

ABC Agendas and Minutes 2021-22

February 14, 2022

Committee Reports:

- **ADA Instructional Committee:** ADA Instructional Committee met for the first time this semester on Thursday, February 10th. We added two new members. Mindy Ritter from Health Care, Public Safety, and Wellness and Alexa Summers from CSIT. We discussed ICT Accessibility topics that included Equatio Training and the Ally tool within Canvas. Access Services items discussed included the student accommodation notifications that continue to go out to faculty as new requests come in. Notetaker recruitment also continues. Faculty may post the recruitment notification in Canvas to assist with identifying a notetaker. Some accessibility issues were raised with a ramp on the observatory of CLB. Access Services will assist in working through the concern. The next committee meeting is scheduled for March 10th at 3:30.
- **IRT:**
- Stay the course – Our mitigation strategies are working.
- JCCC Case counts continue to decline: <https://www.jccc.edu/media-resources/covid-19/case-tracker.html>
- Rapid Trace transition (week of Jan 18), while not completely smooth the first week, seems to be working effectively with case reduction.
- Jim Leiker: Any guidance on when mask policy might change?
- Mickey McCloud: We were tied to case counts (on campus and in county). There has been a decline in case counts. Be prepared for summer to open seats in our class and drop cases. That's based on if cases to decline as we are seeing now.
- Jim: We've heard about changes after spring break.
- Mickey: I cannot say for certain if we would make this decision that soon. I don't know if that's an absolute. I know that's been discussed. There are some fears about travel during spring break.
- Andrea Vieux: One does fear that travel would impact spread. And the county is still in the red.
 - JoCo Covid Dashboard: <https://www.jocogov.org/departments/health/covid-19>
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- **KOPS Advisory Committee:**
- Next meeting February 22, 9:00 a.m. - 10:00 a.m. - Student safety training brainstorming
- Students rarely attended student safety trainings before covid. We're trying to figure out how to do this in the current context.
- Statewide Tornado Drill with JCCC participation – scheduled for March 8 at 10:00 a.m.
- **FA:** Committee of the Whole met on Jan. 31 and discussed options for the financial plan to meet goals in 2022-23. Discussion centered on a **\$3 per credit hour tuition hike** for JoCo residents, \$4 for out-of-district students, \$5 for internationals. Also, the **faculty performance evaluation** task force has met and currently is collecting information on models from other institutions. The expected timeline is to recommend a revised process to FA and CAO by October or November of 2022 so that any changes to the Master Agreement can be voted on by the bargaining unit before possible implementation in spring 2023.
- **Adjunct Council:** We met Jan 27. Next meeting is Feb 23.

- We discussed some adjunct professional development through Farrell's office. Open to all (not just adjuncts). Things like having difficult discussions with your students, etc. Maybe having the event in the evening to allow for attendance. Had some discussions about working with Staff Council (conversations ongoing). Still waiting to hear about pay for Adjunct Council.
- Andrea: How often do we update the adjunct handbook?
- Jeffery Oden: The last time we updated the handbook 2 years ago. That is one of the agenda items for the next council meeting. It should automatically update links when policies change.
- Andrea: Some of the old handbook's links were to the faculty development blog and those links/blog have changed. When we have to compete for adjuncts I like to use this to show new hires why we're better.
- Jeffery: I recommend contacting HR rather than an blog.
- **Chairs Council:**
 - Currently working in chair's duties and complexities spreadsheet. We have set a **deadline of February 22 at 5 pm** to have all the departments/programs submit their information. 25 departments/programs have responded.
 - The February meeting will be held on Friday February 18th at 11 am through zoom. (Join Zoom Meeting <https://jccc.zoom.us/j/96077076027?pwd=bjhyMk9ldEVNRDNMajhSdXNNaWwvdz09>)
 - Plan to hold **elections for chair and vice chair in March**, will begin collecting nominations now through March 31st.
- **DEI Committee:**
 - Met on Friday, February 4 for a general information meeting.
 - Strategy team co-chairs shared their strategies and current stage in strategic planning (budgeting).
 - Dr. Bowne attended and shared that Kate Allen (member of DEI committee) and Mike Neal are now the DEI goal champions for the strategic planning process. Dr. Bowne has asked that we fold our recommendations into the strategic plan.
 - Next meeting March 4. Goal of meeting is information sharing.
- **Ed Affairs:**
 - Regarding the questions about the syllabus template that were asked in the last meeting:
 - Whenever the Procedures subcommittee makes changes to the **syllabus template**, it is updated in the Ed Affairs shell (at any point, people should look at the canvas shell for syllabus template)
 - Valarie also makes sure that it is updated so any links, room numbers, phone numbers, etc. are current.
 - Valarie notifies the Deans when changes are made to the document
 - Curriculum:
 - In the last two meetings we worked on finishing up a lot of last-minute details that needed to go into the 2022-2023 Catalog. The deadline to make changes has now passed.
 - The new Catalog will go live online on March 1st
- **OLAC:**
 - OLAC last met 02/04/22
 - OLAC members received information on the following topics

- Instructure Canvas
 - The end date of Classic Quizzes has been postponed to Summer 2024 (previously Summer 2023). Institutions will establish their own timeline to maintain or “turn off” quiz (Classic vs New) functionality over the next couple of years.
 - A beta phase migration tool for Classic Quizzes to New Quizzes has been provided. Ed Tech is testing it.
 - OLAC members should update their areas regarding these changes.
- Banner Course Search
 - Course delivery mode (course modality) is now provided in Banner course search.
 - OLAC members had additional discussion on course search display ideas.
- **ETAC:** We have not met since the last meeting. We will meet again this week on Wednesday (2/16).
- **Assessment Council:**
 - Interviews in progress for Dr. Sheri Barret’s replacement.
- **Program Review Committee:** Still awaiting the committee to designate an ABC rep.
- **IDC:**
 - IDC is compiling capital equipment requests across divisions for the FY23 budget.
 - IDC discussed a proposed hy-flex course offering for Fall 2022 in Drafting.
 - IDC discussed the first Faculty Evaluation Task Force meeting.
- **Faculty Development:** (we await Farrell’s update for next meeting)
 - Mickey: We are currently doing interviews for the Honors high impact practices person (formerly Community Based Learning). It will likely move out of Honors and into Faculty Development for use in all of our coursework. (see Farrell’s, including from today, if you would like to participate in the search)
- **Academic Calendar Committee:** No action or report at this time.

Expression of Love for my ABC colleagues

- Thank you to Professor Terri Teal and choir students MadRegalia (a name that combines the ideas of madrigals, regaling folks in song, and academic regalia). From left to right: Catie Bowman, Myah Hall, Elise Cressey, Jesse Buss, Charlie Hill, Dymphna Watkins, Loren Spellman (group member not present during filming due to illness, Sami Sanders).
- Thank you to Video Services for filming this event.

Campus Weather Closures

- On Infohub, 2/1/2022 daily update: <https://infohub.jccc.edu/remind-er-about-campus-weather-closures/>
 - Should the College temporarily close because of winter weather, JCCC will send alert messages prior to 6 a.m. the morning of the closure. Watch for a RAVE text and email or check JCCC social channels Facebook and Twitter.
 - In the event of a weather-related temporary closure, employees will not be required to work from home. Please see JCCC’s Inclement Weather Leave webpage for additional details. Students will be encouraged to check Canvas for information regarding course work.

- Received messages from our deans (2/1 afternoon) to the effect of: if you were scheduled for a class meeting of any sort tomorrow (2/2), AND the college is closed, you cannot have a normal class meeting (online, zoom or otherwise). College offices, studios, and labs will be closed also.
- We need clarification on:
 - What should online or hybrid courses (especially those that meet on Zoom) do concerning inclement weather cancellations?
 - Mickey: Asynchronous courses are not touched by campus closure (just as in the before-covid times). Dr. Bowne believed that, for equity purposes, we should not have synchronous meetings (zoom or F2F) because some students do their zoom coursework on campus (using space, wifi, etc.). We have always had the ability for instructors to tell students on a weather cancellation: work on this assignment, watch this video, etc. We're providing extra grace for students who use the campus for internet connectivity. This is more of a return to the pre-covid policies.
 - Are face-to-face classes precluded from meeting on Zoom
 - Mickey: Yes, they are precluded from *required* zoom meeting when there is a campus closure.
 - Tai: What about if you had something on zoom prescheduled, could you continue with that event and make it optional and record it for others to post later?
 - Mickey: Yes, that would be acceptable.
 - Discussion of the group:
 - Jim Leiker: I got these same questions Tai got. I understand the equity issue. We have a lot of instructors teaching small courses and they know their students well. What's the reason?
 - Mickey: It's based on Dr. Bowne's thinking on equity and access. We can't base policy on "we know our 6 students". It can't be based off one-offs and anecdotes. The only way to make it equitable is to answer everyone in the same way.
 - Tai: For the future, ABC needs to checkin in fall semester (such as October) to get clarity on weather cancellations.
 - Jim: I have some pushback on this. In the last year we've relied on instructor discretion, autonomy, and decentralized thinking on this. Feels like this is something that instructional branch needs to lead when that decision was made.
 - Andrea: This seems like something that academic branch should have some contact in this.
 - Rhonda: I have had a faculty member ask for clarification because there was a math assignment due on the snow day. The student had another instructor that said you don't have to do any work on a snow day. All faculty members need to know so that we don't mislead our students.
 - Andrea: faculty need to not speak to what happens in other people's classes.
 - Mickey: If you have set out an expectation that an assignment was available for a week, then the student needs to complete that assignment. I would support that the due date was pre determined that has nothing to do with class, especially if its submitted online.
 - Angela King (listening in for Kate McNeil): We talk about the syllabus and syllabus template. We need this described in that template. What about coming up with a practice that faculty agree to and that can be included in the syllabus.

- Jamie Cunningham: Ed Affairs can include this in the syllabus template. We would need Mickey and Dr. Bowne agree to it.
- Mickey: if we put it in the syllabus template then we would have clarity but that would also present limitations that Jim Leiker was wanting to avoid.
- Jim: I'm leery of limiting our autonomy.
- Angela: You are saying that we cannot move our class onto zoom on a snow day. That is a clear policy.
- Mickey: If you have all due dates on the syllabus and one snow day stops you from turning it in. That's different than when I don't tell you when anything is due at the beginning of the semester and an instructor adjusts as they proceed through the class.
- Christina Rudacille: Our selective admissions program, we have our own handbook, we clarify for our department so that students know: this is our policy in our department. Is that possible college-wide or only for selective admissions program?
- Mickey: That's usually related to the special certifications and requirements for those programs. But it could work similarly here.
- Christina: What if departments, Math or Science, etc., came together to make a policy? It's a thought.
- Dave Krug: Can I have the students who can zoom attend in that format, record and then require that the missing students watch the next day?
- Mickey: Yes.
- Dave: What if one of the dates in Banner that we have for tests (being the only dates that the course meets f2f) is canceled during a test, we would just have to reschedule with each of them?
- Mickey: Yes.
- Tai: **I'll summarize what we've discussed today to forward to Ed Affairs in the next meeting.**
- Jamie: Maybe we'll have departments make these for themselves, similar to the attendance policy.
- Mickey: We can give the instructor flexibility up to the policy.

KLC Grant attendees: Tell us about your Leadership Training experience?

- Christina Rudacille:
 - Enjoyed it, got a lot out of it.
 - Basic premise: discussed how to utilize conversation to adapt.
 - One of the biggest things I got out of it, I found good growth points for me in how I communicate with my team and my students. Having clarity. One of the biggest things I heard them talk about how you assess a situation; look down on situation in terms of how to manage and then evaluate from different perspectives before taking action.
 - The example I was working on related to a bill that was technically strong, but people were going to oppose this. I liked the way they brought in the human aspect. Assess what they need to support. Very emotional driven.
 - Very worthwhile, I got a lot out of it.
 - I was lucky to have a great group. I agree it could have been shorter.
- Mickey (also took the training):

- Observing, reinterpreting, understanding factionalism (identities, loyalties, what they see as win/loss), then integrating into the conversation. Things aren't always technical challenges, they're adaptive challenges – meaning the human challenges (willingness to compromise, pick a fight, etc.). The technical problem might be solvable, but whether folks are willing to fight over this issue or not. Got to look beyond technical issues. There's a human challenge at stake in everything. You have to adapt to these going in.
- It wasn't anything I didn't know already. I liked my small group. It did make me stop and think about where I have moved away from that common ground, because you become defensive over time. That was a good thing for me: recenter the reason why everyone is here together, then people can understand where we're going. A lot of the examples were based on adversarial approach.
- Andrea:
 - More about focusing on people's values. The point of that was finding points of commonality. Once you understand that, you can address their concerns based on their value systems.
 - In general, I got more out of day 1 than day 2. I was in a small group and I was doing what I was supposed to be doing, but the small group wasn't all following the directions. So it seemed to depend on the small group. I think it could have been shorter. Because of the dynamic of my small group, I found the large group activities more useful.
- Valerie Mann and Amanda Glass will attend in March.

Enrollment systems updates (additional changes)

- From Leslie Quinn (Tai forwarded email on 2/4):
 - Just wanted to let you know that the main enrollment webpage at www.jccc.edu/enroll has been redesigned and those changes are now live. This is the webpage that students reach when they click the "Enroll" button from the main webpage. You will notice that all 9 of the Steps to Enroll are now there. These changes aligned the content of the webpage with the content of the Steps to Enroll flier to provide better consistency in enrollment guidance for students.
 - Also, when students now click the button to "Browse Classes," they will first go to a "Tips" page that will alert them about some features of the class search including the course delivery method definitions. The button on the tips page, "Continue to the Credit Class Schedule Search" will take them to the live search. Students who access the class search directly from the main menu will also see this new tips page before they launch the live search. Hopefully, this will help students have more awareness of the types of course delivery methods and how to best use the class search. Thank you to Anne Rubeck and our other partners in Marketing for their hard work on this project!
- **Reminder: Include Notes in Banner about your courses**, such as "This hybrid course only meets face-to-face for testing" (see Sep 13 meeting minutes below).
 - Kevin: this is similar to a discussion in OLAC. If you take a class that is listed as hybrid but its only meeting for testing (rest is asynchronous online). At quick glance, it looks to the student that they have to be there repeatedly. It's communicating the wrong information.

30 percent rule and release time

- From Mickey McCloud: Here is the list of things that are used for calculation of 30% of load:
 - Standard Calculation of F2F courses vs Online or Hybrid
 - Standard Calculation of Online Hybrid courses vs Online or Hybrid
 - Compilation of f2f components from multiple hybrid offerings during a semester
 - Chair duties as calculated hours under the release time formula (Department)
 - Chair duties (Committee) based on the release time associated with that committee
- Why is FA excluded? Mickey response:
 - FA is an external entity connected to the NEA and the release time for that role is a part of the Master Agreement and not the shared governance structure of the college. The use of Chair here denotes the chair of a standing college committee that has release time appended, the prime examples of those being the two that you lay out.
- Jim: I need a little clarification on how this impacts FA president.
- Mickey: the FA release time counts as engagement (or as part of your 30 percent). If you're teaching 15 hours and you have 6 hours of release then that would be face-to-face time to satisfy 30 percent rule. Same for chairs release time.

By-Laws edits

- See bylaws file with track changes [here](#) (or access in Canvas, Files, 2021-22 Documents, ABC Bylaws Edits 2022).
- Comments on these changes?
 - Andrea: We have it set so all of the college-wide committees and divisions are represented. What about Honors?
 - Mickey: They are kind of in Faculty Development and Academic Support.
 - Jim Leiker: Looking at the "recommendations" section, we should mention these to cabinet members.
- Andrea: move to amend the bylaws as stated. Jim Hopper seconded.
- **Vote: 11.5 aye, 0 no, 1 abstain.**
- **Tai will bring clean copy to next meeting.**

ABC next year

- Tai is not running for ABC chair next year.
- Andrea: I'm not eligible to run, but if you are eligible and you don't have time, please tell us so we can have a strategy to fill this.
- We could have people run for one semesters?
- Kevin: I've been asked and I have to say no.
- Dave Krug: I share Andrea's anxiety. We're really hoping that people change their mind. We need to be realistic.

"Conversations with Dr. Bowne" sessions – Questions asked in last ABC meeting, answers below

- Are they always on the same day/time? No
 - Monday, Jan 24 (afternoon)
 - Tuesday, Feb 22 (morning) : 11am in Hudson
(<https://infohub.jccc.edu/conversations-with-dr-bowne-feb-22/>)
 - Wednesday, Mar 23 (afternoon)
 - Thursday, April 28 (morning)... as of now, may need to find a different date due to a conflict

- Can we submit questions in advance? No
 - The plan is for this to be a more informal discussion. Our colleagues asking questions, me listening and responding, and therefore creating a series of conversations. Reading questions and responses may detract from the environment I'm trying to create in those sessions.