

Meeting Federal Financial Aid Regulations: Attendance and Participation Tracking

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November 19, 2014

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Objectives

- ▶ Title IV Program Review
- ▶ Attendance tracking system
- ▶ Attendance tracking requirements
- ▶ Technologies overview and checklist
- ▶ Timeline for implementation of attendance tracking
- ▶ Communication with faculty
- ▶ Attendance reports
- ▶ Lessons learned
- ▶ Quality Initiative

Title IV Program Review

- ▶ May 2012
 - ▶ Previous audit - 19 years ago
- ▶ Collection of attendance records
 - ▶ Over 15,000 students with an F, W, or I
- ▶ Reconstructions
 - ▶ Over 7,800 files total
- ▶ Attendance related audit findings
 - ▶ Attendance not verified prior to disbursement
 - ▶ Incorrect calculation of cost of attendance
 - ▶ Improper and late return of Title IV funds calculations
 - ▶ National Student Loan Data System (NSLDS) reporting incorrect

Student Participation System (SPS)

- ▶ Two tracking systems
 - ▶ Face-to-face courses
 - ▶ Online courses
- ▶ SPS ties directly into Banner
- ▶ Faculty access via web portal
- ▶ Attendance vs. other participation
 - ▶ Academically-related activities
- ▶ Blackboard activities
- ▶ Late reporting

Attendance Tracking Requirements

- ▶ Daily attendance records
- ▶ Other participation records
- ▶ Weekly submission deadline
- ▶ Weekly monitoring

Technologies Overview

Browser User Interface

SPS

Weblogic - SPS Servlet

Cognos Reports

Oracle

Banner - Student Tables

Custom SPS Tables

Nightly Processing

Blackboard (Oracle)

Technologies Checklist

- ▶ **Browser Interface**
 - ▶ HTML
 - ▶ JavaScript
- ▶ **Weblogic Application Server**
- ▶ **Java Servlet**
- ▶ **Oracle Database**
- ▶ **PL/SQL**
- ▶ **Cognos Reporting**

Timeline for Implementation of SPS

- ▶ August - December 2012
 - ▶ Initial discussions and research
- ▶ January - May 2013
 - ▶ Focused discussions with IT staff
 - ▶ Development of SPS
- ▶ June - July 2013
 - ▶ Pilot of SPS
- ▶ August 2013
 - ▶ Implementation of SPS

Communication with Faculty

- ▶ Orientation Week (2012 & 2013)
- ▶ Training sessions
- ▶ Brown Bag lunch
- ▶ Correspondence from the VP of Instruction/CAO
- ▶ Correspondence from the Registrar
- ▶ [Training video](#)

Attendance Reports

- ▶ Students who failed to begin attendance/participation
 - ▶ Enrollment adjustments made at the start of each term (16 week, 14 week, 8 week, etc.)
- ▶ Students who have ceased attendance/participation in all courses for 14 calendar days
 - ▶ Weekly monitoring to calculate Return to Title IV funds based on LDA
- ▶ Attendance reports for faculty
- ▶ Attendance report by student

Lessons Learned

- ▶ Accurate attendance reporting
- ▶ Attendance restrictions by day of week
- ▶ Course start and end dates
- ▶ Attendance data outside of course dates
- ▶ No “attended class” option for online courses
- ▶ Mobile participation for online courses
- ▶ Holidays, snow days, class did not meet

Quality Initiative

- ▶ To implement an attendance/participation tracking system to collect required data for Federal Financial Aid regulations and leverage the institutional committee structure to analyze data and submit action plans to implement student retention initiatives

Quality Initiative Phases

- ▶ *Phase I:* Design and implement an attendance/ participation tracking system
- ▶ *Phase II:* Enhance automation of the attendance/ participation tracking system
- ▶ *Phase III:* Provide data to the appropriate institutional committees to analyze; followed by submission of action plans by the institutional committees for student retention initiatives
- ▶ *Phase IV:* Implement student retention initiatives
- ▶ *Phase V:* Begin to evaluate student retention initiatives

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Questions