

ABC Agendas and Minutes 2021-22

January 24, 2022

Committee Reports:

- **ADA Instructional Committee:**
 - ADA Instructional Committee will have our first meeting of the semester on February 10th. Nothing new to report.
- **IRT:**
 - **Can we share student information with Rapid Trace, and it is not a violation of FERPA?** No one should be sharing information with Rapid Trace. I doubt they would speak with you regarding a particular case anyway, since everyone has to self-report. Dixie Johnson and myself (Alisa Pacer) are the points of contact for Rapid Trace, similar to information back and forth with the Health Dept. Remember that FERPA also has Emergency exemption clauses for health and safety. Legal has assured us that the pandemic definitely applies.
 - **For example, students often won't know the names of all of their classmates, so I told my students to refer Rapid Trace to me (the instructor) for that information. Can I give Rapid Trace my class roster info?** As long as we have masking indoors as a requirement, which is a huge mitigation factor for us, we should not have to quarantine others in a class. We have yet to provide/request a seating chart for contact tracing, even doing it ourselves previously. We have had to obtain a few names from instructors when there has been unmasked behaviors in the classroom or improper mask wearing (not covering the nose and mouth both). Dixie and I would continue to do that contact when/if Rapid Trace requests contact information. The masking guidance is from JCDHE (Johnson County Department of Health and Environment) for schools.
 - **Do we have any information on what Rapid Trace will do with any of JCCC's data (student, employee)?** The information is now being stored in their database. The information is not shared with anyone other than Dixie and myself (Alisa) with access to their system. Our IS Data Security Dept. and Procurement both ensured that certain criteria was met to enter into this agreement. Nothing should be done with that data other than viewing and our internal follow-up with instruction that we have committed to.
- **KOPS Advisory Committee:**
- **FA: The Faculty Performance Evaluation task force** will hold its first meeting on Feb. 7
 - Three new trustees were sworn in at the Jan. 20 board meeting, with Lee Cross elected 5-2 as new board chair. An orientation lunch with faculty leaders from ABC, FA and Ed Affairs is being planned for some time around mid-semester.
 - At the Jan. 20 board meeting, Trustee Ingram asked for a “how’s it going” update concerning the transition to a 15-week semester. Dr. Bowne and Jim Leiker suggested gathering facts for that before the Feb. Meeting, so some reach-out to the calendar committee may be happening soon. (Academic Calendar Committee)
- **Adjunct Council:**
 - Tai: Has there been clarification on adjunct pay for Adjunct Council or College Council service?
 - Jeffery: We have received no word on pay for work within the structure of Shared Governance.

- Mickey: I will broach this subject with Dr. Bowne in about a month.
 - We do have a new Math Division Representative, it will be Stephen Dickey
 - We also have different representation on the College Council, it will be **Kim Fuller**.
 - We lost an At-Large representative (Jennifer Newlands) and since we just held this election last fall the next highest vote receiver has accepted the role. Marcus Williamson from Political Science has accepted.
- **Chairs Council:**
 - Chairs agenda for this semester: working on the chair release/compensation model, 30% rule as applies to chairs, and program marketing. Chair duties/complexities spreadsheet has a due date of February 22. Next chairs council meeting is February 18 at 11 am. Meeting will be held through zoom.
- **DEI Committee:**
 - Advisors provided for DEI strategic planning goal (and strategies) to act as a resource on the various action step teams.
 - Currently developing proposals for how to implement DEI on campus, who oversees it, etc.
- **Ed Affairs:**
 - The EA committee has not met since the last time that ABC convened. The first Ed Affairs meeting of the spring will be held on Wednesday January 26th at 3 PM either in person in WHCA 145 or on Zoom (contact Jamie Cunningham or Valerie Dorsey for link).
 - Tai: I received numerous emails about syllabus updates are shared in a more timely fashion. We will ask Jamie for this late in the spring (in prep for fall).
- **OLAC:**
 - OLAC last met 12/3/21. We have not met yet this Spring semester. Next meeting will be 02/04/22. No official OLAC business to report.
 - December 2021 Instructure Canvas **did not release a migration tool for Classic Quizzes to New Quizzes**. No word yet on reasons for the delay or when that tool will be released.
 - Instructure Canvas announced **Classic Quizzes will now be terminated Summer 2024** rather than their previous timeline of Summer 2023. Hopefully, additional details will be provided in the future.
- **ETAC:** We last met on 12/15/21 and have not yet met in the spring.
 - Zoom Enhanced rooms are still in progress (waiting on some things due to supply chain issues)
 - Ed and John Kumar are taking field trips to KU and UMKC to see their technology
 - If anyone is interested in attending a demo of <https://www.class.com/> on Friday, February 4th at 11:30, please let me (Kate McNeil) know and I'll forward you the calendar invite. It is a tool that can **add teaching and learning tools to Zoom**. The college is evaluating it for purchase.
 - Jim Leiker: Some of these Zoom room enhancements were not in place for classes on the first day that instructors expected.
 - Vince Miller: The supply chain issues should have been communicated out to the divisions, but we can remind people again.
- **Assessment Council:**
 - Summary of feedback for assessment office

- The Hiring Committee to replace Dr. Sheri Barrett's position has requested the Assessment Council **submit questions which may be used in parts of the interview process (can submit to Andrea Vieux)**. Since we just went out for faculty feedback, it might be best to just draft those questions (if you have any) from the document we created on the future of the office or submit ones you as the division's representative think should be possibly included in the process. If you have questions to submit, please send them to me no later than this **Friday, Jan. 28, at 5 p.m.** and I will forward them on. Thanks in advance!
 - **Who is faculty rep on Sheri-replacement-search?**
- **WE NEED PROGRAM REVIEW COMMITTEE TO JOIN US IN ABC!**
- **IDC:**
 - 12/14/2021 IDC
 - Barry Herron reviewed the JCCC Faculty Portfolio site <https://blogs.jccc.edu/facultyportfolio/>
 - Jim Leiker: Who invited Barry? That was a good idea.
 - Mickey McCloud: That was my idea.
 - Jim: It was a good one.
 - Leslie Hardin and Tandra Wise reviewed additional information about FLSA and compliance at JCCC.
 - Gurbhushan Singh reviewed the final KBOR General Education document listing the universal gen ed requirements that will be used at transfer partner schools.
 - Christina Wolff: Can you expand on this?
 - Vince: There has been an expansion of gen ed requirements.
 - Mickey: There's been questions about differences in gen ed requirements across the state. We have spent the last year working on a general gen ed definition for the state. This should prevent a student from having to know the exact transferability of each course to each institution.
 - FT faculty position rationale discussions continued.
 - Capital equipment requests are due February 17.
 - JCCC was awarded a Kansas Leadership Grant, and Mickey is the grant administrator. JCCC faculty and administration will be participating in the training, which will consist of two days of virtual training. The focus of the training will be on campus shared governance.
- **Faculty Development**
 - Survey
 - Professional Learning Series <https://infohub.jccc.edu/toolbox-articles/professional-learning-series/>
 - Incorporates everything going on with Professional Learning on campus. Will be promoted in Infohub
 - We're seeking feedback, so please engage.
- **Academic Calendar Committee:**
 - The AY 23-24 Calendar was approved at the January Board meeting and will be added to the website in the coming days or weeks. Work on the AY 24-25 Calendar will begin in April. Starting in February, a subcommittee will be formed to study the Final Exam Schedule and its current relevance and accuracy regarding the many delivery methods the college now employs with its classes. Any changes to the Final Exam Schedule would then be discussed and ultimately approved by the Calendar

Committee in April and begin in Fall 2022 at the earliest and more likely in Spring 2023.

Counseling is joining us today as we commence a pilot program

- Star Triscornia, Counseling chair
- Review (from earlier meeting see 12/13 minutes): **Pilot program for Spring 22: a counseling liaison will attend ABC meetings. It will be clearly shared with Counselors and ABC: this is a not a voting position, Counselors are attending ABC meetings in an effort to increase communication and collaboration on issues that overlap in our work (specifically with students), Counselors do not speak for their branch or other roles at the college related to Student Success, etc. We will evaluate in May (at the latest) the success of this pilot program and make plans for thereafter.**
- Star: It's great to be here and collaborate.
 - Jan and Aug are our busiest times of the year. 1400 plus students served walkin and appointments only (doesn't include instant messaging, emails, and other digital contact).
 - It has been a challenging time because of colleagues testing positive for covid or having family members ill.
 - It's great that we have late-start classes and classes students can still enroll in.
 - We have a clinician from Johnson County Mental Health starting Feb 22. Counseling will be referring students to the clinician if needed.
 - We also have a calming room we're working on. Many students come in and the students are in distress. Sometimes we have floater counselors available. Sometimes a student is waiting for someone to be available. We hope it is a place for a student to gather themselves while waiting. We worked on this with Interior Design students. By students for students. The room should be able to "go live" in beginning of Feb.

Class Search/Enrollment Tool update (from College Council meeting 1/19)

- See Leslie Quinn (Registrar) full summary [here](#) (Or access in Canvas course, Files, 2021-22 documents, Class Search Update)
- Highlights:
 - Course delivery method will be added as a viewable column in the class search during an update this month.
 - TM
 - Other schools that do customization typically use Banner 8, which is about to be obsolete (we use Banner 9). Any customizations, even to Banner 9, could be lost in an update.
 - Strategic planning goals at JCCC for Student Success include implementing a more effective class search tool.
 - Vince: One of the four strategies we put forward, Goal 1, Strategy 3 includes improvement to class search. Whatever we do, we will be coordinating on this. And this is still pending cabinet approval.
 - The academic planning tool the college is working on acquiring (going through RFP process now) includes search features that we might use (that integrate with Banner 9). But that would mean having 2 class search functions (which was also the case when we were using the legacy class search). So far, these tools have login-

required enrollment software. But one of the academic planning tool vendors has said they plan to make their class search public facing.

- Mickey: The academic planning tool will help students with self-advising and with collaborating between faculty and counselors on how to set up the students for success. We want to avoid students getting conflicting information. This will be a single system where we can all help students with appropriate advice. We don't know when we would have the tool go live. We would probably looking at implementation in the summer with soft launch in the fall.
- Jim Leiker: Based on the College Council meeting, I think Leslie Quinn is taking this seriously. We are making progress on this.
- Rhonda Barlow: I've been looking at other schools co-req math classes. As I was doing this, Harper County Community College and Collin County Community College.
 - They used course delivery methods: Blended (online and On Campus), Online ANYTIME (Asynchronous), Lecture.
 - I really liked this kind of search tool. Could our banner gurus share this?
 - Rhonda will send link and screenshot to Tai. **And Tai will advance in our College Council discussion.**

College Council meeting summary (1/19)

- Bylaws completed, held regular meeting.
- Trustee will join in the February meeting.
- Staff Council needs support in encouraging campus entities (for example HR) to consult with them, or at least let them know about forthcoming policy changes.
- We feel like it's been a positive experience to begin with. We have made some progress on addressing challenges in content/policy.

Strategic Enrollment Team (SET) update, Jim Lane

- What is this group, who serves on it, its purpose?
 - This committee, established in 2014 to address declining enrollment at JCCC, had an initial charge of recommending immediate solutions that will positively impact credit hour enrollment. In addition, they will identify long-term initiatives that will continue to impact enrollment and the overall student experience.
 - The membership is appointed with FA having two reps on the team, typically one from CTE and one from transfer programs. Current 2021-22 membership: MargE Shelley and Jim Lane, Co-Chairs, Randy Weber, John Clayton, Del Lovitt, Pam Vassar, Pete Belk, Alex Wells, Natalie Alleman-Beyers, Mallory Mitchell, Debbie Rulo, Leslie Quinn, Cherie Leiker, Monica Hogan, Deanne Belshe, Deb Elder.
 - Past realized goals of the team include Winterim and the growth of half-semester or 8-week courses.
- Findings of this group?
 - No specific findings or goals have been arrived at while we are awaiting the JCCC Strategic Master Plan and its strategies and action objects to be finalized. All future goals and strategies from SET would then be aligned to work in parallel to the

Master Plan. The group's recent meetings have been data research and reports from individual departments on current and ongoing recruiting and enrollment efforts

- Right now, we are waiting for the strategic planning process to complete to incorporate its findings into our activities.
- Wait-lists?
 - Waitlists are not a part of the SET sphere of influence and are only looked at as an unreliable data set due to many factors.... like students being able to waitlist in many sections of the same course while enrolled in another.
 - Mickey: We know that waitlists are working in that students are getting into classes that they want to get into. Using it as a data-set is problematic because a student that decides they don't want to be in a noon section might duplicate themselves on a waitlist for other times. We are looking at how students are using it. It's been really useful for career programs that have cohorts.
- Kevin: 2015-20 (pre-pandemic), did the committee come up with top three reasons that enrollment was declining.
 - Jim Lane: We've theorized on that. We have compiled data that we have lost older students. We haven't lost the 18-22 age group. There are only theories about why we're losing older students. We know that international students have dropped because of difficulty getting and staying in the country. Loss of athletic programs. We used to craft goals and then committed resources to getting a specific population to enroll. Examples: Black men, College Now, etc.

Full-time faculty searches IDC or CAO?

- Which positions were requested?
- Which positions were selected for hiring and why?
- Mickey: The list isn't a concept for this meeting. The process I can speak to. Talk to your dean/chair for more information. The process starts with a form that dean/chair fill out asking for specific reason, then laying out the rationale, connect to program review data (ex. Course sections we could not offer, whether expertise was missing in the department, etc.), then we bring all of those together twice a year (Nov, April) and deans go through it. Mickey makes a spreadsheet with what's being requested, note retirees and if they need to be replaced, then we go through, and rank based on our needs as a campus. No one with expertise moves one up on the list (if we have courses that require that expertise). Then those are looked at with how many positions do we have available (asking president's office to let us have new positions, or positions that need filling with retirement, etc., or moving positions from one place to another). We are getting to an interesting place where we're going to have to ask ourselves if we need to complete new position numbers. For most of my time we've used position numbers that already existed (even if they were long unfilled). Now we're in a different place than we were during Sopcich's presidency. Are we going to change the number of positions? We know we needed computer science folks because we didn't have anyone to teach; we can't get adjuncts for this. Can we move into a different financial paradigm, based on planned needs, rather than being very fearful of finances before.
- Mickey: The trends this year are in CTE, plumbing, HVAC, computer science, etc. We do have some transfer positions because of retirements. We are looking to future openings in math, psych, history, etc. in what we already had on the table. As folks are able to post positions people will be able to see it.

- Jim Leiker: **April/May what positions were posted and searched for in this year, report to ABC meeting.**
- Mickey: I've tried to make sure that we post during the academic hiring cycle and not immediately upon retirement. That's why we do the two times of choosing who to hire (Nov, Apr).
- Jim Leiker: If the mood I saw at the last board meeting, they seemed open to hiring more full-time faculty. The next year might present an opportunity.
- Mickey: I find myself arguing against enrollment decline. I'm trying to show people that for enrollment growth we have to hire folks and create the opportunities.

CAO report, Mickey McCloud

- Release time that counts toward 30 percent rule, need list
 - Tai will add to the minutes.
- Is this the time to reinforce a 30 percent rule with flux in student demand for delivery methods?
 - Mickey: at this point it is not being enforced. It is suspended for now and not implemented for fall.
 - Andrea: We had in history to cancel f2f because students were waitlisting for onlines.
 - Mickey: It's hard to read right now. It might be discipline specific. Some disciplines had full F2F but less so with online. Now we can do a little forecasting.
 - Tai: I think that's the argument we're making. We need flexibility to meet student demand ongoing.
 - Mickey: it has always allowed for flexibility in course demands. Hybrids are counted differently in divisions/departments. That's a modification that came after 30 percent was implemented. I think we can find the flexibility. Hopefully it won't need to be tracked permanently.
 - Jim: The 30 percent rule was about fear of a lack of faculty engagement. We have learned in the last few years that we can be engaged.
- Updates on new performance evaluation? (with FA)
 - Jim covered with FA update above.
- KBOR will probably focus on recentering – this is re-looking at the way they determine state funding for community colleges. This isn't as big of a deal for JCCC because our state funding is 13 percent of our budget. But we have managed our funding and savings very well. I'm more concerned that philosophically that we have the largest number of community college students in the state. It has been threatened before but no action.

Kansas Leadership Center Grant

- ABC "delegates" selected:
 - Andrea Vieux
 - Christina Rudacille
 - Valerie Mann
 - Amanda Glass

ABC bylaws update

- Current bylaws [here](#) (Canvas course, Files, Bylaws, updated May 10, 2021)
- Membership of ABC (p. 7)
 - Need to add additional committees

- Or add a bullet point to include “and one member from other branch-wide committees or those that impact academic branch operations as needed”
 - Yes, do this.
- Divisional differences in Chair and Vice chair elections (p. 9-10)
 - “Chair and Vice chair shall be from different divisions.”
 - “To ensure that all Divisions are equally represented in these roles, the next elected chair and vice-chair shall not be from the same Divisions as the incumbents.”
 - These two together make it difficult to elect the Chair and Vice Chair on the same ballot.
 - Also limit extremely who can serve.
 - Can we eliminate one of these requirements?
 - Can we have the Divisional difference between incumbent and newly elected for Chair only?
 - Discussion:
 - There is consensus about eliminating chair and VC from separate divisions.
 - To run for ABC chair/vc you have to be on ABC currently.
 - In the original formation we did have some debate about can staff be chair. Right now you have to be full-time faculty to be chair/vc.
 - We wanted originally to have the service spread around.
- How do we want to add College Council representatives to bylaws?
 - Currently we are sending ABC Chair, FA President, Adjunct Council representative.
 - Could add language that ABC members determine College Council representation.
 - Could add language that it is always the three people we are currently sending.
 - Something else?
 - Discussion:
 - We support writing into bylaws: ABC officer, FA officer, and Adjunct Council designee

PLD feedback survey

- Please take a moment to complete this brief 3-question survey on our Spring Professional Learning Days. We would love to hear from you so that we can continue to make improvements to PLD to better meet your needs.
- <https://www.surveymonkey.com/r/5VZY3G3>

Today at 2pm Dr. Bowne started his “Conversations with Dr. Bowne” sessions which will be held monthly

- Read about today’s event which will serve as a model for the monthly event ongoing: <https://infohub.jccc.edu/conversation-with-dr-bowne-jan-24/>
- Questions:
 - Are these recorded? Seems like no.
 - Are they always at the same day/time?
 - Can we submit questions in advance?