

Des Moines Area Community College

## Open SPACE @ DMACC

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College Council

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7-24-2023

### College Council Meeting Minutes (July 24, 2023)

DMACC

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## College Council Meeting Minutes

Monday, July 24, 2023

2 p.m.

Online (Teams)

### Call to Order

Co-chair Bethany Sweeney called the monthly meeting of the DMACC College Council to order at 2:02 p.m.

### Attendees

See [spreadsheet](#).

### Approval of Agenda

The agenda was unanimously approved.

### Approval of Minutes

The minutes from May (edited) and June were unanimously approved.

### Subcommittee updates

- **Representation Committee**
  - Updates shared in New Business later in the meeting.
- **Data, Communications & Archive Committee**
  - In a holding pattern pending the new website launch in October.
    - Developing a list of pages to include on the new site
  - There is now a College Council webpage on the DMACC site that can be found in the About tab.
- **Policies and Procedures Committee**
  - No representatives available to provide an update.
- **Student Committee**
  - No meetings during the summer months.

### Old Business

- Alignment updates
  - Some sub-taskforces have been meeting but there has been less volume of systemic updates than in previous months.
  - HR is finalizing a calendar for the remainder of the alignment moves.
  - Positions associated with alignment changes are opening for hiring soon.
    - Erica Spiller's previous position and the Director of Training and Development position are both open for applications.
  - Questions/comments:

- There are concerns as pathways go active and what impacts the changes have, e.g., who is doing the scheduling for a semester, timesheet changes. People are not aware these things are shifting. Clear communication about these details would be helpful.
    - It would be good to know when a pathway is in transition and who may be involved in evaluations, or if the new pathway Dean would do the evaluation next July.
- AI Updates
  - A call was put out for an AI group to form, there was a significant amount of interest. The names of all those interested were provided to the organizers and all were invited to participate. There are no firm timelines or goals currently established. There will be continued exploration on the effects to faculty and students.
- QIP statement for HLC proposal
  - The College Council and Cabinet have reviewed the QIP statement.
  - We are in the final steps of sending the document to HLC for approval.
  - There are no significant changes to the work that is being done.
- Tuition waiver for non-credit instructors
  - The request was moved forward but was met with questions about the role of the College Council in this matter as we may not be aware of all the current projects the executive team is currently working on.
    - A list of projects has been requested as the College Council may be able to assist with some of these.
  - Concerns from HR included the possibility that the extension may cause interest from part-time employees and possibly student employees later.
  - A discussion was held about placing restrictions on the request that would prevent a snowball effect in the future and members of the College Council agreed this would be the best way to proceed.
  - Questions
    - How many full-time faculty are using this? Is that a way to mitigate concerns.
      - We do not know. Anecdotally, Carrie has had 5 colleagues take her Spanish class in 19 years.
    - Can we take a more targeted approach and suggest specific classes e.g., languages?
      - As the focus is on the non-credit ELL instructors taking language classes to improve their student outcomes, it was agreed this was the best option.

## **New Business**

- Representation, Equity, and Inclusion Committee request for input
  - The committee presented their chart for review by the members of the College Council and discussed the reasoning behind each group and the overall numbers.
  - Members were invited to ask questions and make suggestions which resulted in a few minor changes to the chart.
  - The document will be made available on Teams for further review.

- Petition for Policy Waiver Discussion
  - The process for PPW is unclear to faculty and students. Students submit a petition to a group, it is weighed on a rubric, the petition is granted/denied or more information is requested.
  - Petition is used when a student cannot finish coursework or wants coursework removed from their record.
  - This semester there is a student who has applied due to a death in the family has been waiting 11 weeks for a response despite staff following up on their behalf. The student is blocked from gaining admission to their next educational institution because of the issue.
    - The standard review time should be 1-2 weeks; a member volunteered to follow-up with a specific point of contact.
- Fall timeline for College Council
  - Elections need to take place at the end of the Fall semester, positions will be 2-year terms.
  - A permanent Council will be in place by January 2024.
  - Half of the current membership will rotate off at the end of the year, half will continue to serve a second year.
  - By the end of Fall 2024, the College Council will be in full operation
  - Reminder: a member can send an alternate to attend a meeting on their behalf. Once we are in full operation, this alternative should be from your Pathway. This will ensure we have a quorum for voting.
  - Our representative for Cabinet will have a change in schedule coming up and we need a volunteer to attend those meetings on Monday mornings beginning August 28. Email Kayla with questions.
- Fall Council meeting schedule
  - We are aiming for a consistent date and time each month. Please respond to the poll that is being sent this week.
  - Reminder that meetings can be found on the College Council Teams under Posts.

#### **Other Items**

- No other items.

#### **Action items**

- Meeting poll
- Revised request for tuition waiver for non-credit instructors

#### **Adjournment**

Kayla moved that the meeting be adjourned.

Joanne seconded.

Meeting was adjourned at TIME.

**Next meeting: TBA**