

## President's Advisory Council April 24, 2013

Present: Dr. Jeremy McMillen, Giles Brown, Shelle Cassell, Paula Cavender, Steve Davis, Brandy Fair, Jeanie Hardin, Gary Hensler, Donna King, Barbara Malone, Jake McBee, Gary Paikowski, Roy Renfro, Debbie Smarr, Tony Stanzo, Casey Ticknor

### Uniform Classroom Attendance Policy and Faculty Withdrawal of Students

Dr. McMillen reiterated data that supports the importance of attendance and asked for feedback from the PAC. Consensus was supportive of a policy, with suggestions on additional ways to communicate the policy through Course Syllabi, *Student Handbook*, Blackboard shell announcements, etc.

Additional discussion focused on faculty initiating a student withdrawal. Several factors complicate the issue, including the "6 drop rule" and calculations used in financial aid/Title IV funding and eligibility. Tony Stanzo suggested mandating attendance record keeping and studying the success of the student throughout the next year before deciding about a withdrawal policy. It was noted that the number of classes missed and in what week(s) would be important data and that attendance and participation should be a part of a grade. Debbie Smarr said that some useful data is already available using Estudios. Others members mentioned using the attendance function of Blackboard, even though it is not user-friendly for professors. Gary Paikowski suggested that Jenzabar LMS has an attendance module that is easy to integrate. Some members asked that the data collected through the early alert system and support services be included in the policy decision.

**Action item(s):** Conduct a survey of employees to collect comments on the implications of an attendance policy and faculty withdrawal. Brandy Fair will get Faculty Association input and report recommendations back to Executive Council and President's Advisory Council. Dr. McMillen asked Jeanie Hardin, with input from Brandy and faculty, to outline a study with strategies for implementation.

### Timely Feedback to Students

Dr. McMillen shared data learned from other schools at the SSBTN conference that indicated the importance of early and timely feedback to students. Early was defined as at least by the third week (and some suggested that was late). He asked what our practice was, and whether we had any guidelines in place to communicate the importance of this need to faculty. It was shared that this has been encouraged all throughout our work on student engagement, but not required.

**Action item(s):**

- Engage faculty in a discussion about the need for feedback, and devise a set of policies or guidelines that clearly defines early feedback as appropriate for maximum student success.
- Provide professional development to support faculty and staff in this work
- Modify the student survey of courses to include responses on early and timely feedback in classes.
- Modify the faculty evaluation process to incorporate this as an expectation of Grayson College faculty.
- Discuss with faculty and instructional administrators whether we also want to put into effect a policy that would require all courses to have provided feedback to students as 50% of their total grade no later than 60% through the semester.
- Would need to define 'feedback' (could include a grade, a comment, etc.)

### Career Fair Report

Barbara Malone shared a summary of the recent Career Fair that showed 43 employers attended the fair and 200+ job searchers attended. The results of an exit survey were shared. The report offered suggestions for expanding and improving next year's event.

### Strategic Goals for 2016

Dr. McMillen shared a draft of Strategic Goals for the institution that sets specific targets for student access (enrollment), success (completion and retention), engagement (classroom and with business partnerships), and stewardship (fundraising, alternative revenue streams, and aligning operational expenses to the goals of the college). In general, members supported the draft Strategic Goals as presented. Members discussed how these strategic goals could be used to provide specific targets/measures for activities being conducted through the current goal teams and departmental planning objectives.

In a related discussion, members talked about the need for technology to be represented on every goal team instead of working separately as a technology goal. There was interest in dissolving the technology goal team.

### Estudias Dashboard Demonstration

Dr. McMillen thanked Debbie Smarr and Brent Archer for their work on developing data dashboards. Debbie provided a demonstration of the type of data that is stored and usable.

NEXT MEETING – 8:30 a.m. May 8, 2013