

Des Moines Area Community College

Open SPACE @ DMACC

College Council

2-24-2023

College Council Meeting Minutes (February 24, 2023)

DMACC

Follow this and additional works at: <https://openspace.dmacc.edu/collegecouncil>

College Council Meeting Minutes

Friday, February 24, 2023, at 10:30 a.m. - 12 p.m.

Online (Teams)

Call to Order

Co-chair Bethany Sweeney welcomed everyone and called the monthly meeting of the DMACC College Council to order at 10:04 a.m.

Attendees

See [spreadsheet](#). Introductions of all members were made.

Motion: Election of DMACC College Council Secretary

A motion to elect Jasmine McAleavey as Secretary was proposed. The motion was seconded. All members in attendance voted in favor.

Revise/Approve the previous minutes

The minutes of the previous meeting were unanimously approved as distributed.

Revise/Approve the Agenda

The agenda was reviewed, and new business items were proposed. The agenda was unanimously approved.

- Discuss and appoint subcommittees to figure out logistics and next steps
 - Voting – voting, Robert’s Rules of Order, how to do voting, Feedback
 - Representation – for College Council and Committees
 - Students – support structures/issues, number of representatives
 - Identifying DMACC Committees

Four initial committees were proposed and a brief description of each was shared with the attendees. A discussion was held on the value of each committee proposed and additional committees were proposed and considered: Awards, Professional Development, Peer & Advocacy, Procedures, Equity & Inclusion. Further discussion was held on the intended function of the DMACC College Council, and the Charter was reviewed with the group. The function of the Council was defined as being a conduit for information, collecting feedback, making recommendations on policies and procedures for the DMACC Administration’s consideration.

Based on the feedback and discussion, the four initial committees were edited and agreed upon:

- Procedures
- Representation/Equity & Inclusion
- Students
- Data, Communication & Archives

Additional committees will be considered in the future based on suggestions from the discussion. Currently, members of the DMACC College Council are asked to choose a committee to serve on by Friday March 3, 2023.

Old Business

- Calendar Changes

An update was provided by Bethany: the calendar committee met yesterday, Thursday, February 23, 2023, and recommended that CTE continue with their current schedule. Liberal Arts would begin a 15-week term after the MLK Day Holiday. They will meet next week to discuss contractual impacts due to the potential date changes and we will know more about their recommendations at our next college Council meeting in March.

It was noted that the feedback provided by the CTE instructors was insightful and helpful towards the calendar committee's recommendations.

Questions were asked about Juneteenth and Veterans Day becoming college holidays. Juneteenth is included in the current recommendation, but Veteran's Day is being moved to 2024/2025 for consideration.

- Finals Week Changes

There was a discussion about students doing coursework and taking exams in the same week, using the last class for exam review/prep prior to the final exam. Concerns were raised about students ending up with multiple finals in one day and it was suggested that instructors could offer flexibility during this week to avoid overloading students' schedules. There was a suggestion the final exam could be done online, but some faculty were concerned that students may not have an extended exam before entering a 4-year institution. It was noted that a decision has not been made on any changes to finals week and we should hear more information before the next DMACC Council meeting.

New Business

- In person vs. Virtual meetings across the district

The issue of some areas pushing towards in-person meetings and that reducing accessibility due to scheduling was raised for discussion. Several people noted that some committees have recently been asked to meet in person where they have historically been meeting virtually. The possibility of having hybrid meetings was raised and many attendees experienced hybrid meetings where chat and virtual participants were not fully included compared to the people in the room. It was noted that hybrid meetings should have set expectations for the inclusion of virtual participants. Others noted that their primary focus is on their students and that traveling to meetings would take away from that time, they expressed a desire to participate with the wider community at DMACC but felt that moving back towards in person meetings would take too much time away from their student focus time. It was suggested that we gather feedback as a group from our respective areas and relay this in the next DMACC Council Meeting to formulate a proposal for the DMACC Administration. All attendees agreed on this course of action.

Other Items

- Organization of DMACC College Council Communications and documentation.

A discussion was held about how the members of the College Council should communicate e.g., email, Teams, other; and where documents would be stored. As there is currently a Teams site available, the decision was made to continue using this for documents and for discussions instead of emails.

- Google Drive

The use of Google documents and Google Drive as a repository for DMACC was raised. The college does not currently use this format, but members of the council have used it previously and found it easy to use. It was noted that an account can be created on Google using a DMACC email address to access the Google suite but not Gmail and that this is integrated with the DMACC Multi Factor Authentication (MFA).

Action items

- Carrie Morris will send a survey by the end of this week to all Council members asking them to rank their committee choices by Friday, March 3.
- Council members will gather feedback on virtual vs. In-person meetings and report back to the co-chairs. The co-chairs will draft a memo for review at the next Council meeting.

Adjournment

A motion to adjourn the meeting was proposed.

The motion was seconded.

The meeting was adjourned at 11:40 a.m.

Next meeting: Friday, March 24, 2023, at 10:30 a.m. - 12 p.m.