

Des Moines Area Community College

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College Council

7-23-2024

College Council Meeting Minutes (July 23, 2024)

DMACC

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College Council Meeting Minutes

Tuesday, July 23, 2024

2:45 p.m.

Online (Teams)

Call to Order

Co-chair Carrie Morris called the monthly meeting of the DMACC College Council to order at 2:48.

Attendees

See [spreadsheet](#).

(College Council Teams > Documents > General > Agendas and Minutes > 2024 > College Council Meeting Attendance.xlsx)

Approval of Agenda

The agenda was unanimously approved.

Approval of Minutes

The approval of minutes from the previous meeting was deferred until the next meeting.

Subcommittee updates

- **Representation Committee**
- **Data, Communications & Archive Committee**
 - Met recently on creating forms, streamlining policies etc.
 - Determining a communication protocol for how recommendations will be provided from DMACC recognized committees. A draft will be available early Fall.
- **Policies and Procedures Committee**
- **Student Committee**

DEI Implementation

The Spring legislative session in Iowa targeted DEI language in Higher Education. DMACC is still committed to creating an inclusive environment. The DEI taskforce will reconvene soon to set Year 1 goals.

Alignment

As of the end of Fall, Carl Lundberg and Megan Snook Lautner will have finished their terms as Guided Pathways Directors. Taken over by Rachel Erkkila and Albert Farr based on the Ankeny Campus.

Question about goals for Guided Pathways and if they are available. The main initiatives are streamlining scheduling and decreasing DFW rates (grades of D, F, or Withdrawals).

It was noted that our strategic plan has a 2% graduation rate increase across all student demographics.

QIP

The tiger team work has been resolved in relation to the “What is Shared Governance” committee.

College Council Newsletter

Newsletters will be emailed with meeting notices going forward.

Old Business:

- **Vote: College Council Work Session policy**
 - Chesmore motioned to approve the proposed work session policy as written, Morris seconded. There was no discussion. The motion was unanimously approved.
- **Vote: College Council Requirements of Service policy**
 - Guinness motioned to approve the College Council Requirements of Service as written, Schneiderman seconded. There was no discussion. The motion was unanimously approved.
- **Vote: Filling empty Council spots between elections**
 - There was a discussion about “high needs” positions such as co-chairs or sub-committee chairs. It was determined that this is a separate provision in the Charter as this is referred to as a Leadership Position. The current proposal is just for member seats.
 - Gauthier motioned to approve the proposal for electing College Council members between elections, Magie seconded. The motion was unanimously approved.
- **Remote Work Policy**
 - The policy was sent out to all employees after some feedback from the College Council was incorporated.
 - Employees on any disciplinary action will not be eligible for a remote work arrangement for 1 year from that action.
 - Additional Questions and Answers between College Council and the Executive Committee:
 - **Q: How frequently could employees take advantage of the short-term remote work arrangement?** A: The 14 days is provided per event. There isn't a cap. It's handled on a case-by-case basis and it needs to be approved by the supervisor.
 - **Q: Are people who have had an improvement plan within the last 12 months automatically ineligible for a remote work arrangement?** A: Yes. An employee would have to be in good standing for at least 12 months to utilize this privilege at the time of application. If an

employee's performance merits an improvement plan, they are not in good standing.

- **Q: Would faculty who teach online in the summer with a partial or full contract be subject to these requirements?** A: Yes. Per the procedure, there is an expectation that faculty complete a minimum of five weekly office hours in-person, on campus. DMACC expects faculty to be engaged and active on campus during our normal hours of operation to assist in serving all DMACC students, to represent their department during campus tours, and interact with guests and prospective students, and to assist in creating our campus culture by being available to interact with other faculty, staff, and students. This also applies to summer programming.
- **Q: Is there any situation in which the College would likely require an employee to pay for a separate landline to work remotely, considering available technologies?** A: In the case of an emergency, we need to be able to reach an employee by phone. If an employee's cell phone service in their remote work location is so problematic as to not allow for a phone call, we may require that the employee purchase a landline.
- **Q: Are remote workers allowed to bring equipment from DMACC to their home office?** A: We provide a laptop for your work, including remote work. Employees are not to remove equipment from DMACC property to furnish or use in their remote work environment, other than the provided laptop.
- **Q: Could people work from locations other than their home if they had secured internet?** A: Yes. A remote work arrangement is not meant to change your work location permanently. Please see the short-term arrangement provision in the remote work procedure.
- College Council Charter Revision
 - We have been operating under a provisional charter for the past year and a half. It is time to finalize the charter and bring it under a regular review process.
 - Members are asked to volunteer to work on finalizing the charter with the Policies and Procedures committee.
- Summer Retreat
 - Tuesday July 30th at the Hunziker center from 12-3pm.
 - An agenda will be sent out prior to the event.
 - There will be a winter retreat scheduled.
- College AI updates
 - Faculty from many Pathways have raised concerns about academic misconduct, training students to use it in ethical ways, and training students to use it in industry.
 - DMACC has hired an AI consultant and signed an agreement with Intel for student training making DMACC a hub of AI training in the state of Iowa.
 - There was a question about the background of the AI consultant who has been hired.

- IA State Center for Teaching and Learning have provided one of their people as a consultant.
 - There will be a consultant for Business and IT who will present information for Faculty Development Day.
- A template will be added to simple syllabus that will be editable.

New Business:

- Vote: Approval of new IRB member: Becca Papian
 - Linhart motioned to approve Becca Papian's membership of the IRB, Hamiton seconded. There was no discussion. The motion was unanimously approved.
 - The IRB has 4 members and requires a total of 5 members – FT faculty/staff, non-scientist.
- New Quality Faculty Plan
 - The plan has been formally approved by the Board of DMACC.
 - It will be announced at faculty development day followed by trainings on the new system in September and October.
- Master Facilities Plan
 - The DMACC Board approved the plan at the July meeting.
 - The plan that was circulated prior to the board meeting was shared to College Council members and will be sent via email after the meeting.
- DFW Initiatives (D, F, Withdrawal)
 - There has been an increased focus on reducing DFW rates that are added to transcripts and impact student's academic standing and financial aid eligibility. This is part of a national focus.
 - It was mentioned that some drop dates fall on holidays which causes students to get inadvertently locked in.
 - There are higher rates for late enrollments, classes taught by adjuncts, and for males.
 - It was noted that qualitative data in conjunction with quantitative data is required.
 - There was a question if there is any data about DFW rates in programs with a Pathway navigator and those without. Also, if we have data about how many hours students are working.
 - DMACC is officially a not attendance taking institution, but faculty has latitude for participation requirements. A record of attendance is required but should not penalized a student for lack of attendance.
 - If you are interested in participating in the college wide DFW group, email College Council.

Adjournment

The meeting was adjourned at 4:22pm.

Next meeting:

Extra Discussion Meeting: Thursday, 8/1, 2:45pm, Teams

Next Meeting: 8/27, 2:45pm, Teams