

IDC MEETING MINUTES

March 23, 2021

Zoom – 1:30 p.m.

ATTENDEES: Lenora Cook, Leroy Cox, Anne Dotterweich, Richard Fort, Jim Lane, Shelia Mauppin, Mickey McCloud, Vince Miller, Larry Reynolds, Gurbhushan Singh and Mary Wisgirda

Old Business

The meeting minutes from the February 23 meeting were posted on InfoHub.

New Business

Special Project – Nancy Wang; Project approved online prior to the meeting

Guest: Holly Dressler and Ed Lovitt – Textbook Accessibility

Holly Dressler and Ed Lovitt presented information about an initiative to ensure textbooks and online products/resources are accessible for all students. This accessibility is for all students, formally identified or not. She and her team are developing a workflow to facilitate the process of evaluating products and identifying solutions for exceptions.

Action Item: The deans will make faculty aware of the expectation that course material will meet the accessibility standard.

Action Item: Anne will coordinate with Holly Dressler and the ABC to have this on their agenda and as an item at the next All Faculty Meeting.

Guest Sheri Barrett – Report Review

Dr. Barrett and the Deans discussed the cost of productivity reports sent prior to the meeting. These reports are based on data from a national study, but the data is self-reported by institutions and this prompted questions about reporting inconsistencies and the impact on the comparisons among participating institutions. The data can be used as part of the program vitality analysis in program review. Dr. Barrett will send the deans a glossary of terms and updated reports will be sent in May. Stronger trend data will be available next-year, and more institutions will be participating in the study, so greater comparisons will be available as well.

Back to Campus Plan (Mickey)

Mickey outlined the expectations for the planned April 5 Return to Campus. Divisions are expected to have appropriate staffing levels (support staff, faculty, chairs etc.) during their normal business hours beginning April 5. Plans are underway to offer a vaccination clinic exclusive to JCCC employees. Specific details should be available soon.

JCCC is waiting for clarification on the social distancing guidelines which were recently changed by the CDC from six feet to three feet for the K – 12 system.

Action Item: Gurb will update the room capacity spreadsheet after receiving guidance from the IRT and will send it to the deans.

Action Item: The Deans will revisit their classrooms to determine if room capacity limits can be adjusted based on the revised distancing guidelines. The movability and configuration options for tables and desks will be considered.

Foreign Transcripts (Gurb)

Prior to the meeting Gurb distributed information about procedures in Student Services to evaluate coursework completed overseas and completed in the USA at a non-regionally accredited institution. Gurb asked for any additional comments or concerns about accepting coursework from non-regionally accredited institutions and giving program faculty/chair/dean a chance to evaluate for possible substitutions.

Auto Substitution Requests (Gurb)

Prior to the meeting Gurb distributed information about the course substitution data entry process. Graduation analysts enter the course substitutions once the student applies to graduate, or a counselor or chair notifies them to enter the substitution(s) sooner. In some cases, a series of courses need to be substituted for a cohort or program. A pilot program is using a spreadsheet of approved course substitutions to expedite the process in these cases. To date, this pilot process is working, and the graduation office is open to adding this option for other programs requiring multiple substitutions. The process will continue to be evaluated/reviewed.

Strategic Enrollment Team (Jim)

Jim provided an update from the Strategic Enrollment Team (SET) and efforts to identify and reduce the impact of barriers to enrollment. The SET continues to align its goals with those of the strategic plan.

Space Concerns (Jim)

The deans discussed equitable ways to assign office space to faculty.

President's Report Changes (Mickey)

Mickey clarified changes to the content of the President's Report.

Independent study form – with Marketing (Anne)

The revised Independent Study form is currently being updated in the Marketing Department. It will be reviewed at IDC before final production.

Hiring Policy

Hiring practices/policies for employees who hold two positions (both exempt and non-exempt) at JCCC were discussed. Human Resources will continue to review policies and apprise IDC of any policy changes.

The meeting adjourned at 3:35 p.m.