

ABC Agendas and Minutes 2021-22

August 23, 2021

Committee Reports

- **Online Learning Advisory Council (OLAC):** OLAC will be meeting Sept 1st, going to be choosing ABC rep, chair and vice chair at that first meeting, as well as look at updating bylaws concerning adding ICC representative
- **Instructional Deans Council (IDC):** The deans/IDC are supporting the late enrollment surge. Many areas have already opened late start classes which had been hidden. One department opened a F2F class on Friday at 4:30 PM that starts today (Monday), and it was already full this morning.
- **FA:** We will hold our first meeting on Tuesday, Aug. 24 at 3:30.
- **Faculty Development:**
- **Academic Calendar Committee:** Two changes to the Academic Calendars in AY 20-21 and AY 21-22 were approved at the August Board Meeting. These related to alignment with the dates the college is open/closed on the Holiday Calendar and specific to December 23rd. The Academic Calendar Committee will convene in September to begin the process of building out the DRAFT 2023-2024 Academic Calendar which will then be approved in December and forwarded to the BOT in January. **The Academic Calendar Committee members:**

- Mickey McCloud mccloud@jccc.edu
- Gurbhushan Singh gurbhushan@jccc.edu
- Anne Dotterweich adotterw@jccc.edu
- Lisa Dunitz ldunitz@jccc.edu
- Nancy Wang nancywang@jccc.edu
- Darla Green dgreen14@jccc.edu
- Elaine Sinn esinn@jccc.edu
- Alex Wells awells22@jccc.edu
- Leslie Quinn lquinn2@jccc.edu
- MargE Shelley mshelley@jccc.edu
- Thomas Heard theard2@jccc.edu
- Eve Blobaum eblobaum@jccc.edu
- Lori Slavin lslavin1@jccc.edu
- Jim Dice jdice@jccc.edu
- Farrell Jenab fjenab@jccc.edu
- Randy Weber randyweber@jccc.edu
- Jim Lane jlane@jccc.edu

- **Chairs Council:** Met during PDD, next meeting is Sept 17th. Officers are Jim Hopper, Chair and Jennifer Menon Parker, Vice Chair. Chairs forming a subcommittee about chair compensation. Asking for representation on OLAC as a resource (if changes are made, especially that impact scheduling; not as voting member, but part of conversation).
- **Ed Affairs:** First meeting will be at 3 PM in WHCA 145 on Wednesday August 25th
- **Educational Technology Advisory Committee (ETAC):** Not meeting until middle of September.

- **Incident Response Team (IRT):** Mandatory Masking Requirement indoors, Tuesday Aug 17. Reminder [Safety Guidelines for Face-to-Face Events/Classes](#). Testing Clinic on campus with KDHE partnership remains during Fall Semester (two types of testing offered PCR and Antigen (Rapid) Testing – Clock West Parking Lot (all people welcome by car or walk-up). Multiple Vaccine Clinics on main campus and at WestPark Campus next two weeks. Student Vaccine incentive deployed. Continue to Report all COVID cases brought to your attention.
- **Adjunct Council:** Will be reaching out divisions to find reps for the newly formed council. Waiting on final approval of draft bylaws.
- **Diversity, Equity, and Inclusion (DEI) Committee:** Committee formed in spring 2021 and met over the summer to read the MGT report together, learn about the recommendations in the report, and identify implementable actions at JCCC. Currently developing a report of recommendations. You can see the PDD “What’s happening with DEI at JCCC?” here: <https://jccc.yuja.com/V/Video?v=3474746&node=11517307&a=159576254&autoplay=1>
- **Assessment Council:** Meeting in September to determine rep.
- **KOPS Advisory Committee:** Alisa Pacer will provide update in future meetings
- **ADA Instructional Committee:** Holly Dressler (will need to contact for future meetings).

Academic Misconduct Reporting Process (Pam Vassar or Justin McMillan)

- Justin McMillan is developing a new Academic misconduct process.
- You can report academic misconduct (cheating, plagiarism, etc.) in emailing Justin (jmcmil32@jccc.edu).
 - Report constitutes official warning
 - Include student name, ID number
 - Show how the issue is documented in the syllabus
 - Students will have to conduct a 3-week module to educate them on academic misconduct.
- Justin will send an email about this to Tai, she will forward to faculty (completed 8/23). Will be included in faculty newsletter (Farrell) and Vince will ask deans to send out.

Clarify ABC membership

- Have all of the committees above selected their ABC rep?
 - No. See above committee reports.
- Are there any committees, entities missing?
 - Academic Staff will be represented on Staff Council (Leslie Quinn chair). First meeting Sep 8.
- What divisions remain unrepresented for whom we need to find reps?
 - Not clear until we find out who the committee reps are (likely in September); see above.

CAO Report, Mickey McCloud

- Chair’s release time formula based upon enrollment in program; adjustments were made this summer based on three years of data since the inception of the model. We will be moving to bring the adjustment period in line with the comprehensive program review year moving forward.
 - Andrea Vieux: we planned schedules based on the former release model and a new formula will change this.
 - Mickey: In the future we will make change to the formula, and it will be the next schedule where it will go into effect.
- Faculty evaluation update in context of Strategic Planning: Employee Engagement and Master Agreement—The formation of a group to work on this design project will not be on

the docket until the strategic plan is in a more firm state (likely late fall semester for the beginning of the project) so that there is time for all of the feedback from PDD sessions and other meetings held this fall for feedback from the larger community can be brought together to provide a context of expectations from Strategic Plan guidelines that might affect this effort.

- Strategic Planning update
 - Questions about Student Success, Strategy 1: Ensure our model for teaching and learning leads to student success. Sub point: “Faculty take responsibility for student success.”
 - Clarification:
 - Have we done as much pedagogically as we can to make students successful?
 - Have we provided support services to students who are not ready/able to succeed in coursework?
 - Questions:
 - Jim Leiker: Is there something in Strategic Planning that will connect to this issue, including new faculty evaluation?
 - Mickey: a more holistic evaluation is likely coming; where are we going that will help a faculty member ask questions about where they can be strengthened? Give them training; help them with classroom teaching? How can we leverage faculty skills?
 - Jim: I hope training for deans to holistically review in uniform way.
 - Andrea: Student success isn’t just dependent on faculty.
 - Mickey: other parts of the Strategic Plan will address all aspects of college employees impact student success.
 - Tai/Andrea: Could we change the language to indicate that everyone should take responsibility in the ways they serve students, for student success in that contact.
 - Jim Leiker: I have concerns about faculty taking responsibility for student success at the same time as updating faculty evaluation. We don’t want, for example, organic chemistry faculty to have to take responsibility for coursework like this that historically is challenging and career-entry coursework where mastery is essential.

Elect Vice Chair

- No one ran for vice chair in the spring. Jim Hopper was the second highest vote-getter in the chair’s election and is willing to serve as vice chair.
- We need to conduct a faculty-wide election.
 - Tai will commence sending out a ballot to vote for vice chair. Candidate: Jim Hopper.
- Do we need to look at bylaws on division of origin for the chair and vice chair candidates when electing in the spring?

Testing Services update

- Testing Services Task Force Report (May 2021) (file [here](#); also available in Canvas – Academic Branch Council – Files - 2021-22 Documents folder)
- Researching: how do we achieve the Task Force’s goals (currently in hybrid courses)?
 - Testing Services needs digital tests: students access tests within Canvas or another digital platform (vs. Paper/pencil)

- Expanding Testing Services capacity in terms of placement testing?
 - Biology
 - Business Law
 - Chemistry
 - Cosmetology
 - Education
 - English: multiple measures, including GPA used (not only Testing Services)
 - Health Occupations
 - Math: uses multiple measures, ACT scores, Advanced Placement, Prior Learning Assessment, CLEP, credit by examination, SAT, IB, GED (not only Testing Services)
 - GED plus maybe?
 - Paralegal
 - Physics
- Conducting testing outside of Testing Services?
 - Use rooms stated in Banner for the hybrid class
 - Faculty could continue paper/pencil tests
- Rhonda Barlow: Students are confused in the hybrid enrollment in Math
 - There are some 'traditional' hybrid courses that meet some on line, some f2f
 - There are some that are entirely online except for testing
 - There are some that meet on zoom, but test in person (none of these sections in spring 22)
- Jennifer Menon Parker: Faculty are concerned about Testing Services creating pedagogical limits for instructors. Not being able to walk-in and having to schedule their Testing. Makeup exams might be taken much later than the original exam because of scheduling constraints; creates a barrier for student mastery.
- Andrea Vieux: Course numbering makes hybrids appear after F2F, online. Types of courses are not listed together, meaning F2f, then F2F hybrid makes more sense to our department.
 - Scheduling directions for spring 2022 scheduling:
 - Remember that section number ranges have been adjusted to accommodate the increase in online offerings: *Use 300-375 for online only courses and 376-425 for any kind of hybrid.* Select one of these 4 codes for the Instruction Method column in your template:
 - F2F
 - ONLINE
 - ONLINE HYB (put WEB as building and list meeting days and times)
 - TRAD HYB (put building and room number with list of meeting days and times)
- Can we have an Academic Testing Center?
- How we can serve our students who need more timing for testing?
- Rhonda: why wasn't Accucampus included in the Testing Services Task Force Report?
 - Kate McNeil: We were not allowed to address this in the report.

- Jim Leiker: Not allowed to talk about means what? Testing Services internal operations were not open for task force discussion? Kate: Yes.
 - Kate: Testing Services Task Force Report was in response to Dr. Bowne's questions of what data do we have for testing after covid. It was not intended to be an all-encompassing report.
 - Tai: Faculty want an academic testing center. We likely won't have that by spring. What do we do to help you now?
 - Rhonda: I'm going to try to do it on my own. I don't mind proctoring my own exams, I just need a classroom.
 - Jennifer: We're going to use some of the lab time for testing.
 - Brenda Edmonds: There's no way to provide that message that students can take at another time other than the time listed on Banner. This class could meet schedule flexibility but students don't know it. We need classroom space. We could double up on space. We would like "online plus testing" as the enrollment designation.
 - Impact on adjuncts teaching these courses.
 - **Short term issues: classroom space and messaging (marketing) on which courses are online except for testing (which are listed as hybrids).**
 - **Long term: academic testing center.**

Meeting with Testing Services and the high-volume testing department chairs (Math, Life Science, Physical Science, Accounting, Computer Science), 7/28/21. Within Testing Services current constraints:

- *The Testing Services Taskforce recommended allowing **hybrid faculty to give 4 exams per section, per semester (inclusive of final) with Testing Services.** In order to reach this goal, ABC is working with Testing Services to determine how we get there through a **pilot program in Spring 2022.***
- ***ADA testing will not be impacted** and will remain as directed by Access Services for students.*
- *For faculty teaching hybrid to have up to 4 exams, per section, in Spring 2022 in Testing Services:*
 - *Exams must be delivered in an **online system** (i.e. Canvas, etc.) and time limited within the platform. The questions need to be provided and student answers input in the online system. Students can show their work and write on paper that Testing Services will collect for faculty pickup.*
 - *This saves Testing Services a significant amount of time in staffing and administration, tracking, etc. of exams.*
 - *Four exam dates, with times and classrooms will need to be **listed in Banner** for the hybrid course.*
 - *Faculty could use the classroom at the time, date listed in Banner to administer their exams and not use Testing Services (see "For faculty teaching hybrid who want more..." below).*
 - *Faculty will have **48-hour window** for students to take the exam (student reservations required, see below) with the dates, times in Banner as the exam-window-closing-date. For example, if a hybrid class has February 15, 1-3pm as one of the meeting times, students would have to take the exam between Feb 13 and Feb 15.*
 - *Four exam dates will have to **fall in a prescribed period** organized between all high-usage departments to stagger student usage of Testing Services.*

- For example, a two-week period will be blocked off for the first math exam and then other departments will have to have separate blocks surrounding that time for their first exams. The Banner date, time for each instructor's hybrid math exams will also be staggered within that two-week period. It is likely this two-week window will not match existing math syllabi and course schedules. Thus, courses will have to be reorganized to accommodate using Testing Services.
 - Other departments will similarly have windows when their hybrid class meetings and thus exams will also need to fall. Such staggered scheduling will be used for all four exams.
 - Sample prescribed period for Math Exam 1: Feb 7-18
 - Sample prescribed period for Science Exam 1: Feb 21-15
 - Sample prescribed period for Accounting Exam 1: Jan 31-Feb 4
 - Final Exams will need to be similarly strictly scheduled with Testing Services.
 - **Students must reserve a time online (no drop-ins)** in advance to take their exams with Testing Services. If an instructor is using Testing Services, students are strongly advised to reserve exam times at the beginning of the semester to ensure they have the times they want.
- For faculty who want **pencil and paper exams** in Spring 2022 in Testing Services:
 - Faculty will be **limited to 2 exams** in Testing Services. Existing Testing Services processes and rules for drop off, etc. still apply.
 - [Faculty must choose 4 online delivered Testing Services OR 2 pen/pencil, not both.]
 - Faculty will also still have to have these exams fall within the department-specific **prescribed periods** (see above).
 - **Students must reserve a time online (no drop-ins)** in advance to take their exams with Testing Services. If an instructor is using Testing Services, students are strongly advised to reserve exam times at the beginning of the semester to ensure they have the times they want.
- For faculty teaching hybrid who want more...
 - A faculty member could schedule their exams (any number) in Banner at whatever date, time works best for their course (with department approval) if they administer the tests themselves in the already reserved room (listed in Banner) and not use Testing Services. This would give faculty the most control over when exams take place and how they are administered. This would also allow faculty to use pen/pencil tests.
- **Make-up exams**
 - **Students must reserve a time online (no drop-ins)** in advance to take their exams with Testing Services. Timing of make-up exams will be based on faculty requirements and Testing Services capacity.
 - **Fall 2021** face-to-face and hybrid courses: make up exams are limited to 6 students per exam/per section.
 - **Spring 2022** face-to-face and hybrid courses: make up exams are limited to 4 students per exam/per section.

Emailed to high-volume testing department chairs (Math, Life Science, Physical Science, Accounting, Computer Science), 8/23/21:

For hybrid courses that have to put exam times and locations in Banner. This would have to be staffed by faculty colleagues or other department-arranged staff (not Testing Services staff). This is not a perfect

solution for many of your testing challenges, but this could allow faculty more control over when testing happens, maintain paper/pencil testing, and possibly make it more efficient for them on campus.

- *Best choice seems to be **GEB 233** (Craig Auditorium). Holds 240 max (assume half that for covid precautions). It is widely available during the academic year and can be scheduled with Lisa for classes in Banner.*
 - *Advantage of this space: students can do paper/pencil tests; can have multiple sections in the room at once; could conduct lots of final exam testing for disciplines that have common final exams.*
 - *Disadvantage of this space: it is tiered seating, so students could theoretically see the paper of the student in row below them. This could be solved through a variety of measures (different test questions for students in same class; test sections of multiple courses at same time so tests are not even in the same course).*
- **Hudson Auditorium** (Nerman museum). Holds max 190 (assume half with covid precautions).
 - *Advantages of this space: widely available; students can do paper/pencil tests; could have multiple sections in room at once; could conduct lots of final exam testing for disciplines that have common final exams.*
 - *Disadvantages of this space: it is tiered seating, so students could theoretically see the paper of the student in row below them. This could be solved through a variety of measures (different test questions for students in same class; test sections of multiple courses at same time so tests are not even in the same course).*
- **Cap Fed (RC 101, A-D)**. All four quadrants could hold 100 tables, 1 student at a table = 100 seats.
 - *For finals week (May 10-16), rooms A and B are available (C-D are reserved for a Museum event that could likely be moved if you want me to reach out on this). Other dates for your testing could also work, just need to check to with Scheduling office (schedulingoffice@jccc.edu).*
 - *Advantages of space: flat (not tiered) seating so hard to see others' test; students can do paper/pencil tests; can have multiple sections in the room at once; could conduct lots of final exam testing for disciplines that have common final exams.*
 - *Disadvantages of this space: needs to be scheduled early because popular for reservations by a variety of entities.*
- **Other spaces to consider:**
 - *RC Computer labs: if you faculty need to give digital tests on campus, RC has at 8-10 computer labs that could be used. They all have large screens, so this might be an issue with students seeing other students work.*
 - *Virginia Krebs Room (MTC 107): non-tiered tables, seating. Could hold at least 25 and possibly more (it's a strangely shaped room). It is widely available.*
 - *Theater in Culinary: we would have to make sure its use was at non-culinary usage times; it holds 75 with tiered seating.*

ABC Tracking Issues

- Tracking ABC issues this year on [this document](#).
- How do we create a shared governance dashboard?
 - Jim Leiker: Add Staff Council to this? Tai: Yes, for college as a whole (ABC, Staff Council, College Council)

College Council

- Per Dr. Bowne's discussion in All Faculty (All Staff?) Meeting (8/18), ABC will provide 3 faculty representatives for the College Council. (See [screenshot](#) of slide from meeting; also available in Canvas – Academic Branch Council – Files - 2021-22 Documents folder)
- We need to begin a discussion of who these individuals will be. They need to be in place by the end of September.
 - ABC Chair
 - FA president this first year, FA officer, perhaps, going forward
 - Jim Leiker: FA's legal position is that when a trustee is present, there is a possibility of contractual items being discussed and so a FA rep, preferably one who holds elective office, should be present.
 - Mickey: Doesn't have to be FA rep among ABCs
 - Andrea: FA person is a good person to have on the College Council especially as it starts
 - Adjunct Council ABC rep or their designee
 - Adjunct schedules might not be as flexible to attend meetings.
 - Jeff could probably do it this year if the meetings were virtual, but he has other employment that could conflict.
 - Once the College Council meeting times are established
 - Address in the next meeting how to definitely set service.
- College Council meetings commence in October.