

# Senate Leadership Report

## 5/24/12

### 1. CASSC Update

- 5/22 and 6/26 meetings cancelled

### 2. CPC Update

- CAMP review scheduled for 6/6 meeting
- Retreat scheduled for 7/19

### 3. Status of Motions Passed by CAS

- N Mark (2/23): [new policy shared 5/22](#)

N- Non Attendance Policy

OCC has implemented an N grade or Non-Attendance policy to more accurately report official enrollment, reduce the amount of money the College is liable for repaying from overpayment of financial aid, and to comply with the new federal mandate to record student attendance. This N grade policy will require that each instructor report non-attendance by a specific date at the beginning of the semester which will equate to 20% of the course meetings; therefore, **attendance must be taken** up to that point. To confirm the N Mark report date for your course, please log into Online Services and go to the Section Information screen available under "My Class Schedule."

Students will not be permitted to enter the class after an N grade has been issued. Allowing a student to enter the class at this late date is unfair to other students, places a burden on the faculty, and has a negative impact on the student's success.

Students who receive the N grade will be expected to pay for the course. This includes students receiving financial assistance. Because the College is required to reimburse the government for all the money distributed through financial aid for the tuition of no-shows, students will be required to re-pay the College for the course from which they have been administratively dropped as a result of being assigned the N grade.

It is important that faculty use a current class roster list to verify attendance during the first three weeks, because after the N grade has been submitted, a change of grade will not be accepted for the student.

It is easy for Instructors to enforce the Non-Attendance policy, and your cooperation and assistance in doing so is greatly appreciated. This is how to do it.

1. Take attendance from a current class roster during each class meeting within the 20% period.
2. Enter the Non Attendance (N) grade prior to the next class meeting using Grade Entry on the Web for students who have never attended during the 20% period.

Even if your class isn't full or doesn't have a Waitlist, you must still enforce the Non-Attendance policy. Previously, OCC spent valuable time and effort pursuing accounts from students who never attended the classes for which they registered. These actions cost money and create ill will in our community. We hope that this policy will discourage no-shows. Everyone wins if the N grade policy is rigorously enforced.

Online courses –Best practices

Online students will be required to confirm that the syllabus has been read and understood and respond to class expectations in writing during the first 20% of the course. These best practices will ensure compliance with the attendance policy and encourage dialogue regarding class expectations.

If students have any questions concerning this matter, please have them contact one of the deans at your campus.

Policy process reviewed and accepted on May 22, 2012

- Informing Students of Place on Waitlist (3/23): **will present 5/24**
- Sharing Process for Selecting 2012-2013 Designated Full Sections (3/23): **contractual designation - administration**

- Reversion of 2012-2013 Catalog Degree and Certificate Language (4/26): will present 5/24
- Extension and Expansion of CRC Pilot (4/26): approved, special contract announcements distributed