

# ABC Agendas and Minutes 2021-22

October 11, 2021

## Committee Reports

- **ADA Instructional Committee:**
  - Met on Thursday, October 7<sup>th</sup>.
  - Reviewed document remediation resources for all faculty. Canvas Ally and Ed Tech are available now. Working with Document Services for additional support and moving forward with software tools to assist in remediation.
  - Recommendation to incorporate accessibility training into SafeColleges. Training focused on understanding accessibility, accessible design concepts, and course accessibility reports in Ally. Advanced training available through the Ed Tech Center.
  - Working with Faculty Development office to advertise some webinars that may be of interest to faculty. Accessible textbook reviews:
    - The bookstore team is gathering accessibility information from vendors of adopted textbooks. A spreadsheet is being developed in which faculty can view any access issues with their adopted textbooks and/or ebook. Chantel Braasch, Holly Dressler, and Ed Lovitt are available to visit with faculty who are in the process of adopting textbooks and want to proactively review accessibility.
- **IRT:** No new information. The COVID-19 Testing Site numbers are trending downward, which is good news as well as county COVID Dashboard data.
- **KOPS Advisory Committee:**
  - Add committee (and minutes) to Infohub Committees, please? Update on this?
  - A ticket was placed for infohub committee information. No meeting as of yet, Oct 26 first meeting this Fall.
- **FA:**
  - Pres. Bowne attended the FA executive council meeting last week to discuss the strategic plan and administration-faculty communications. He indicated that other colleges akin to JCCC are issuing vaccination mandates and requested FA's position on the matter. All officers were present and agreed that such a mandate would have support from FA leadership, provided that a fair implementation plan was in effect.
  - A reminder that Distinguished Service award applications are due this Friday, Oct. 15, to Faculty Development.
- **Adjunct Council:** We have completed the Divisional elections for representation. Math division has not found a representative. We have 5 candidates what will be in an election for 3 at-large positions. That election will begin this week. The Council Members are as follows: Ann Fielder - Academic Support, Shari Miller Blank – ADHSS, Jennifer Tripe – Business, Heather Hale – Industrial Tech, Tom Heapes – Communications, Sally Bennett – English and Journalism, Jeff Oden – Science, Harrison Vawter – Healthcare, Public Safety, and Wellness.
  - Q: Were Math adjuncts contacted?
  - A: Yes, there were campus wide emails to all adjuncts, as well as emails sent by the adjunct council and the chair of math.
- **Instructional Chairs Council (ICC):**
  - Add committee (and minutes) to Infohub Committees, please? Update on this?

- Discussion of chair compensation, chairs formula, multi-modality courses.
- Spreadsheet of current release is in the Canvas Chairs community.
- Will inquire about getting prior spreadsheet to enable comparison of past and current.
- **DEI Committee:** Committee feedback on draft report of recommendations has been reviewed. Currently making edits and putting pieces together for updated draft of the report of recommendations.
- **Ed Affairs:** EA met on Wednesday October 6<sup>th</sup>. The committee unanimously approved new courses in ENGL & ELEC, course edits for AET, ELEC, & FASH, course deactivations for ELEC, and program edits for ELEC. The committee also unanimously approved the cultural diversity tag for SAG 205. The next Ed Affairs meeting will be held on Wednesday October 20<sup>th</sup> at 3 PM either in person in WHCA 145 or on Zoom (contact Mark Cowardin or Valerie Dorsey for link). All are welcome to attend. The deadline for new, modified or deactivated course proposals with no course or program chain reactions is October 31<sup>st</sup>.
- **OLAC:** Most recent OLAC meeting was October 1, 2021. In September, OLAC voted and approved to add a Chairs Council member to serve in an advisory capacity (nonvoting). Much of OLAC's October meeting was surrounding Ed Lovitt/Ed Tech's efforts to stay current on or research the following topics:
  - Classic Quizzes to New Quizzes migration tool and Quiz Banks
    - InstructureCon Online October 7
  - Ally Accessibility Compliance
    - Math (STEM) assistance
      - Equatio pilot
    - pdf editing
      - Document Services - Equidox
- **ETAC:** The first meeting of the semester will be held Wednesday October 13<sup>th</sup>. We will discuss the current status of the Zoom Enhanced rooms and technologies being requested to support the Zoom requests.
  - Are zoom enhanced rooms capped?
  - Could a course be taught as a virtual and F2F. How is that room capped?
  - Modality would be live. Has not been taught in this manner yet.
- **Assessment Council:** No major updates. Nominations have been made for the fall "Spotlight on Assessment" Awards. Campus and awardees to be notified soon.
- **IDC:**
  - Personal Training Certificate Proposal
    - Lenora reviewed the proposed personal training certificate. IDC approved moving the proposal forward to Ed Affairs for consideration.
  - Strategic Enrollment Team Update
    - Jim provided a SET update. Currently, the team is waiting for further direction pending the approval of the strategic plan by the Board.
  - Exterior Classroom Proposal
    - Jim reviewed several concepts of outdoor classrooms for JCCC and examples at other institutions. Any approved and built spaces would be intended for campus-wide instructional use but during non-scheduled academic times be used for community or special events.
  - Factoring Workload
    - The deans discussed the impact of online course delivery on workload calculations.

- Action Items: The deans will meet to discuss the workload calculation model and how it is impacted by the growth of technology in virtual delivery methods.
  - Class Search
    - Jim provided an update on the Banner class search functionality, or lack thereof. Requests or “asks” to Ellucian included setting a standard/default for the number of classes displayed, customizing the number and width of sections column and hiding/displaying columns. In addition, the hover function for individual class information is currently not working after the latest “upgrade”. It is a priority of JCCC to get it fixed as soon as possible.
  - Juneteenth Planning
    - Jim reviewed the plans being developed for the College's Juneteenth recognition/celebration.
  - Spring 2022 Final Exam Schedule
    - The deans reviewed the spring 2022 final exam schedule.
    - Action Item: Jim will post the spring 2022 final exam schedule on the website.
  - AY 23-24 Academic Calendar
    - Jim reviewed the AY 23-24 proposed academic calendar. The calendar will be presented to the Board for approval once it has been finalized.
  - DEI Feedback
    - Jim reviewed feedback from the DEI survey.
  - Vaccination Update
    - Lenora provided an update on the challenges facing JCCC faculty, students and clinical sites for students who are not vaccinated against Covid-19. While JCCC does not require students to be vaccinated, many clinical sites do have a requirement which limits the variety of clinical settings/experiences available to those students who are unvaccinated. Options for providing reasonable student accommodations while continuing to meet the programs' clinical requirements continue to be explored.
  - New Space Committee Representation
    - Larry Reynolds will serve on the Space Advisory Committee being chaired by Jeff Hoyer.
  - Canvas Course Reviews
    - The deans took the latest feedback from OLAC/ABC under consideration. No changes were made to the existing statement.
- **Faculty Development:** Based on feedback from last fall’s PDD survey, making changes to update the format to make it less overwhelming and busy and more meaningful for faculty and staff.
- **Academic Calendar Committee:** Nothing to report as of this meeting.

Jim Hopper elected as Vice Chair.

- Of the 766 faculty invited to vote, 262 voted (34%); 100% of votes cast were for Jim.

Follow up on IDC and OLAC on Administration access to courses in Canvas

- For background, see [IDC’s initial proposal and OLAC’s response](#) from Spring 2021 (also available on ABC Canvas Course - Files 2021-22 Documents)

- OLAC requested faculty have “advance notice” for dean’s accessing Canvas courses in their May 2021 meeting, [see minutes](#) (also available on ABC Canvas Course - Files 2021-22 Documents).
- IDC statement sent to OLAC: *“Directors, Chairs, and Facilitators have view access to Canvas course shells in their departments. They may review some sections each semester, depending on their division/department processes and guidelines for quality content. These would not be formal observations, but rather spot checks to make sure key items are present in a course shell. If critical elements are missing or incomplete, the Director, Chair, or Facilitator will contact the*
  - *instructor about resolving those issues in a timely manner.”*
    - **Did IDC consent to add the following to the above statement?** *“Deans and chairs must have justifiable cause before entering an instructor’s course, must make a reasonable effort to inform the instructor beforehand, and to inform them afterwards that access has occurred.”*
- Update as of 9/30 from Vince Miller: “IDC reviewed the latest feedback from OLAC/ABC at our meeting this week. **No changes were made to the existing statement.”**
  - Jim Leiker: Why wasn’t additional requested language included?
  - Vince response: The existing statement was written to be as straightforward as possible, and the consensus was that it already covered the scope it was intended for without a need for additional clarification.
  - Jim Leiker: I understand it seems straightforward to the IDC, but on behalf of the FA, I’d like our disagreement to be noted. The statement provided by OLAC and the verbal concerns expressed at ABC meetings indicate a level of concern by some faculty that the language as written needs clarification.
- Question: OLAC asked that the phrase “Advance notice” be included, has that been done?
  - Answer, the IDC decided not to make that change.
  - Follow up question: Was there a rationale for not changing?
  - Answer: IDC felt the statement was already succinct and Deans/Chairs already have access. In general, there is not a culture of people going in and fishing around. Usually, it occurs if there is a new person or problem identified.
  - Follow up question: Does IDC think the faculty member should be informed before the Chair/Director/Dean goes in to look.
  - Answer: Generally, they do inform the faculty member, but there is no standard that they need to.
  - Q: If it’s formative or summative, wouldn’t that be part of the review? And in which case wouldn’t they need to be notified?
  - Answer: It states in the policy that it’s not part of the review, but if issues are identified, it could become part of the review.
  - Q: It sounds like the administration wants to take a decentralized approach. Will the divisions need to develop a set of criteria to identify when looking in courses is appropriate?
  - A: They could develop standards in line with the policy.
  - A, part 2: Required items: Course syllabus and updated gradebook. Beyond that it is up to departments to determine what information they want in place for the students.

- Communicated to Mickey McCloud on Monday 10/4: The Instructional Chairs Counsel recently became aware changes to **chair compensation and release time** during the most recent three-year review, conducted during the pandemic. These changes resulted in a loss of reassign time and compensation for some faculty chairs. The Instructional Chairs Counsel respectfully requests the following:
  - The three-year compensation review be suspended during the length of time that the COVID pandemic impacts enrollment and course delivery at JCCC. Once it is determined we are in a post-COVID environment and decisions at JCCC have ceased to be affected by the pandemic, the compensation review cycle can then be reinstated,
    - Mickey's response: This needs discussion. We can go back to pre-covid norms or we can leave it; not both. We can see if we need a new timeline for adjustments.
  - Changes to reassign time and chair compensation be instituted only after the affected faculty chair is given adequate notice (as correlates to building of class schedules), and
    - Mickey's response: Yes, we can communicate more effectively/efficiently with impacted parties.
  - These recommended procedures be made into academic branch policy.
- Jim Hopper is taking these responses back to ICC.
- ICC is also working on a **new Chairs release time formula**.
- Multi-modality teaching - teaching all formats simultaneously being tested in the legal program. Students, in the legal program this fall, enroll in either the F2F version or the ONL HYB version. The professor teaches both at the same time.
  - Q: do these use the same CRN or different ones. A: Still piloting. Needing to keep an eye on enrollment to look at patterns. The process is manual and splits course caps, the caps are manually readjusted based on enrollments.
  - Q: How would this impact the course load? Are these the same class or different classes for load? These seem like different preps.
  - A: The course is counted as one course, regardless of how the students enroll.
  - Q: Why is it called multi-modality?
  - A: It was the phrase Legal Studies chose.
- ICC currently working on a survey to the chairs to gauge opinions on response to Mickey's response.

#### Strategic Planning

- ABC Chair (Tai) and Faculty Development (Farrell) were tasked with leading the action phase work on Goal 1 (Student Success), Strategy 1 (Ensure our models of teaching and learning lead to student success).
  - We will have first meeting later this week and will report on progress in next ABC meeting.
- Dr. Bowne sent out email earlier today listing all the goal and strategy teams. And asking for volunteers for the action step teams.

#### CAO Report

- Return of the Return to Campus Taskforce, at least for the ease of communication?
  - Mickey will bring this forward.
  - Will not be bringing the RTC task force back to the table. If there is a role for them that requires their input in planning they will be brought in.

- IRT will continue updating campus.
- KBOR and transferring coursework.
  - KBOR working on issue of transfer, so students don't need to take extra classes they don't need.
  - Asking KBOR to reevaluate 60 hour cap due to fairness for students.
  - KBOR met half way, lifted cap for some programs, not others.
  - Some students will be able to transfer more easily and take more courses with them.
  - KBOR creating a new gen ed standard
    - KBOR created a committee of K-12 and state board members.
    - Each university has a standard of what is gen ed
    - Working on a standard set of gen ed (48 hours of specific course work for gen ed)
    - University stand is it affects the personality of each university
- Summarize for colleagues the changes to co-requisites happening across the college.
  - Kansas Promise Scholarship
    - Last dollar scholarship for Kansas residents, student signs a promissory note that they will work and live in Kansas for two years.
    - The issue is students can't get the money for remedial courses if it is not built into a "regular" course, but many students who would want to take advantage of this scholarship need remedial coursework.
    - English, Math and Reading are looking at models to adjust courses to fit into the Kansas Promise Scholarship policy.

#### ABC Membership

- Ed Tech Advisory Committee will meet this week and determine rep.
- Still awaiting Math member.

College Council meets Oct 13

ABC next meeting is Oct. 25.