

District Chair Meeting

MINUTES

SEPTEMBER 8, 2016

2:30-4:00PM

AN05-1240A

MEETING CALLED BY	Kim Linduska
NOTE TAKER	Katherine Dowdell
ATTENDEES	Kim Linduska, Jim Stick, Kendra Ericson, Randy Mead, Kari Hensen, Rich Roberts, Joe Danielson, Andrew Neuendorf, Katherine Dowdell, Michelle Ruse, Beth Baker-Brodersen Guests: Mark Steffen, Dan Petrak

Agenda topics

ONLINE LIAISONS

MARK STEFFEN & DAN PETRAK

DISCUSSION	Distance Learning is expanding the number of faculty who will serve in the capacity of liaison.	
	These faculty will have the following priorities: organize professional development, increase use of signature courses, work with adjunct faculty on course quality and build/curate Bb Community.	
	Reviewed a draft proposal of job description for faculty liaisons.	
CONCLUSIONS	General agreement that current previous faculty liaisons have been effective in this role and expansion into additional discipline areas will be helpful to faculty teaching online.	
	Clarification was requested on how liaisons will participate in hiring or staffing recommendations. Mark Steffen suggested that they may provide interview questions, as an example.	
	Discipline areas will be SCI/MAT; ENG/LIT; BUS/ECN/MKT; PSY/SOC; HIS/POL/GEO.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
District chairs may provide additional feedback on this topic to Mark Steffen and/or Kim Linduska.	District Chairs	ASAP
District Chairs requested access to online syllabi, regardless of campus of origin. This may be easily done by putting syllabi on a share drive or through Bb Community.	Mark Steffen	ASAP

ON DEMAND CLASSES

MARK STEFFEN

DISCUSSION	On Demand Classes are actually late start classes that typically are 8 weeks, although some are 10 or 5 weeks in length.	
	There is a substantial number of students who are in need of late start classes, especially resulting from NA reporting, student-initiated drops and purge for nonpayment. That need must be balanced against concerns about retention and success in accelerated courses.	
	Adding classes after the term begins also creates potential load limit issues for adjunct faculty. Communication about staffing with district chairs is essential.	
CONCLUSIONS	More data on retention and success of late start classes is necessary in order to make informed decisions about which classes would be best to offer and in what formats.	
	District Chairs need to work closely with Distance Learning on scheduling and staffing such classes in order to balance loads and insure that texts are ordered promptly.	
	Previously, Distance Learning has held back on late start/on demand classes until after the start of the current term. DCs request planning in advance of the start of term in order to better coordinate faculty load.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Distance Learning and District Chairs will plan for late start classes further in advance of the start of the current term in order to better coordinate faculty load.	Mark Steffen and DCs	October 2016

NA/QA REPORTING

KIM LINDUSKA

DISCUSSION	There has been a significant improvement in the number of faculty who reported NA on time. About 68 faculty (50% of those are f/t faculty) failed to report NA by the deadline.	
	NA/QA Reporting is critically important to the institution in terms of compliance with federal financial aid requirements. As a result of the recent audit by the US Department of Education, DMACC will be required to provide additional documentation of student attendance records for all Pell Grant recipients who failed to earn a passing grade in the past two years.	
	Faculty who have had such students in their classes will be notified soon. This is likely to require a good deal of time and effort, as turn-around times will be short.	
CONCLUSIONS	DMACC will need to implement more stringent attendance reporting processes to meet requirements of the US Department of Education.	
	This may take the form of a "common gradebook." See next agenda item.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Verify whether the Registrar's Office can provide an initial check of Banner for screenshots of the affected students' passing midterm grades	Kim?	ASAP

COMMON GRADEBOOK

KIM LINDUSKA

DISCUSSION	In order to better meet the attendance requirements of the US Department of Education, DMACC must adopt a more uniform, college-wide platform or program.	
	This may be similar to the Infinite Campus software used by K-12s or something else entirely. The committee will explore options and make recommendations for the adoption of such a system.	
CONCLUSIONS	General agreement that this is a necessary step for the college to take in order to meet the reporting requirements of the US Department of Ed. Failure to do so may jeopardize the financial aid status of the institution.	
	In the interim, Deans and Provosts may consider requiring faculty to submit e-copies of their attendance/grade records at the end of each semester (similar to the way syllabi are collected and housed electronically).	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
District Chairs interested in serving on this committee should contact Kim Linduska.	District Chairs	End of September/ beginning of October

PATHWAYS UPDATE

KIM LINDUSKA

DISCUSSION	The Pathways developed by the District Chairs last summer are being integrated into the new application and catalog for students. Advisors are reviewing the pathway plans and, in some cases, changes are being made (e.g., science and math are being developed into separate pathways).	
	PIBs are also being developed for the pathways.	
CONCLUSIONS	Next steps will focus on advisors and faculty working together to engage with students on each pathway.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
FYI		

HIGHER LEARNING COMMISSION COMPREHENSIVE QUALITY REVIEW

KIM LINDUSKA

DISCUSSION	The HLC will be visiting DMACC at the end of October for their Comprehensive Quality Review.	
	A draft schedule for the visit has been distributed, and will involve administrators, staff, faculty and students on multiple campuses.	
CONCLUSIONS	Faculty and district chairs are especially asked to note the tentative schedule for October 31, which is when meetings for faculty, program chairs and other academic leaders are planned for the Ankeny Campus. Faculty will be notified of the final schedule when it becomes available.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Mark your calendars for October 31 campus meetings with HLC review team.	District Chairs	