

# ABC Meeting February 20, 2023

## RC 253 & Zoom

3pm-5pm

**Attendance:** Christina Wolff, Andrea Vieux, Brett Cooper, Farrell Hoy Jenab, Jeff Lewis, Amanda Kraus,

General Items:

- Bylaw amendments: The suggestions for changes to bylaws are 2/3rds approval of a vote of ABC members. Highlighted in the bylaws are mostly clerical changes. Here are the suggested edits which take place on the current bylaws' pages 7-8 (changes highlighted in red)

### **Membership of Academic Branch Council**

The ABC will be made up of representation from the academic branch. It is recognized that membership of the ABC will be somewhat fluid and based upon the needs of the college. The holistic intent of the ABC is to include representation from across the Academic Branch and to remain open to additions in order to facilitate communication and effective decision-making. *Any committee or group not listed below are encouraged to attend the ABC meetings and present information.* ~~Groups included for membership in the ABC will determine who will represent their group. Each group will determine how the representative is to be selected.~~

### **Division Representation**

Membership will consist first of one faculty representative selected from each of the following areas:

- a. Arts & Design, Humanities, & Social Sciences
- b. English & Journalism)
- c. Communications
- d. Business
- e. Healthcare, Public Safety & Wellness
- f. Mathematics
- g. Sciences
- h. Industrial Technology
- i. Computing Sciences and Information Technology
- j. Learner Engagement
- k. Academic Support

These members as indicated above will serve two year appointments, staggered in cycles, to promote committee continuity and memory. Areas a – e will select representation every FY year ending in an even year, and f-k will select representation every FY year ending in an odd year.

### Committee Representation

Standing committees will also provide representatives to ABC. Each group will determine how the representative is to be selected, but should be determined before the end of the previous academic year. Committee representatives should not double as division representatives, or as representatives of multiple committees. At a minimum, the following areas are to choose a representative:

- The Chief Academic Officer of JCCC
- One member of the Adjunct Faculty Council
- One member of the Instructional Chairs Council
- One member of the Faculty Association
- One member of the Instructional Deans Council
- Resource member of Faculty Development
- One member of Online Learning Advisory Council (OLAC)
- One member of Educational Affairs
- One member of Calendar Committee
- One member of the Diversity Committee
- One member of Educational Technology Advisory Committee (ETAC)
- And one member of any other branch-wide committee, college-wide committee, or other committees that impact the academic branch.

\*Ad Hoc members if necessary, to make sure representation of all academic areas is being maintained.

### Officer Representation

Those serving as officers will serve outside of committee or division representation upon appointment. Their terms of service will be dictated by election as explained in the bylaws.

There was a motion by Andrea Vieux to adopt the changes to the bylaws as written. The motion was seconded by Jamie Cunningham. Discussion was opened.

A vote will be taken by email later this week after people have had time to review all the updates and consult with their committees/departments.

## Committee Reports

- **ADA:** Committee met February 9<sup>th</sup>. Information was shared on the Information and Communications Technology Accessibility (ICTA) sub-committee, charged with developing a sustainable process for reviewing technology requests for accessibility. Engaged in discussion on the importance of using the Accessibility tool in Canvas (Ally) to make course content more accessible. ETC team is available to work individually with faculty to make content more accessible. Emergency Evacuation Plans: suggestion to work with Alisa Pacer to create updated guidance online and in classrooms. Discussed concern with access to and from upper levels of CLB when elevator is out. Will continue to work through solutions. Minutes available on Infohub.
- **Subcommittee on Academic Integrity:** Have not met since last report
- **KOPS Advisory Committee:** Meeting tomorrow, Feb 21, 9:00 a.m.

One agenda item tomorrow is to notify about the March 7, 10:00 a.m. State-wide Tornado Drill for Severe weather awareness week. At 10:00 a.m. the campus and off-site locations will experience activation of all emergency notification systems and be asked for the first time to seek shelter in a storm security area to practice. Normally this is an awareness exercise only, we have support to ask all on campus sites to seek shelter and actually practice. Communications are in progress.

Meet twice a semester unless a need to meet more often. Next Meeting April 18<sup>th</sup>, 9:00 a.m.

- **FA:** our next meeting is Monday, February 27. We will be discussing the possibility of hiring a professional negotiator for next year.
- **Adjunct Council:** Has not met since the last meeting. Welcome Joelle!
- **Chairs Council:** ICC met Friday, February 17. Discussion centered-around opportunities for Chair training; additional feedback will be collected through the March meeting. Subcommittees continue to meet re: the chair formula and finalization of the ICC bylaws.
- **DEI Committee:** (1) The DEI Committee hosted a DEI reception on Friday, 2/17 for folks involved with the committee, strategic planning, the Inclusion & Belonging Exec. Dir. Search, and other interested folks. (2) The Exec. Dir. Inclusion & Belonging posting closes Friday, 2/24. The search committee is chaired by Kate Allen and met earlier today to discuss a candidate scoring matrix to facilitate applicant review. We will meet this Friday to discuss interview questions. Meetings to discuss applicants will happen at future times, once the job has closed. (3) Please contact Andrea Vieux or Kate Allen if you would like to have one (or both) of them meet with your campus unit to give an overview of the Inclusion & Belonging function at JCCC. We are more than happy to share, learn, and dialogue with you and your team(s).
- **Ed Affairs:** Ed Affairs approved to place a hold on all courses applying for Cultural Diversity for the remainder of the semester while the Gen Ed/Cultural Diversity subcommittee reviews and rewrites the definition for receiving the cultural diversity designation. Courses that have already been approved will not be affected. The Procedures subcommittee presented two items: 1) Need to change Bylaws referencing the Committee as a Whole as it has been divided into six standing committees. The subcommittee will return with bylaw wording specifying that Ed Affairs will have a representative on the standing committee for Student Success. Ed Affairs members may attend some of the other standing committees and will report back to Ed Affairs regarding relevance on those committees - the one most in question is

Inclusion & Belonging. 2) Working with Ed Affairs members who never attend meetings and do not communicate or send alternates. It was suggested that after two missed meetings (with no communication to the Chair), the member would be contacted. After three missed meetings, the supervisor/dean would be contacted. The procedures subcommittee will work on Bylaws wording.

- **OLAC:** Nothing to report. Next meeting March 3
- **ETAC:** The committee met on February 8<sup>th</sup> and announced the hiring of two part-time temporary Makerlab technicians that will work with Meredith in the Makerlab. We also continued to talk about digital retention guidelines for faculty and employees retiring and leaving JCCC. Ed will be working with I.S. and Faculty development on a Classroom Technology Survey. Finally continuing to work with Access Services and I.S. on Technology Request form.
- **Assessment Council:** February meeting is scheduled for Wednesday, Feb. 22. Will bring relevant information to ABC at next meeting.
- **Program Review Committee:** Review is underway. Feedback will be cataloged and relayed to programs in April, if not earlier. The review committee is a great group and much appreciated.
- **IDC:**
  - Foundation Update  
Joy Ginsburg, Executive Director Foundation, provided an overview of the Foundation's organizational structure compared to JCCC, their tax-exempt status and operational parameters. She asked the deans to include the Foundation staff in all fundraising activities to ensure they are strategic and to avoid duplication and preventable costs. The Foundation staff is available to assist in planning any fundraising efforts.
  - Remodel schedule First floor GEB  
The timeline for the first floor GEB remodel has not been finalized. All efforts will be made to minimize noise levels during instruction time, including third shift work schedules.
  - PaperCut  
The deans discussed PaperCut usage and how to prevent misuse of printing. The deans will send Vince Miller usage needs in their division for instructional use to evaluate PaperCut guidelines for students. Divisions should continue to encourage digital formats as appropriate/available.
  - ILL Courses  
The appropriate components of an ILL course as a F2F, hybrid or online delivery method were discussed.
  - Chair / Director Operational Training  
Richard Fort shared a list of responsibilities/tasks for department chairs. Mickey McCloud will coordinate with Faculty Development to create a chair/director operational training module.
  - Assigning Larry Reynolds's committee roles:  
Upon Larry Reynolds retirement, his committee re-assignments will be:
    - Space Committee – Jim Lane
    - Peer Review Council Administrative Liaison – Mary Wisgirda
    - Joint Task Force on Faculty Evaluation – Vince Miller
    - College Awards Committee Chair – Lenora Cook

- Listening Sessions  
Mickey McCloud and Judy Korb will be facilitating listening sessions as an opportunity for the divisions to voice ideas about synergies as the two branches are merged under the provost model. A schedule was distributed and should be shared with the division's faculty and staff.
- Stellic
- Vince Miller provided an update on the Stellic pilot. He emphasized that expected course offerings shown in future semesters in the Plan My Classes tool that are based on historical offerings are not a guarantee of courses being offered in a particular semester. Also, it is a planning tool, not a registration tool at this time.
- **Faculty Development:** CTL Faculty Fellows working in conjunction with Faculty Development to a cross-disciplinary, inclusive approach to re-vamping New Faculty Orientation with a focus on scaling faculty learning/development opportunities for all faculty, including chairs.
- **Academic Calendar Committee:** No news to report at this time as the committee has not met this semester.
- **Counseling:** No update at this time
- **Mickey's Office:** At the last KBOR meeting: a proposed online Criminal Justice program at KU (for Edwards) failed in committee.