<u>Student Affairs Shared Governance Committee</u>

Nov. 14, 2024 ● 2:30-3:30 pm, Zoom

Minutes approved on 1/30/2025 (*Lack of quorum on 12/12/24*)

Committee Members: Christine Ohl-Gigliotti (co-chair), Alyssa Little (co-chair, EH, 2ⁿᵈ year, DEALS), Dawn Drooger (2ⁿᵈ year, NUR), Harald Jazdziewski (1ˢᵗ year, Technology), Wes Jackson (2nd year), Kim Hamburg (non-exempt 2ⁿᵈ year), Aaron Chew (SGA Vice-President Student Representative), Rebecca Powers (WSCE Rep, 1st year)

In Attendance: C. Ohl-Gigliotti, A. Little, D. Drooger, H. Jazdziewski, W. Jackson, K. Hamburg, R. Powers

Excused: A. Chew

I.   Review of Oct 10, 2024 minutes
   a. *D. Drooger motioned to approve the minutes; A. Little seconded the motion; R. Powers recommended one correction; Item V., a., iv.; Update Kimberly P. to Rebecca P. This correction has been made. October 10, 2024 minutes have been approved.*

II.   Update on charge to create policy related to college-wide attendance policy
   a. Oct Action Items
      i.   Review of Southcentral Kentucky Community & Technical College suggested by Dr. Klauber (Christine); see attachment
      ii. Faculty to solicit faculty colleague input on attendance policies and pros/cons of HCC having a college-wide attendance policy (Alyssa, Harald, Dawn)
         1. *A. Little reported that she has received several emails, and the topic was discussed at the October Faculty Assembly and the majority of the faculty are not in favor of a college-wide attendance policy.*
         2. *D. Drooger noted that the Nursing Faculty has voted to return to mandatory attendance policy.*
         3. *H. Jazdziewski concurred that the feedback does not favor an attendance policy.*
      iii. SGA rep to solicit student input (Aaron) – *Not in attendance.*
      iv. Review of relevant MACC policies (Kim, Rebecca) – *Nothing to report.*
      v.   Software like using a QR code to take attendance – geocaching (Wes)
         1. *W. Jackson found 3 different apps. The most widely used among the larger colleges/universities are Codific and My Attendance Tracker; see the attached document.*
   b. Committee Discussion
      i.   *C. Ohl-Gigliotti shared an updated statement, "What SKCTC does is not policy but faculty practice. HCC has no desire or resources to become an attendance-taking institution. Any decision to move forward with a*

college attendance practice is not within the purview of this shared governance committee".

    ii. *Faculty on this committee have reviewed/shared this policy and the general feedback was not favorable.*

    iii. *This committee believes HCC's attendance practice should continue as is our current practice.*

    iv. *Faculty are aware of the possibility if there is any interest in the future of an attendance practice it will need to be faculty-initiated. - All members in attendance agree with this statement.*

III. Charge to create policy related to course attendance by athletes and other student groups missing classes for official HCC-related purposes
    a. Committee Discussion –
        i. *It's reasonable to expect someone from the Athletic Department, such as Mike Martin a full-time advisor, who could communicate to the faculty and let them know which games would conflict with specific students.*

IV. Annual Policy Review assignments per Sept 27th Governance Council
    a. 4041 – Student Alcohol and Drug Abuse Policy (2014)
        i. *Cross reference with Policy 8030; Alcohol, Tobacco, Opioids, and other Drug Awareness Policy, which relates to Employees and was updated by HR in June 2024.*
    b. 3005 – Admissions Policy (2018)
    c. 4043 – Hazing Policy (2018)
    d. 4061 – Athletic Programs & Activities Grievance Policy (2019)

V. Pending Charge from FY24
    a. Action Item – Policy 4041 review (Christine)
        i. Compare w/ Policy 8030 Alcohol, Tobacco, Opioids, and Other Drug Awareness Policy (updated June 2024 via HR submission) and what the committee found from the spring 2024 MACC review

Next Meeting: December 12th, 2:30pm, Zoom

Information provided by W. Jackson – Attendance Apps

Names	Features	How to use
Codific https://codific.com/student-attendance-tracking-attendance-radar/	- Attendance tracker - Simplest - Free	Faculty turn on the signal students check in once the signal is active. Requires faculty and students to download
My Attendance Tracker https://www.myattendancetracker.com/	- Attendance tracker - Messaging - Teacher/Parent/Student Communication - Gradebook - Free	Create classes Add student rosters
CampusM https://campusm.exlibrisgroup.com/campusm-attendance/	- Attendance tracker - Scheduling - Communication - Free	Automatic push notification GPS tracked Automatically checks students in

to their "Workplace Ethics Practice" and choosing to creating "a faculty committee to manage it, and developed a common statement they placed in their syllabi.")

- Assuming the Student Affairs Shared Governance Committee has found no colleges that have "policies" like this in effect - without being attendance taking institutions – then the Committee can respond to the Charge that we reviewed it, found **what KCTCS does is not policy but faculty practice,** and that any propulsion to move forward in that any direction at HCC is not within the purview of our shared governance committee. Faculty on this committee may elect to bring this up at Faculty Assembly if they so choose. Attendance should continue to be left up to individual faculty members

- After thorough review, the Student Affairs Shared Governance Committee concluded that **what KCTCS does for their college wide attendance practice is a faculty-initiatve practice and not a policy is not policy but faculty practice,** and that any propulsion to move forward in that any direction at HCC is not within the purview of our shared governance committee. Faculty on this committee may elect to bring this up at Faculty Assembly if they so choose. Attendance should continue to be left up to individual faculty members

- After thorough review, the Student Affairs Shared Governance Committee concluded that what KCTCS does for their college wide attendance practice is a faculty-initiated **practice** and not a policy. We also failed to find other colleges with a similar practice that were not "attendance taking institutions" (per definition of the Department of Education). Understanding that HCC has no desire to become an "attendance taking institution", any propulsion to move forward with a college attendance practice (like KCTCS) is not within the purview of our shared governance committee. Faculty on this committee have reviewed this possibly faculty assembly and the general feedback was not favorable. This committee believes HCC's attendance practices should continue as is our current practice.

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