

ABC Agendas and Minutes 2021-22

October 25, 2021

Committee Reports

- **ADA Instructional Committee:** Committee has not met since the last ABC meeting. We changed our meeting time to the 2nd Thursday of the month. Next meeting is Thursday, November 11th at 3:30. Minutes from last meeting are posted in Infohub.
- **IRT: No New Updates**
 - Mickey McCloud: Still awaiting interpretation of federal guidance on Covid mandate, from the court system (challenges to the mandate). We've asked the state that we don't meet the federal contractor mandate. We are utilizing our legal team and our associates at KCCT. We have asked KBOR for guidance, but they said to look internal if we qualify as a federal contractor.
- **KOPS Advisory Committee:** No new updates, first Fall meeting tomorrow 10/26.
- **FA:** College Council has met once and is planning to establish by-laws and a process for bringing forward agenda items by end of this semester, with the goal of beginning new business in January. Collegial Steering, comprised of reps from FA, Ed Affairs, board and administration, has begun meeting for this year. The topic in November will be the ways that Covid has changed higher education. Those with thoughts to share are welcome to contact Mark Cowardin, Brett Cooper, Jim Leiker, or Theresa McChesney.
- **Adjunct Council:** I have included the Final draft of our Mission, Vision, Purpose and Goals. We want to stress that we are here to **support Adjuncts, help maintain consistent communication, and bring together Adjuncts from all Divisions.**
 - I. Mission
 - JCCC inspires learning to transform lives and strengthen communities.
 - The JCCC Adjunct Council's mission is to promote the professional interests of the adjunct faculty at JCCC and support the advancement of JCCC and its students.
 - II. Vision
 - The Adjunct Council supports the JCCC vision to be a national leader through educational excellence and innovation, recognizing the valuable contributions made by adjunct faculty.
 - III. Formation of Council
 - A. Purpose:
 - The Adjunct Council, referenced in the Institutional Shared Governance Policy submitted by the Institutional Shared Governance Task Force in 2019 is formed to represent adjunct issues campus wide by sharing the adjunct voice through participation in shared governance.
 - B. Adjunct Council Commitment:
 - By bringing together representatives from college wide Divisions, the Adjunct Council will provide a hub of communication between faculty, adjunct faculty, staff, and the administration. The Adjunct Council will facilitate the expression of a cohesive adjunct voice by serving as the conduit through which issues are brought to the attention of the appropriate parties, committees, and administrative leaders.
 - IV. Goals and Values

- A. Shared Governance. The Adjunct Council shall operate under the shared governance principles and implement a dynamic adjunct led partnership with JCCC leadership. In doing so, the Council will:
 - 1. Be accountable to each other, adjunct colleagues, and the administration.
 - 2. Improve the educational experience of students.
 - 3. Support and contribute to a safe working environment.
 - 4. Encourage an enhanced work-life balance for adjuncts in the JCCC community.
- B. Values. The Adjunct Council will manifest its values of facilitative leadership and shared decision making, relating to adjuncts as key stakeholders in issues that affect the work of adjuncts. In support of these values, the Council will:
 - 1. Engage in a collaborative approach among members.
 - 2. Operate with Co-Chairs and co-leadership in all roles.
 - 3. Provide representation of adjuncts on college-wide committees where requested to support its values.
 - 4. Provide mutually planned agendas distributed in advance of meetings.
 - 5. Implement consensus decision-making and employ voting strategies agreed upon in advance when consensus cannot be reached.
- C. Equity and Inclusion. The Adjunct Council will foster and promote a college wide culture of fair and equitable treatment of all adjuncts that honors adjunct contributions.
- D. Student Success. The Adjunct Council will promote and support an environment that recognizes adjuncts as valued members of the academic community who foster the success of students.
- **Instructional Chairs Council (ICC):** Nothing to report. Next meeting November 19th at 11 am.
- **DEI Committee:** Officers currently finalizing the report of recommendations. Next full committee meeting 11/4.
- **Ed Affairs:**
 - The EA Committee met on Wednesday October 20th at 3 PM. The committee approved new courses in College Success, Reading and Nursing, course deactivations for Physics and Nursing, and program edits for Nursing. One course deactivation in Biology was reversed. The next Ed Affairs meeting will be held on Wednesday November 3rd 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.
 - Our procedures sub-committee met to review & edit several items in the bylaws. One involves adjunct representation, which is allowed in the current bylaws. However, no one has filled the position in a few years. The sub-committee unanimously recommended that this seat again be filled, and that the adjunct filling this position be compensated. The EA chair has met with Jeffery Oden from the Adjunct Council to discuss the possibility/eventuality of seating an Adjunct representative. Compensation for the adjunct's service time is the hurdle we are currently figuring out how to overcome.
 - Jeff Oden: Adjuncts would benefit from this role. Populating those committees across campus where we asked for and where its needed. This could be something that Adjunct Council could take up as its first issue. We can with Mickey on these issues. We would like to add our voice. I take the notes from the ABC committee and try to abbreviate out to adjuncts. We look at things through a different lens.

- **OLAC:** OLAC's next meeting will be Friday, November 5 at 3:00pm. On October 14, Ed Lovitt invited me (as an OLAC Representative and heavy user of Canvas) to attend a Zoom meeting with Susan Sorensen (Instructure Quizzes Product Manager) and Stephen Kacsmark (Instructure Engineering Manager for the Quizzes Project) to discuss the migration process of Canvas Classic Quizzes to New Quizzes. Additional information regarding the migration process and timeline should be coming from Instructure Canvas in November – December.
- **ETAC:** We had our first meeting of the semester on 10/13/21.
 - *Zoom Enhanced classrooms that are on a project list for completion by Spring 2022.* <https://blogs.jccc.edu/campus/zoom-enhanced/>
 - *IDC is working from a list of six new possible active classrooms for this next year. The college is currently reviewing the cost of these new requests to see how many of these rooms will fit into the current budget.* <http://blogs.jccc.edu/campus/active-classrooms/>
 - *Proof of Concept Spaces - Ed Lovitt shared an early conversation with John Kumar about possible locations on campus to try out new technology for possible adoption for teaching and learning.*
 - *Jessica Tipton provided an update on a new purchase for the Library called Leganto that provides the ability to connect to library databases inside Canvas courses.* <https://jccc.libguides.com/resourceorganizer>
 - *Windows 11 has been released and the I.S. team is currently evaluating the O/S and will be looking at a pilot for interested faculty and staff.*
 - *Reminder for all faculty about the multifactor authentication that will be coming soon for your access to many services off-campus as part of our updated security requirements. There will be messages posted in Infohub that explain the process moving forward.*
 - More authentication is coming if you are accessing college resources on a non-college device. This will be for anything you log in for.
 - Mickey McCloud: Deans have a list of people that have to go do it. Multi-factor is going to be in addition to VPN access. Once you set up your Multi-factor, the first time you log in on a particular device you will be asked if you want it to remember this device, SAY YES!
 - ***If students need a zoom room (to attend a class, have a meeting):*** You can contact LRC or AAC. Students can reserve here: <https://www.jccc.edu/student-resources/academic-resource-center/study-spaces-resources.html>
- **Assessment Council:** No updates.
- **IDC:**
 - Mandatory Training Stipend for FTT
 - The stipend for FTT faculty who complete the mandatory training by the deadline was discussed.
 - Action Item: Mickey will follow up with HR regarding this temporary status and the payment of the stipend which is reserved for adjuncts only.
 - Role of Educational Affairs/Lines of questioning

- The deans discussed the need to keep the conversations in Ed Affairs on task and within the confines of the agenda.
 - Action Item: Mickey will follow up with Gurb Singh and Valerie Dorsey on the issue.
 - Tai Edwards: Huh? There were questions about conversations in Ed Affairs about things that weren't related to curriculum?
 - Mickey: A curriculum discussion turned into a load conversation and load calculations.
 - Mark Cowardin: This was a relevant discussion to the curriculum at hand. It wasn't about the load calculation. We were discussing a course that was going to operate like an independent study and finding out how it would operate. We were comparing this particular piece of curriculum to another established course across disciplines.
- Mask Requirement for Student Performers
 - Jim will be submitting a request to the IRT to allow performers (singers, actors, removed from the audience by a significant distance) to participate in productions without wearing a mask. Stage crew and audience members would still be required to wear a mask. Only in performance-sized space.
- Accessibility Training (Vince)
 - The ADA Instructional Committee, Rachel Haynes, Holly Dressler, and Ed Lovitt have developed a condensed training sequence that includes both ALLY and general accessibility modules. Once finalized, the training will be available in Safe Colleges and has a Fall 2022 expected launch date.
- Outdoor Classroom Concepts
 - The outdoor classroom concepts were presented to Cabinet. Finance Administration will conduct a cost analysis and identify funding for the proposal. The final, and yet to be determined number of concepts, will then go through the RFP process.
- Zoom Enhanced and AL Classrooms
 - The deans discussed plans for additional zoom enhanced classrooms and active learning classrooms on campus.
 - Action Item: Vince will add a spreadsheet to the IDC Teams site for the deans to add classrooms to be considered for either ALC or Zoom Enhanced upgrades. He will also send the deans the space guidelines to use when considering a space.
- Student Conduct Form
 - Justin McMillan, Coordinator Student Rights and Responsibilities, has developed a student conduct reporting form. A link to the form will be added to Canvas.
- IDC has reinstated the 30% rule for Fall 2022. That means that all full-time faculty must have at least 30% of their workload scheduled face to face. We will also plan to return to regular classroom caps at that time.
- **Faculty Development:** Changes coming to PDD format. Based on survey feedback, streamlining the in-service contract days preceding the semester and offering professional learning sessions to align better throughout the academic year.
- **Academic Calendar Committee:** An InfoHub page for the Academic Calendar Committee has been created. Information on the committee membership and documents relating to the Academic Calendar and its creation will be uploaded there when finalized. The Academic

Calendar Committee will meet again in early December to finalize the AY 23-24 calendar and then forward on to the Board of Trustees for adoption.

- Discussion on a possible Fall Break and what that would look like should be on the agenda.

CAO Report

- Is there a college-wide **policy on the role of adjuncts on committees**? Where is it posted, how can we access it?
 - What were/are the rationales for this policy?
 - Mickey McCloud: This policy is not posted. **It is the interpretation of the adjunct job description.** There is not an appetite for increasing paid work for adjuncts outside the classroom. Since we stopped the expectation of adjuncts to step into committee roles, the role of adjuncts starts with the department. The consideration to hire/maintain employment for adjuncts happens at the department level. The adjuncts who set up the Adjunct Council were compensated for that work.
 - Mickey: **If adjuncts would like to add their expertise, they can attend meetings. When it comes to Ed Affairs, we will not compensate adjuncts for this work.**
 - Mark Cowardin: In Ed Affairs, our goal was to have adjunct voice. And the sub-committee unanimously voted because Ed Affairs is a laborious committee.
 - Tai: Can we have this policy posted and defined?
 - Mickey: Refer to the adjunct job description, it details the expectations and committee service is not something for which we pay.
 - Jeffery Oden: There is no payment for service on college-wide committee work, unless it is a specific project we are asking for assistance. So does service on Adjunct Council will not be compensated?
 - Mickey: Adjunct Council is not something that would garner pay. I am still having conversations with the president's office of this.
 - Jeff: In our bylaws, we put a pay amount before that work would be done. It's not just a blanket-pay for attending meetings; it was specific to tasks. There will be pay for work that was done.
 - Tai: My memory is that adjuncts had to be purged from committees.
 - Mickey: I think you were told that adjuncts were supposed to be left to department-level decisions, but this was also unpaid. Adjuncts were not to have any policy or operational decisions.
 - Jim Leiker: I'm in the department with Tai and we were told to remove adjuncts even as voting member of the department.
 - Mickey: there was no blanket order to purge adjuncts. Adjuncts were supposed to be invited to department meetings.
 - Tai: Adjuncts will not be compensated for committee work, but they are welcome to attend meetings of departments, committee.
 - Mickey: We don't need something that creates a second reading of the job description.
 - <https://www.jccc.edu/about/leadership-governance/administration/human-resources/files/pdfs/fadjunct-faculty-job-description.pdf>
 - Mickey: **The underlying issue was fear that adjunct representation was facilitating unengaged full-time faculty.** There were departments paying adjuncts to

do work when full-time faculty were supposed to be doing this work as part of current employment.

- Some deans have communicated that “**30 percent face-to-face teaching**” will return for Fall 2022.

- What is the rationale on reinstatement and how should we approach this as demand from students is or may continue to change/and Covid may linger.

- Mickey: We can populate campus safely. F2F teaching is still spread through smaller groups. If Covid is an issue then we will suspend.
- Tai: what do we do if student consumption of courses changes?
- Mickey: our data shows that students want face-to-face offerings.
- Jim Hopper: In the web program, we’re conducting surveys with students to find out what they want. We’ll have some other problems with adjuncts are the only ones qualified to teach a class and full-timers aren’t credentialed.
- **Mickey: this is a practice of the academic branch of this college**
 - **Tai: in the context of unwritten “practices”**
- Jennifer: Do we need to go back and define what the parameters around 30 percent for a class that is hybrid. We need a more complete definition.
- Mickey: We have looked at a person who teaches a non-standard class that meets for three weeks, etc. This is at the discretion of the chair/dean. There is some flexibility there.

- What was the intent of “30 percent face-to-face teaching” and what evidence is there of it achieving its goals?

- Mickey: The 2015-16 taskforce on Faculty Engagement which recommended 30 percent face-to-face that would ensure that faculty came to be a part of the campus. See and converse with their colleagues. There was a fear of some that we were depopulating the campus and that we were not creating an appropriate community on the campus. The one thing we could do policy-wise was through mandating proportion of load.
- Mickey: **Our goal was to ensure physical engagement with the campus.** We are at the point where we are moving forward. We are getting past pandemic, to endemic.
- Jim Leiker: I was part of the Engagement Taskforce. The 30 percent rule evolved out of needing faculty to be physically present to avoid being a remote campus. In the last year though, we’ve found ways to be engaged without being physically on campus. The transition in higher ed means that the 30 percent rule needs another look.
 - Some agreement from other colleagues.
- Tai: was it only to have physical engagement? Not other kinds of engagement?
- Mickey: The only thing we could ensure was physical engagement.
- Tai: in our performance reviews we are evaluated based on service.
- Mickey: It really depends. We have some folks who are engaged to the point of working into a coma as opposed to those who are only engaged local to their concerns.
- Tai: Well then that’s a management question.

- Mickey: It's a "being managed" issue. I've seen people file grievances because they were being managed. It didn't go anywhere, but that doesn't forestall the problem coming from believing it was appropriate to file in the first place. What are expectations that are appropriate as we work together.
 - **Tai: I would like this to be something we collaborate on deciding to implement.**
- KBOR and transferring coursework among member institutions
 - Mickey: We have gotten what we asked for: all coursework at community college can/will be accepted at the four-year institution without the requirement that the student do 60 hours at the four-year institution. The student only has to do approximately 45 hours at the four-year institution (to earn bachelors degree). However, KBOR has left in place the caveat that individual programs (example: engineering) can bring forward a specific ask for a total number of required hours at the four-year institution that KBOR would enforce. Each program has to do request this individually through KBOR.
 - They are going to start moving toward 42 hours as general education standard for everywhere in the state. KBOR is trying to make it so institutions (like KSU, KU) couldn't have different gen-ed standards. This would be a stable across-the-state system so students didn't have to worry about a JCCC history class not transferring.
- Spring 2022 and Covid restrictions
 - Mickey: We have scheduled the spring the same way we have scheduled the fall with our same caps for social distancing. This will continue as long as we're in an area of "moderate risk". We will continue to look at student traffic patterns. We will wait and see if things have moved enough to open more seats in classes **which may happen in the first week December**. We would need to be in "low risk" to open all of those seats.
 - Mickey: Every two weeks we look at our county numbers and the state. There are only two counties in Kansas that are "low risk" (and they are low population counties). I anticipate that we will be in "moderate risk" still in December. If we decided that more seats would open in classes, ABC will be notified, but also in an all-faculty message from Mickey.

Adjunct Council

- Now that the Adjunct Council is created and operating, what is the role of Adjunct Council?
 - Maintain consistent communication.
 - We are not a negotiating body. We don't have any role in Human Resources, divisional issues. We want to maintain communication, what's available to them, and help them with their work.
- How should we engage with this body?
 - Make sure that messages get out to adjuncts. We get a lot of messages in general. Continue to advocate for adjuncts as much as possible. Trying to make their jobs easier.

Staff Council

- Oct 27, 3-4pm. Join the Staff Council on Zoom for a chance to meet representatives, review its purpose and role, learn more about the ways that you can access information, and submit topics for consideration. All JCCC employees are welcome to attend this virtual

Kickoff. Learn more on Infohub: <https://infohub.jccc.edu/meet-your-staff-council-representatives-at-our-kickoff-meeting-oct-27/>

Counseling

- Where does Counseling fit in shared governance at the college?
 - Counseling is not in the Academic Branch, so they're not on ABC.
 - They are not Staff, so they're not in the Staff Council. The Staff Council was built on a non-branch model, while ABC was built on a branch model.
- Counseling is writing up a statement on what they want and Tai will report out once it is complete.

College Council

- Had its first meeting on Oct 13. It functioned mostly as a get-to-know one another event. We are working on writing bylaws and structuring our operations for the remainder of this semester and will begin functioning in an organized manner in January 2022.
 - Issue of Counseling representation will have to be addressed through this body (likely).

Men of Color Retention Taskforce

- Brief context:
 - Farrell Jenab: The Men of Color Retention Taskforce was created as a result of one of Dr. Bowne's goals of retaining this specific population because we have data that we are not retaining this population specifically. This is a national problem in higher ed too. Holly Dressler and Farrell learned about a training that they shared with colleagues. A Taskforce was created and did extensive work since January-ish.
 - Andrea Vieux: In terms of mentoring, there is a goal of reaching out to colleagues who are interested in participating in this mentoring.
- The taskforce has completed its recommendations. See full document [here](#) (also available on ABC Canvas Course - Files 2021-22 Documents). This includes surveys of best practices, recommended resources, summary of research done with students at JCCC.
- Recommendations (briefly, more depth in full document):
 - Solution 1: Creation of mentoring program
 - Solution 2: Mandatory, continuous faculty and staff professional development
 - Solution 3: Creating spaces and curricula that feed the whole person
- Members of taskforce:
 - Alex Wells and Kristy Howell, co-chairs
 - Andrea Vieux
 - Megan Casey
 - Melisa Jimenez
 - Robbie Miller
 - Steven Franklin
 - Jessica Garcia
 - Lareesa Nelson
 - Danny Alexander
 - David Dominguez

Testing

- See notes from August 23 meeting (below) that include the **Testing Services pilot program for testing in Spring 22**.
- Updates from high-volume testing department chairs (over email 9/27-9/28):

- **Accounting** will be testing in their assigned rooms. I will “maybe” have 1 class of no more than 20 testing via testing services.
- **Physical Sciences** will be testing during their lab times or in their assigned classrooms. Testing Services will be used for makeups and ADA accommodations. It is unfortunate we have to give up lab time to test but see no other viable option (what is proposed is not viable).
- **Life-sciences** will also be testing during their lab. The testing center will only be used when there is no other option for makeup and ADA compliant exams.
- **Computer Science (CSIS)**: For Spring, 2022, CSIS does not have hybrid courses which only meet for testing. The department is still discussing whether or not to convert online sections to the "hybrid only meeting for testing" option for Fall, 2022.
- **Math**: we have managed to scope out classrooms for our Hybrid spring classes for tests for spring 2022 (these are all asynchronous classes, we are not offering any Zoom sections for spring). The way we must work with Banner prevents faculty from allowing any flexibility for testing during the semester. Solely as a reminder, the classes needing testing space do not have classes assigned at the start of the semester and do not have any corresponding testing times during finals week. We're sort of making this up as we go. Our goal for finals week is still to find a space that we can use multiple times during that week to allow for flexibility. I believe we are inching toward that goal. In terms of make-up testing, we hope to find a way to help our adjunct instructors (really all instructors who want to) to by-pass the testing center all together for make-up testing in spring. Use of the testing center at the scale we need is becoming much too prohibitive and restrictive for faculty and for students. We don't have firm plans yet in this area but we are working toward the goal of eliminating use of the testing center as much as possible.

Student Conduct reporting

- As Justin McMillan discussed at an earlier meeting, the Incident Report Form is now live: https://jccc.ethicspointvp.com/custom/jccc/v5/forms/mgr/form_data.asp
- You can also access reporting in Canvas: click on “JCCC Assistance” in the left menu (below “Inbox” and “Commons”) and then click on Student Conduct.

Student exhaustion

- Andrea: My students in my face-to-face classes seem really run-down this semester. Can we revisit fall break?
- Jim Lane: We will bring this up in the December Calendar Committee meeting.