Attendance Policy/ Reporting Subcommittee Committee
Minutes

Date: December 8, 2023   **Time:** 11:00 am   **Location:** MCC 2703

Present: Jeremy Bennett, Kristen Corbell, Rich DePolt, Shawn Hill, Keith Karriker, Brad Spielman, Nicholle Stone, Kelly Sutton, Arnessa Thompson, Curtis Way, Jen Whisman, Sherry Waddell, Justin White

Recorder: Debbie Kelton   **Facilitator:** Jeremy Bennett

TOPIC	TYPE	PRESENTER(S)	NOTES
Updates	Discussion	All	Brad Spielman distributed a handout with the information he summarized from multiple meetings. We need to make this process easier for faculty. There was discussion about attendance taking. There are three methods to record attendance. • Traditional F2F • Blended or Hybrid • Fully Online Synchronous can fall either way. Dr. Bennett asked Auditing to send out a reminder to define these terms. There are four reporting categories: • Present • Late – (late is counted as present; do we need late?) • Absent • Absent Excused which only should be used for cancelled. Auditing is trying to get that changed. Once GTCC becomes and attendance taking institution 14 days will be important. Faculty have 14 days from the students last day of activity to report to Financial Aid. Working on simplifying the process. Kristen Corbell said we have to keep in mind the types of reports we need to be able to pull. It is critical to be able to monitor instructors to see that they are taking attendance. Brad will send his notes to the group; Dr. Bennett will decide who will take the lead on each point. Nicholle reported that she has been working with Auditing and ITS regrading Durham Tech's process where they use Informer 5 to automate census. She has asked Durham Tech if they will share their script. Auditing will have open labs to assist faculty before census.

			Put language in the syllabus about the importance of census. Include the financial aid consequences. There was discussion about the Academic Integrity Quiz (AIQ). Nicholle will send out an email to all faculty before they leave that the AIQ is required. Her email will cover the AIQ, who to contact, and pre-req requirements. The email will clearly state that the AIQ is required as it is an expectation for the QEP as we will be an attendance taking institution. eLearning provides training on the AIQ every semester. Is there a way for the department chairs/program directors to go in and see if the AIQ is turned on?
Next Steps			
Walk-ins			
Next Meeting	Discussion		