

ABC Meeting April 22, 2024

RC 253 & Zoom

Attendance: Jessie Simpson, Barry Bailey, Jeff Lewis, Jim Leiker, Brett Cooper, Jamie Cunningham, Amanda Kraus, Carol Smith, Emily Sewell, Beth Gulley, Vincent Miller, Andrea Vieux, Christina Wolff, Amanda Glass

General Items:

- **Office of Inclusion and Belonging:**
 - We are actively offering programming and training having launched two this Spring: Culture Navigator and Intercultural Conflict Styles Seminar. We have had multiple members that ABC represents participate. If any division is interested in learning more, please email belonging@jccc.edu.
 - Work is being done via Goal 3 of the Strategic Plan to help support how belonging is defined, measured, and reported for the institution. This work is critical to inform how we as an institution can best serve both students and employees.
 - Ways to stay connected: Follow on LinkedIn: [@JCCC Office of Inclusion & Belonging](#).
 - Tune in to the Culture Navigator Podcast, most recently we had Professor, Dr. Terri Easley-Giraldo as a guest to discuss Intercultural Communication. [Link to Culture Navigator Episode 3](#).
 - Any questions about other information/programming please have individuals to reach out directly to Marquis.
- Summary of Shared Governance document draft
 - A reminder, this is a summary of shared governance as defined by Dr. McCloud's report to the Higher Learning Commission. Its intended purpose is to provide an easy-to-read summation of our college's current defined version of shared governance that could be provided across councils
 - **Current Draft:** Shared governance at JCCC is the culture of collaborative input across campus that supports decision makers in advancing the work of the college and its mission, vision, and values through established committees, councils, and other structures and processes. It is a core tenant of shared governance that stakeholders have the opportunity to be heard prior to decisions being made as decisions may impact a specific area. While administration, as empowered by the Board of Trustees, has ultimate decision-making authority, members of the JCCC community should have access to avenues of communication. The tradition of shared governance at JCCC is continually evolving in response to the needs of the institution.

Committee Reports:

- **College Council** - met with John Clayton to go over the [Committees/Task Forces/Council draft](#) document. It has been updated to reflect changes after Clayton met with ABC and Staff Council. None of the changes have been officially adopted and the document had not (at the time of the College Council meeting) been shown to Cabinet since edits were proposed.
 - Clayton hopes to have the document adjusted, presented, and adopted into college use by July.
 - Any changes that will need to occur within the Academic Branch will not be brought forward until after faculty return for Fall 2024.
- **Adjunct Council** No update at this time
- **Instructional Deans Council**
 - Dean Mentorship. The deans discussed developing a mentorship plan for new deans. As well as one-on-one mentors, IDC meetings will include representatives from key departments for introductions and a department overview. Additional monthly meetings will be scheduled fall 2024 to accommodate the department introductions. Action Item: Gurb and Anne will develop a list of guest presenters and invite them beginning fall 2024.
 - Faculty Evaluation. The deans discussed the new faculty evaluation form and its functionality.
 - Work From Home Policy. The deans discussed the current application of the JCCC work from home policy in their divisions.
 - EthicsPoint. Lenora provided an update on the review of Ethics Point and its functionality. She added that Student Services is exploring software options specific to student issues. Vince will serve on the committee after Lenora's retirement.
- **Faculty Development**
 - Register for the **JCCC Teaching and Learning Academy 2024**; Thurs., May 16 (<https://infohub.jccc.edu/register-for-the-jccc-teaching-and-learning-academy-2024-thurs-may-16/>)
 - **College Scholars** Presentation: Laura-Harris Gascogne – Funding Study Overseas; Fri. Apr. 26 (<https://infohub.jccc.edu/college-scholars-presentation-laura-harris-gascogne-funding-study-overseas-fri-apr-26/>)
 - JCCC Presents: The **Last Lecture** With Alicia Bredehoeft and Kay King; Wed., Apr. 24 (<https://infohub.jccc.edu/jccc-presents-the-last-lecture-with-alicia-bredehoeft-and-kay-king-wed-apr-24/>)
- **Online Learning Advisory Committee:** IDC met and can give updates. Next OLAC meeting is May 3. I can take questions/concerns to OLAC as they continue to update the RSI feedback proposal. Please email cdecasqu@jccc.edu
 - Q: In a previous ABC update, it was said that after the Dean's feedback was considered, this would come to ABC. Because this is the last ABC meeting of the semester, will this be coming to ABC for discussion?

- A: We were planning to roll this out in the fall, ABC members can give additional feedback via email, but it will be in a “pilot” mode starting in the fall.
- Q: Is there an urgency to rolling this out, or can we have a discussion on this topic next fall?
- A: While there are no more ABC meetings, we will send the information out to ABC members via email.
- Q: This assumes that ABC will approve it without any changes. Rolling it out before going through these processes is not shared governance as we are supposed to have in place. There has been a lot of conversation around this topic and if there is not a pressing need to roll it out early, we should wait to discuss this topic in September when the Academic Branch can fully review it.
- A: OLAC wanted to start piloting this in the summer and IDC decided to push it back to the fall semester. Even if we waited until after ABC reconvenes in the fall, we could still begin using this tool during the second half of the semester to begin looking at courses.
- Conclusion of discussion: It seems logical that after ABC reviews this tool (it would be a priority for the first meetings of the Fall 2024 semester) it could roll out in the Fall semester.
- **Instructional Chairs Council:** ICC met on Friday, April 19. Kim Fuller, Adjunct Fellow, discussed the coming Adjunct Handbook and the importance of use for new adjunct faculty. A subcommittee will be formed to research options to create a “Chair Toolbox,” to include instructions/videos to operational items found within the Chair Training document. Chairs are asked to review the list and provide any feedback to Amanda Kraus or Gwenda Hawk. The Chair Formula subcommittee provided an update re: information shared with the Negotiations team. Chairs interested in serving as ICC Chair or Vice-Chair for the next cycle should contact Amanda Kraus. Next meeting: TBA.
- **Educational Technology Advisory Council** The group met on Wednesday April 10th and discussed RFP for Digital Proctoring
- A feedback survey for collecting use of classrooms on campus should be coming out shortly.
- **Metrics Strategic Plan** - no update
- **Assessment Council** We met today (Monday, April 22nd) and summarized our discussions from the year, and may meet one more time in May to plan for the next academic year.
- **Educational Affairs**
 - We approved changes to ELEC 186: CompTIA A+ Core 1, changing the prefix and moving it to the IT prefix to become IT 119: CompTIA A+ Core 1. This necessitated changes to the electives in the Information Technology – Networking AAS degree as well as the Computer Support Specialist A+ Certificate and the Computer Support Specialist Networking+/Security+

Certificate. The Electronics department was fully on board with the transfer of the course to the Information Technology department.

- The General Education subcommittee submitted a motion to make a slight change to the General Education criteria regarding cross-listing of General Education courses. Previous, cross-listed courses could not be approved for General Education status. The new language allows cross-listed courses to seek General Education status as long as the cross-listing prefixes are within then same KBOR General Education buckets/categories. The motion was passed by the full Ed Affairs committee.
- A motion was submitted from the Procedures subcommittee to update the syllabus template. Ed Affairs will consider this motion at our next meeting on May 1. The new draft can be found in Curriculum/Ed Affairs Canvas course shell in the top-posted module entitled “Current Meeting Folder”. I encourage everyone to look at this draft and forward your thoughts to your divisional Ed Affairs reps before we vote on May 1.
- Finally, we held elections for Chair and Vice-Chair for the next academic year. Matthew Schmeer was elected to a second term as Chair and Doug Patterson was elected Vice-Chair.
- **Faculty Association**
 - Next FA general membership meeting is this Thursday, April 25 at 3pm on Zoom. Email Andrea Vieux if you need the link.
 - We have our new logo and are preparing to go live with sales of t-shirts, stickers, and magnets.
 - FA end of semester party is Friday, May 17 from 4-10 pm at Quivira Falls Clubhouse. We still need volunteers to help with setup and cleanup. (If we can't get volunteers then we can't keep having these parties.) Sign up here: <https://www.signupgenius.com/go/10C0B4EAFA92FA6FDC43-47872298-famayparty#/>
 - KNEA leadership training going on over the summer. Contact Andrea Vieux if interested. Lawrence is June 17 & 18.
- **Calendar Committee** - The committee has not met and there is nothing to report at this time.
- **ADA** met April 11. The committee discussed possible Professional Learning Days sessions related to serving students with disabilities.
- **Counseling** No update at this time
- **Office of the CAO** : No updates at this time

Division Items: No items to bring up at this time.

○