Meeting Date: Monday, April 30, 1:30pm to 3:00pm
Members Present: Carmen Agouridis, Tony English, Miranda Hines, Joan Mazur, and Roger Brown (Chair)

1. Reporting non-attendance in DLeL courses

The Proposal

The Senate Council referred a proposal from Kim Taylor (Registrar) to our committee. The proposal is for instructors to monitor and report students that do not attend class. The goal of the proposal is to satisfy the federal government that wants to avoid issuing student financial aid money to students who enroll in courses but who don't actually attend them.

The proposal calls on instructors to monitor the period between the first day of class to the last day to add a class for student non-attendance. Immediately following this initial monitoring period, the Registrar would ask instructors to use the MyUK portal ("Class Roll") to report student non-attendance during two-week reporting period.

When an instructor reports a student for non-attendance, several things happen:
- Reported students would dropped from the course in SAP (system of record)
- Canvas would update accordingly almost in real-time
- Federal Student Aid (FSA) funds would not be disbursed for the credit hours associated with courses that an instructor reported the student for non-attendance.
- The ACT platform would push notifications to students, instructors, and the Registrar's Office

If a student were incorrectly dropped, the student would communicate with instructor of record to be reinstated.

Member Recommendations

1. The committee **recommends** that Senate ask administrators to demonstrate that using instructors to monitor and report students manually is the best way for UK to comply with this requirement. The proposal requires that instructors bear almost all of the administrative burden for monitoring, reporting, and correcting errors related to non-attendance.

2. The committee **recommends** that the MyUK system be configured in such a way as to minimize the burden on instructors. For instance, once instructors access the online reporting system in MyUK with the class roll, instructors should be able to click only once per non-attending student and not more (e.g., avoid drop down menus and avoid requiring input on all enrolled students) to complete the reporting requirement.

3. The committee **recommends** that administrators explore ways to automate the monitoring and reporting process, perhaps using Canvas. For instance, maybe instructors could designate in Canvas an assignment as the Federal Student Aid (FSA) eligibility assignment (e.g., an online quiz, a discussion, or a class attendance record). Maybe the administration could automatically pull participation information directly from Canvas for that one assignment.

4. The committee **recommends** that all instructors be required to identify in the syllabus the academic activity or activities being used to monitor FSA eligibility. Boilerplate language should identify the reason and the potential impact on FSA. Additionally, the syllabus should specify (1) how students must submit or complete the activity/activities, (2) the grade impact, if any, of the activity/activities, and (3) the due date and time for the activity/activities.

5. The committee **recommends** that, except as specified in SR 5.1.8.1, students should not be unilaterally removed from classes (including from Canvas). If by non-attendance a student is not eligible for FSA, the appropriate remedy is for UK not to release FSA to the student.

6. The committee **recommends** that the Registrar change the proposal and exclude the add period (typically the first week or so of the term) as a monitoring period for non-attendance. During the add period, students may be joining the course and so non-attendance may be the result of the student having not yet added the course.

7. The committee **recommends** that instructors have at minimum five (5) academic work days, excluding the add period, during which to monitor student non-attendance. This minimum monitoring period should be extended beyond the minimum five academic work days as needed to ensure that the monitoring period includes at least one work day of each type (e.g., one Monday, one Tuesday, etc.). This monitoring period should be identified in the syllabus and should occur at the same time for all courses in a term where practicable. Ideally the monitoring period would be least two weeks.

8. The committee **recommends** that instructors have at minimum five (5) academic work days during which to report student non-attendance. Ideally, the reporting period would last at least two weeks.

9. The committee **cautions** the Registrar against penalizing students for non-attendance in cases where non-attendance is for University excused reasons. SR 5.2.4.2 says, "a student shall not be penalized for an excused absence." In special cases (e.g., SR 5.1.8.1 as proposed for revision), students may be unilaterally removed from a course, but the burden for "participation" in the course to avoid unilateral removal is much less than what is required in the Registrar's proposal. To avoid unilateral removal in the case of SR 5.1.8.1 (as proposed for revision), the student merely needs to indicate an intent to complete the course, including merely logging into Canvas or sending an email to the instructor stating such an intent. In cases of an excused absence, even an email or call to the instructor or department chair from a concerned parent would be enough to avoid unilateral removal under SR 5.1.8.1 (as proposed for revision).

10. The committee **recommends** that the Registrar change the proposal to make administration responsible for re-enrolling a student in a course in cases where the student is unilaterally removed by mistake. Most instructors do not have ways to cause students to be re-enrolled in a course nor do instructors typically have ways to make students eligible to re-enroll in a course. The committee recommends that students that the Registrar removes from a course unilaterally by mistake contact the Registrar who will arrange an appropriate remedy.

11. The committee **recommends** that the SCDLeL proposal to revise SR 5.1.8.1 (here and copied below) be moved forward. Since the Registrar's proposal should not use the add period as a monitoring period for certifying SFA disbursements, the committee believes that the Registrar's proposed revisions to SR 5.1.8.1 are not relevant.

Senate Rule 5.1.8.1 (Unilateral Removal for Failure to Attend First Two Class Periods)

~~Students who miss the first two class periods of a course, without notifying the department of their intention to attend may be reported by the department~~ If between the first day of class and the last day to add a class students neither show evidence of participation in the course nor notify the Instructor of Record of their intent to complete the course, the Instructor of Record may report these students to the dean who shall remove ~~the students~~ them from the class ~~role~~ roll and notify the Registrar that the ~~student has~~ students have been removed from the class roll.