

ABC Agendas and Minutes 2021-22

May 9, 2022

- **ADA Instructional Committee:** This committee has not met since the last meeting in April. Brainstorming a Wednesday PLD session, watch for more info.
- IRT:
- KOPS Advisory Committee:
- **FA:** Having had a due process hearing this past year, we are at work on an FA Members Rights & Recommendations sheet that will soon be shared on the Canvas site.
- **Adjunct Council:** Co-Chairs we elected for the 22-23 academic year, and they are Rebecca Kastendick and Kim Fuller. Kim Fuller will continue to serve as the representative on the College Council. ABC rep for next year is undetermined, will be decided at May meeting. We are working on the Fall 22 Adjunct Meeting with Faculty Development. We are continuing work on a revised Adjunct orientation module. Goals for the fall include more PD opportunities and working on the ACT program. Awaiting update on pay from Tai.
 - Jim Leiker and Tai Edwards escalated this in College Council, which led to a meeting with Jim, Tai, Mickey McCloud, and Dr. Bowne (4/25).
 - Email from Dr. Bowne, 5/9: I appreciate everyone's thought and feedback throughout the ongoing discussions. Shared Governance is a weighty topic, and as such has required appropriate consideration of our model. So, too, is the long history of the roles played within institutional bodies, including the important role played by adjunct faculty. In looking through all of the information provided, I find no evidence that any formal commitments were made on behalf of JCCC regarding paying adjunct faculty to serve in shared governance bodies. There are certainly emails asking the question, but nowhere does one find such a commitment. So that answers my first question.
 - The second is centered around whether or not adjunct faculty should be paid for participating in shared governance bodies. Participation in shared governance by adjunct faculty is outside of their primary, contractually-defined role of teaching and managing the course experience for students. I support Dr. McCloud's position that adjunct faculty are welcome to participate in the shared governance structures but that such participation is voluntary and therefore not compensable.
 - Response from Jeffery Oden: They talk about service on Adjunct Council is voluntary. But service on ABC is also voluntary. Full-time contracted employees do ABC service as part of their full-time job. The college asked Adjunct Council to be created and then asked us to serve in this capacity. The college wasn't asking for volunteers, they were asking for service. In my opinion, this is a requested service by the college. Several of us are willing to continue to serve on Adjunct Council. We had trouble getting people to serve even when we thought we would be paid. If it is just strictly voluntary, we fear it will dissolve. We've had previous adjunct committees that also eventually dissolved.
 - Didn't HLC require us to create the Adjunct Council? Yes.
 - Full-time employees are paid for this work, it is part of the service role in their job description.
 - We raised the possibility of this leading to Adjunct Council dissolving with leadership and that was met with a shrug.
 - Does leadership not find this service valuable? I could never have done that with my full-time job.
 - The sentiment seemed to be: If they wish to participate we will not exclude them.
 - Would losing Adjunct Council raise concerns with HLC? That remains to be seen.
 - At our next Adjunct Council meeting we will have to determine who wants to serve voluntarily. Then we will have to ask divisions for reps. Then we will have to address in the Fall.

- ABC leadership in the fall should intentionally ask how adjuncts can participate in shared governance in a permanent or concrete way (especially in light of HLC directives).
- **Chairs Council:**
 - Amanda Kraus is elected chair of the ICC.
 - The ICC will meet in fall 2022. At this time meetings are planned for the third Friday of the month at 11 am for one hour. Zoom and face-to-face options will be available for attendance.
 - Updating the Chair's List.
 - Thank you Jim Hopper for all of your work, it's been appreciated.
- **DEI Committee:** No updates since the last ABC meeting.
- **Ed Affairs:** Has not met since the last ABC meeting.
 - Syllabus template unlikely to be changed before fall. Regardless of changes, the most up to date syllabus template is in Canvas Ed Affairs.
- **OLAC:** OLAC met on 05/06/22
 - Fall 2022 – Spring 2023 OLAC Officers
 - Chair Aaron Gibbs
 - Vice Chair Hugh Clark
 - OLAC's Representative to ABC Christina Wolff
 - New course modalities/discussion/proposal forwarded to IDC (highlighted denotes the majority of discussion at OLAC meeting): highlights are changed items or places with significant discussion
 - HyFlex (proposed 2023)
 - You are free to choose to participate in class through any mode and move between options as desired. Options include:
 - Face-to-Face instruction will be available at scheduled times on campus that you can attend.
 - Course will include live video sessions at scheduled times that you can attend.
 - **Recorded instruction** will be made available through Canvas.
 - Course syllabus and other materials are provided through Canvas.
 - You will have the option to complete coursework and testing either on-site or through Canvas.
 - Online with **On-Site** Exams (proposed 2023)
 - This is an online course with on-site exams.
 - You are required to come to a JCCC campus (**or instructor approved testing location**) for on-site proctored exams, which are the only scheduled on-site requirements.
 - Course syllabus and other materials are provided through Canvas.
 - When enrolling, consult the course notes for more information on exam dates.
 - No proposed changes to any of the remaining course modalities (F2F, Hybrid, Online, and Online-Hybrid)
 - Discussion in ABC meetings:
 - These would fit into Hybrid courses. Why add this?
 - Students would say they thought there would be some f2f instruction, but these do not do that. Students wanted an online option in some subjects that appeared to not exist.
 - Instructors were able to make the type of course delivery very clear to enrolling students.
 - How does this make things clearer to students on the website?
 - Do you mean on the website or in banner?
 - Is this better communicated to the student?

- The college is struggling to clearly communicate to students the intricacies of enrollment and using banner.
 - This definition gives students a clear option if they are looking, for example, an online asynchronous course in math – now we have those.
 - This is also more in line with other institutions.
- **ETAC:** ETAC met on 05/04/2022
 - Zoom enhanced classroom progress is moving along. You can keep track at this link: <http://blogs.jccc.edu/campus/zoom-enhanced/>. There are a few still waiting for equipment, but the hope is that they'll be done by fall. Labels are being added to the classrooms for all the presets. There are tracking cameras, but they are currently not working well so that is a work in process. Ed Tech has begun doing trainings with faculty. Feel free to reach out to them with questions.
 - Ed Tech is working on a pilot of an automatic grade push from Canvas to Banner. This will be tested with some instructors this spring and again at the end of the summer semester.
 - Long-term this would be optional. It's one way for you to enter grades. You can still enter them manually if you choose.
 - There are some new Zoom collaboration tools available (post-it notes, etc.). Make sure you have the newest version downloaded to your computer to have access to them.
 - Ed Tech will have slightly reduced summer Zoom hours.
 - Information Services is looking for volunteers to pilot Windows 11. Contact Shannon Ford if you're interested.
- **Assessment Council:** Interviews for Dr. Sheri Barrett's replacement are this week. No other updates.
- **Program Review Committee:** (not represented at ABC until fall)
- **IDC:**
 - Budgetary shortfalls across the branch in the adjunct and overload lines. As we move through the year, there are areas that have deficits in these accounts. Sometimes we have to address this.
 - Update on Faculty Evaluation
 - Hy-Flex and Online with On-Site Exams
 - Increasing Student Evaluation Submissions: trying to think of ways to get those numbers up
- **Faculty Development:** No updates at this time.
- **Academic Calendar Committee:** The Academic Calendar Committee will meet on Zoom, May 17th at 9:30 in the morning. The proposed Agenda includes DRAFT versions of the AY 24-25 Academic Calendar and a DRAFT update to the Fall 2022 Final Exam Schedule. Per the Board of Regents, we work and align the calendars three years in advance. The Final Exam Schedule is being looked at regarding the current and varied modalities of administering Final Exams. Finals schedule should be completed by the end of this semester and the AY 24-25 calendar will be voted on, approved and then submitted to the Board of Trustees in December 2022. Once Trustee approved, the academic calendar will be added to the college's website. The Final Exam schedule does not have to be BOT approved and will appear on the website as soon as updated.
 - We might add language on the final exam schedule to provide clarity to students.
 - How many instructors need extra time for their final exams? Might need to investigate this? There are some present who use the longer exam period. What percentage of classes need a one hour+ time period for a final exam?
 - CTE courses lose time in the final exam schedule.
 - The full Calendar Committee is listed on infohub, contact with ideas.
- **Counseling:** Gearing up for summer enrollment peak time for the last two weeks of May.
 - The pilot program of Counseling attending ABC meetings will continue in the fall.

Copyright and our courses, summary from copyright librarian Mark Swails

- [“Our Courses and Copyright”](#): An overview of cheating and plagiarism via online platforms was created by Mark Swails and shared with College Council. Can also access in Canvas, Files, 2021-22 Documents
- It will likely be presented to Board of Trustees at a future Committee of the Whole meeting.

Academic Affairs Records Retention (and deletion) schedule Revisited

- Referencing discussion from the April 11 ABC meeting. See spreadsheet [here](#) (or in Canvas, Files, 2021-22 documents).
- Kelsey Nazar, General Counsel, provided the following clarification:
- This schedule ONLY refers to those who are the “official records custodian.” If you look at the spreadsheet, the custodian for most of the records is “Mickey McCloud.” This refers to the college’s official records, and NOT the records you as an instructor, etc. may have.
- In other words, the syllabi you have on your office computer are NOT considered the official syllabi.
- Also, the retention period is the MINIMUM amount of time those records need to be retained. They can be retained for longer.

Reflection on ABC this year

- Highlights (see also [Tracking ABC Issues](#), linked on Canvas homepage)
 - College Council created, operational
 - Discussions and advancement of issues relating to enrollment systems, copyright and academic misconduct, marketing courses/programs, changes to PLD.
 - Addressed Counseling regularly attending ABC meetings (will continue in Fall 2022).
 - ABC Reps to College Council in the bylaws: FA officer, ABC officer, Adjunct Council rep.
 - Clarification of policies and practices
 - Examples: Inclement weather polices, copyright and our course materials, release time that counts as f2f for 30% rule
 - Addition of Online with On-site Testing as course delivery method (see OLAC committee update above)
 - Streamlined ABC operations:
 - Expanded communication: such as monthly summary emails, over 2800 views of ABC meeting minutes, use of infohub
 - Expanded participation: such as including more branch-wide committees and Counseling
 - Officers elected before most divisional representation determined
 - Increased collaboration with CAO
 - Any others?
 - Ongoing work of ABC – coming together to ask questions, have open discussions about policies, decisions, etc.
- Room for improvement
 - Committees can forward recommendations and use ABC to provide feedback (or ABC can gather feedback). Committees don’t have to solve or foresee every problem before making recommendations.
 - Ongoing work for Chair release formula – Chairs Council continues to collect data from departments & works on recommendations for future formula
 - CAO should be more proactive in coming to ABC to gather feedback from committees before decisions are made.