

ABC Agendas and Minutes 2021-22

November 8, 2021

Committee Reports

- **ADA Instructional Committee:** Our committee changed our recurring meeting to the second Thursday of the month so we'll be meeting this Thursday. Article of interest that is pertinent to DEI Initiatives: Disability Design: Summary Report from a Field Scan, by the National Endowment for the Arts (<https://www.arts.gov/impact/accessibility/disability-design-report>).
- **IRT:** Presented at Management Topics Group – 10/20/2021
 - Campus Guidelines will be reviewed when Community Risk is Moderate -no sooner than the end of the Fall Semester
 - Protocol for Spring will model the Fall until further notice
 - Continuing to gather facts about federal contracts and subcontracts at JCCC regarding vaccine mandate information.
 - Resource Reminders
 - Campus Guidelines
 - Communicable Disease Reporting Protocol
 - COVID-19 Vaccine Information Resources
 - Campus Safety Standards for Face-to-Face Events
 - Personal Protective Equipment (PPE) Request
- **KOPS Advisory Committee:** Met on 10/26, meeting minutes soon to be posted in Infohub, gaining access to site with marketing's help. Committee now has Infohub and already had website presence.
 - Agenda:
 - Committee Info
 - ABC (Academic Branch Council) Report Out
 - InfoHub Presence
 - Quarterly Meetings
 - Old Business - None
 - New Business
 - Management Topics 10/20 meeting review
 - Risk Management Update – NurseNow procedure
 - Clery – ASR Update released 10/1/2021
 - Winter Newsletter - KOPS Talk
 - Rhonda Barlow: if I have a student reporting covid symptoms that is awaiting test results, do I report that?
 - Alisa Pacer: Yes, report that.
 - Rhonda: I'm fearing the use of covid symptoms/testing as an excuse for students to miss exams, class?
 - Alisa: this is difficult. It is on the honor system. Allow our team to call and get information from them. If student has symptoms they shouldn't be coming to campus. We can't require testing. We just give them guidance on what they need to do. I like to think that most people are following protocol. Please fill out the form even if you have very little information. We copy the instructor on the final guidance to the student.

- Mickey McCloud: this is no different than a student who has a sick child, etc. If the student says they're ill, you can ask for a doctor's note (like with flu, etc.). You don't need their test results, but you can ask for verification of being tested.
 - Alisa: Let the team ask the questions and not you the instructor.
 - Kevin Cannell: What constitutes "moderate" risk for the campus; which metric is begin used.
 - Alisa: we use incident rate and positivity. We've moved down from "high" to "substantial". Both have to be in moderate range (incidence and positivity).
- **FA:** FA & Ed Affairs reps met with Collegial Steering last week and discussed the general positives and minuses that Covid has had on higher education.
- **Adjunct Council:**
- Had first meeting of full Council.
- The Adjunct Council recently met and discussed the topic of **Adjunct Pay for service on committees**. We understand this is an issue that needs some clarification. Currently, the by-laws of **Ed. Affairs, ABC, College Council, and the Adjunct Council** request or require adjunct participation. These groups recognize and value JCCC Adjunct input, so it is our feeling **that work by Adjuncts in these four groups should come with compensation**. We discussed in our meeting that the pay should be for work done that is of direct benefit to the college.
 - **Ed. Affairs** work would include researching and working on curriculum-based information and participating in discussions affecting course offerings at JCCC.
 - **ABC** work would include participating in shared governance and communicating Adjunct concerns to the ABC and ABC work to adjuncts.
 - **College Council** work would include participating in work done as part of shared governance and decision making.
- In our view, these are all special projects outside the scope of an Adjunct's teaching role on campus, and they all provide an essential function and resource to JCCC directly. We would propose that all work done be agreed upon and approved through the office of Faculty Development and monitored as such.
- We propose that Adjunct Council projects include:
 - Updating the Adjunct Handbook (it's been two years and a lot has changed)
 - Collaborating with Faculty Development to plan PDD
 - Updating the ACT program
 - Developing a new adjunct mentoring program
 - Communicating with Administration and Faculty
 - Creating additional special projects based on topics brought to the Council by constituents
- We look forward to your decision to support Adjunct pay for work done that directly benefits JCCC.
- Mickey McCloud: Sent an email to Adjunct Council with clarification.
 - Committee service is still something under discussion with Dr. Bowne for compensation. Bowne wants to separate out the ABC, College Council from other topics.
- Jeffery Oden: Those who have done special projects have been paid for that work.
- **Instructional Chairs Council (ICC):** Has not had a meeting since the last ABC meeting. Next ICC meeting will be held via zoom on 11/19/2021 at 11am.
- **Ed Affairs:** The EA Committee met on Wednesday November 3rd at 3 PM. The committee approved new courses in Medical Information & Revenue Management, Art History and

Philosophy. Course edits were approved in Biology. Courses were deactivated in Web Development and Digital media and Nursing, and the programs were altered to reflect this. A new Associates of Fine Arts Degree program was approved. The Ed Affairs by-laws were amended to reflect new titles for the administrative resources to the committee.

- The next Ed Affairs meeting will be held on Wednesday November 17th 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.
- **Diversity, Equity, and Inclusion Committee:**
 - The committee met Thursday, November 4th to review the report of recommendations. The report is being finalized.
 - Officers are meeting with Dr. Bowne on Wednesday morning to go over the report, recommendations.
- **OLAC:** OLAC's last meeting was 11/05/21. Couple of key items to report:
 - Regarding Canvas (Instructure) moving away from Classic Quizzes to New Quizzes, OLAC reps should be communicating the current timeline and giving notice to their respective divisions regarding the timeline and changes. Upcoming events include migration procedure (December 2021) and Classic Quizzes sunset (July 2022).
 - Tina Wolff: Don't panic, we are going to have a process and there's time to make the change. By December 2021 we'll have the process for the rollover of Quizzes, which you will then have to complete by July 2022.
 - Discussions with Canvas (Instructure) occurred regarding renewing the college's contract with Canvas (Instructure). We are at the end of the existing 5-year contract. The college requested and received pricing for a 3-year contract.
 - At the November 5 meeting, OLAC discussed renewing Canvas. OLAC is operating under the premise that LMS recommendations are OLAC's purview. Does anyone disagree that LMS recommendations are OLAC's purview?
 - Do we agree that this is OLAC's purview?
 - Rhonda: You have representatives from all over the campus. My representative sent out this information and my department agreed that we want to keep OLAC. Make sure your departments/divisions know so they can express your wishes.
 - Tai will send out something to let everyone know that LMS.
 - Tina Wolff: I thought we were going to go to ABC meeting first to clarify process of OLAC's purview.
 - Tai: **ABC agrees that OLAC should be the campus entity that makes the LMS recommendation to the college.**
 - Next steps: **Kevin will report this back to OLAC and then reps will direct division reps to report out that they need to garner feedback about Canvas renewal.**
 - OLAC intends to hold a vote at the December 3, 2021 meeting on renewing Canvas. Presently, there are no plans to investigate alternative LMS. All indications are we will continue to use Canvas.
 - In the new quiz tool, there's a setting that allows for quiz accommodations (such as for Access Services) be applied to all Quizzes (quiz extensions). But not there yet (coming!).
 - **ETAC:** Nothing new to report. We have not met since our last ABC meeting.

- **Assessment Council:** No Updates
- **IDC:** HR visited IDC to discuss employment and recruitment process changes being implemented over the next year.
 - Interpretations of the Fair Labor Standards act for exempt and non-exempt employees.
 - JEDI: Just, equitable, diverse, inclusive representative on search committees. Ensure that job searches are posted properly, that candidates are recruited.
 - Tai will ask HR (again) to come and share this directly with ABC.
- **Faculty Development:** No updates at this time.
- **Academic Calendar Committee:** Nothing new to report at this time, thank you.

CAO Report

- Clarification from last meeting on the role of adjuncts on committees, in departments, etc.: **Adjuncts cannot have a formal seat on standing committees, etc. and they cannot be compensated. They can attend as an open-audience member. Some exceptions apply, such as special projects (within Adjunct Council but not the entire Adjunct Council service) or College Council representation.**

Sending out ABC overview monthly, in email

- See email from Tai, 11/1 for October overview.
 - It was generally effective.
- Vince asked IDC members to share out or reference in their own communications with divisions.
 - Has this happened?

Testing Services (see Tai's email to all faculty 11/1)

- For Spring 2022, Testing Services will conduct a limited pilot program administering exams for hybrid courses (as requested by the Testing Services Taskforce last spring). Faculty who are interested in participating for the semester may **choose one of two options**. The following options may not be combined:
 - Testing will administer a total of 4 computer-based exams (which would include a final exam) delivered within a digital platform such as Canvas, etc. (questions are digital, time limit must be monitored, and exam stopped within the platform). "Show your work" on paper requirements are acceptable and, if specified, may be collected for computer-based exams.
 - --- OR ---
 - Testing will administer a total of 2 paper-and-pencil exams (which would include a final exam).
- Students will have to schedule an appointment in advance to take their exams in Testing Services (see Testing Services in InfoHub-Toolbox-Services or through the faculty portal in MyJCCC).
- **If interested in this pilot program, email Testing Services (testingservices@jccc.edu)** prior to the first day of Spring 2022 classes.
- Testing's processes, procedures, and forms can be found in InfoHub-Toolbox-Services or through the faculty portal in MyJCCC.

College Council

- Met on 11/1. Set up a subcommittee to draft bylaws. Will meet three more times this semester to finalize bylaws.

ABC bylaws edits

- Saving for spring.

Jan 10 ABC meeting?

- Staff on 9-month contract return on Tuesday, Jan 11.
- Let's reevaluate at the last December meeting (Dec 13).

For in-person attendees: Nov 22 is in RC 185.