a class. • Withdrawal dates/drop dates continue to maintain attendance up to the census date. • Preferred name – Students can change to a preferred first name, but last name cannot be changed unless it is changed legally. • Other schools have only one assignment; can we be consistent with one assignment and receive a PDF file? Sometimes Auditing gets pages and pages of a spreadsheet with many assignments to wade through. • Faculty will be able to see a student who has dropped in Self-service. • Faculty can mark a student: present, absent-excused, absent-not excused, or late. “Absent-not excused” should be used in cases where a class is cancelled, i.e., inclement weather. But faculty use this label for many reasons. The “absent-not excused” label has been changed to “cancelled”.
No Show Dreg Proposal	Keith Karriker	Keith Karriker distributed and discussed a proposed No Show/Dreg policy. The proposal is to change the recording grade of “NS” to “never attending”. There are 17 colleges in the state that do not record “NS” grades. They de-register the student and reverse the charges on the student’s account. We currently do this one time for financial aid students, but not for students who pay out

		<p>of pocket. If a student is on a full-time scholarship, they cannot get any NS's or at the end of the semester they will owe a balance. This prevents many of our students from returning. The proposed changes will create additional work for the Finance Office, ITS, and the Registrar's Office but:</p> <ul style="list-style-type: none"> • It eliminates the inequity between students who pay out of pocket and students on Financial Aid. • Eliminates student expectation of being re-enrolled in the course • Promotes good will. Students and parents feel cheated if they have to pay but have never attended the class. • There is a reduction of student debt – students who have their costs covered will not have an outstanding balance. • Promotes retention <p>Arnessa asked, what happens if the faculty marks NS in error? The registrar will correct it manually; he will back date it. The college will receive the FTE. Jen Whisman asked if we have an idea of the number of times faculty make a NS error.</p> <p>Faculty need to be trained. Amanda Melniczek will have a census training for faculty; the Auditing staff will be there to assist faculty with census. What about adjuncts? Arnessa said that Auditing will also train trainers from each department to work with adjuncts. Auditing can do something at Adjunct Orientation. Brad Spielman commented that not all adjuncts can attend. There are those that work remotely and others who can't attend because of schedule conflicts. Brad reported that Steve Turner is working on streaming and recording the adjunct orientation.</p>
<p>Next Steps</p>		<p>There was discussion about simplifying Intelliboard. Arnessa reported that Haywood does one census assignment. (Nicholle said that Haywood uses Moodle, not Canvas.) Arnessa said that we need one assignment to extract to make it clear to everyone. Haywood is a very small college. Can we make the AIQ the default report? Nicholle said that the AIQ is there. Some faculty choose not to use it. Others lose it when they copy their class from semester to semester. Some use third party software; others use the discussion board. The group discussed making the AIQ a pre-req. ITS will need to be involved.</p> <p>Why can't we make the attendance assignment mandatory? Kristen stated that we need a policy that every class must have the AIQ before anything else opens up.</p>

Dr. Bennet announced that Brad Spielman will head up a census task force. They will look at policies and processes.

Rich DePolt commented that faculty want to do the right thing. They need to understand what they are doing. He asked for a "Quick Start" guide just to get faculty started the first day or two of class. "What do I do so I don't get in trouble?" The detailed instructions from Auditing would be a good workshop for faculty once they know what they are doing. Kelly Sutton has put together a set of modules that are crystal clear on how to do census (ACA). Rich said that he would change a few things for traditional classes.

Kelly commented that faculty get different information from different places. It is often out-of-date. We need a centralized faculty landing page that can be easily updated. We need to figure out a streamlined way to do this. We need to get HR on board with the training piece as they control Learner Web.

Kristen discussed the way Stanly Community College (small college) does census. They have it set up to only show one line per section which combines F2F and online activity. Stanly is required to look at online once a week. Arnessa said that the state examiner said that we need to record both F2F and online attendance. The examiner said that we have to show every day up to the census date. Kristen will give Arnessa her contact at Stanly so Arnessa can reach out to him and clarify how Stanly does attendance.

Nicholle talked about Durham Tech (small college). They have upgraded to Informer 5 and census is automated. Faculty are not involved in census. Fayetteville Tech has one report that is sent to faculty, admins, and deans. Tom Richardson said that we have Informer 5 but it is not set up yet. Curtis Way said that we may be able to build that report in Informer 4. He needs to see that report.

Nicholle said that multiple emails were sent to faculty for the Self-Service/Census training sessions. Two hundred and twenty-four (224) faculty took the training. Nicholle asked if we are going to use Kelly's materials for training? Are we going to update the current materials or scrap them? A decision was made to inactivate the current training. Brad will review Kelly's course and make necessary changes.

		Arnessa asked that any information sent to faculty needs to be shared with Auditing so we are all on the same page.
Walk-ins		<p>The meeting adjourned at approximately 12:00 pm, but a small group stayed behind. Nicholle took some notes.</p> <p>Post-meeting follow-ups (ideas, contacts, etc.)</p> <ul style="list-style-type: none"> • Deans, Dept Chairs need access to XATT2 and taught how to run attendance reports (ITS & Auditing) <ul style="list-style-type: none"> ○ Faculty can already see that report by exporting it from Self-Service • Inactivate the Self-Service/Census training in LearnerWeb – Nicholle - done • Contact IB for possible edits to the current report (force filter for 1 item per student during census period) - Nicholle • CAN WE...create an Informer report that compiles: per semester/per census date/per course (page break for each course) into ONE report for Auditing? And have the report shared where Deans/DCs/Faculty can see it? (ITS & Auditing) • CAN WE...duplicate what Durham Tech is doing – try a pilot of making Informer pull the census report? (ITS, Auditing, eLearning – Nicholle will request a screenshot and set up a meeting) • OR CAN WE... create a form which mimics the AIQ using a third-party form/database that Informer can pull custom reports from? Just link to the “AIQ” form from within the course to meet state regs. • (ITS, Auditing, eLearning) <p>** It was noted that ANY one assignment before the census date is what Auditing wants (doesn't necessarily have to be the first but that is preferable for F.A.)</p>
Next Meeting		December 8 at 2:00 pm in MCC 2703