

Des Moines Area Community College

Open SPACE @ DMACC

College Council

5-30-2023

College Council Meeting Minutes (May 30, 2023)

DMACC

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College Council Meeting Minutes

Tuesday, May 30, 2023

2:00 p.m.

Online (Teams)

Call to Order

Bethany Sweeney called the monthly meeting of the DMACC College Council to order at 2:02pm.

Attendees

See [spreadsheet](#).

Approval of Agenda

The agenda was unanimously approved.

Approval of Minutes

A quorum was not present to approve the minutes of the previous meeting.

Subcommittee updates

- Representation Committee
 - Working on structure, polling for June & July meeting dates.
- Data, Communications & Archive Committee
 - Having discussions about leadership.
 - Need support in the group relative to Data, Rodd volunteered.
- Policies and Procedures Committee
 - Identifying next steps since personnel change.
- Student Committee
 - Met recently to define summer meeting structure.

Old Business

Alignment Updates

- Reviewed the most recent update email that was sent on Tuesday May 23
- Discussion of SDV108 inclusion.
 - Offering SDV108 by pathway is an opportunity to cohort students in a way that they can learn more about their pathways, especially if they are Liberal Arts. The course can be tailored to the student's interests and goals and allow them to connect with peers who have similar interests and goals.
 - Pathway specific focus can include career opportunities.
 - Asynchronous sessions will not be done by Pathway.
- The College Council has been asked if we want to include a representative on the Load committee (not directly on the Alignment Taskforce).

- Load is primarily a faculty issue so a faculty member may make sense as a representative. There is currently one member of College Council on the Load Committee, the Representation committee will consider adding an additional person.
- The College Council did ask about adding representatives to the sub-committees of the Alignment Taskforce and currently has representation of 4 of the 6 committees.
 - Missing HR & Tech – Lisa volunteers to serve on the HR committee.

Solicit members for IRB (Institutional Review board)

- All human subject research must go through an IRB, e.g., student engagement in the classroom.
- DMACC faculty currently must partner with a faculty member at an institution who already has an IRB.
- The new DMACC IRB is being run by the new data analyst in the Office of Data and Planning - Hugo. Ann Houser is looking for people to join, experience of doing research is preferable.
- Hugo is coordinating, requests will go to a Chief Investigator, there will be a team of people who will help.
- Questions were asked:
 - Q: When do they meet/how long do they meet? Is there training?
 - A: The frequency will be determined by the volume of requests, there will be a track for expediting e.g., honors classes only last 16 weeks. Commitment levels will vary and there will be training – TBD.
 - Q: Are there any perks for doing research?
 - A: It would be focused towards being beneficial to the individual's career.

New Business

AI Updates

- There was a discussion about the creation of an AI Policy at DMACC.
 - Positive and negative aspects of AI use within DMACC were discussed.
 - Positive: It was noted that AI use could be appropriate in different classes e.g., languages. Students may need to learn to use AI tools for use in future careers. AI tools could be developed to help students figure out Pathways.
 - Negative: Students should not graduate without truly learning skills; AI tool use could impact this.
 - Mortuary Science has already moved to prohibit the use of AI.
 - Questions were raised about what our local high schools and other post-high school institutions are doing in relation to AI.
 - It was suggested that DMACC should centralize the process instead of individual departments creating potentially conflicting policies. Any policy created needs to be intentional and thoughtful.
 - The College Council will draft a recommendation for the creation of a Taskforce to work on an AI Policy.

QIP (Quality Initiative Proposal) statement for HLC (Higher Learning Commission Accreditation) proposal for review

- Last time DMACC had a review, it was suggested that we improve shared governance, this College Council was created in response to that in addition to other initiatives such as standardizing the committee process and more involvement with the board on projects etc.
- Discussion was held on what level of review is being requested.
 - QIP is mostly procedural, doesn't lock us into anything specific. Other groups will have input as well as the College Council before the document is finalized.

Tuition waiver for non-credit instructors

- DMACC official policy is that full time staff can take DMACC courses for free with stipulations.
 - Adjunct faculty are included.
 - Adjunct faculty who teaches non-credit classes are excluded.
 - Many are ESL instructors.
 - Some of the ESL non-credit instructors want to increase their skills by taking language classes so they can better communicate with and teach their students.
 - At this time, they have been told by the provost that there is no way around the policy.
 - It was noted that staff and faculty who are included in this policy are not permitted to take non-credit classes such as Power BI.
 - There was a discussion on how the College Council could encourage a change in policy.
 - It was suggested that we could make the case that if our instructors are better prepared to help students reach proficiency, they are more likely to take credit courses, so this is a financial investment for DMACC.
 - It was noted that full time staff are eligible for dependent child tuition waiver, but adjunct instructors are not eligible for this. Including non-credit adjunct faculty would not increase the dependent child tuition waiver for DMACC.
 - The issue will be raised to MD and Kyle.

Other Items

Office Hours – what are the faculty's preferences regarding office hours?

- There was discussion about hours on different campuses and virtual/in-person hours for virtual/in-person classes.
- It was noted that there has been a significant drop in students showing up for face-to-face office hours since the pandemic.
- The guidelines from MD's office regarding summer contracts were reviewed. The consensus was that the requirements often default to supervisor discretion.
- There was a question about how to log hours that faculty are active and available. Distance learning does run reports on when faculty are logged into their Blackboard classes, and these are shared with Deans and Provosts.

Action items

- Draft a recommendation for the creation of a Taskforce to work on an AI Policy.
- Discuss a tuition waiver for non-credit adjunct instructors with MD and Kyle.

Adjournment

The meeting was adjourned at 3:12pm.

Next meeting:

- ICYMI Meeting Thursday, June 1, 2023
- Tuesday, June 20, 2023, 1 p.m.