

ABC Agendas and Minutes 2021-22

September 13, 2021

Committee Reports

- **OLAC:** Discussion regarding IDC's request to OLAC concerning access to faculty courses and minimum course content took place during multiple meetings Spring 2021. Discussions centered around the following themes:
 - Chairs or Deans accessing or "checking up" on faculty's course content cannot be evaluative per the Master Agreement. Faculty evaluations would need to be negotiated and updated in the Master Agreement.
 - From the information shared with OLAC, it appeared to be a small number of faculty who were not putting basic information in their Canvas course.
 - Ed Tech has existing documents (links) on the recommended course content.
 - Drafting a new course content checklist and verifying such a checklist against all faculty would result in a great deal of work for the chairs or deans despite the small number of faculty in question.
 - For the reasons noted above, OLAC deemed drafting a new course content checklist and having chairs/deans regularly confirm a completed checklist for each faculty member to be an overreaction to a limited number of occurrences. OLAC provided a response to IDC's initial proposal outlining means of communication between faculty, chairs, and deans. OLAC's full response available upon request. During OLAC's May meeting, a motion passed recommending that chairs or Deans provide "advance notice" to any faculty member prior to accessing their online course materials (see exact text in agenda item on this topic below). This recommendation was shared with IDC. The request for advance notice was discussed again at OLAC's September 2021 meeting when Vince shared IDC's statement.
 - [See further discussion on agenda item below.]
 - OLAC voted and approved
 - Monthly meetings to be held the first Friday of each month for the 2021-2022 academic year.
 - Chairs Council to send a resource representative (non-voting) to the monthly OLAC meetings.
- **IDC:** The deans and directors/chairs are trying to support late enrollment surge and have done a good job meeting those demands.
- **FA:** This year's Distinguished Service award judge will be Dr. Greg Belcher, professor and founder of the Kansas Center for Career and Technical Programs at Pittsburg State University. Concerns have been raised in previous years about the nature of DSA applications favoring faculty in transfer areas. FA would appreciate IDC's help in promoting DSA applications from the career & tech areas. Up to 10 awardees
 - Would like IDC to encourage Deans to encourage faculty to apply. Vince will share out.
 - Next meeting, tomorrow, 3:30pm on Zoom.
- **Faculty Development:** No updates at this time.
 - If you are doing interesting, innovative things, send to Farrell because she wants to highlight this work in newsletter.

- **Academic Calendar Committee:** Refer to this past week's InfoHub for two holiday changes that were approved at the August BOT meeting. Basically, December 23rd in each of the next two academic years is **not** an approved holiday and the college will be open. The representatives from the faculty are Darla Green, Eve Blobaum, Colby Keslar, Lori Slavin.
 - You will also note that the look of the Academic Calendar on the college's website has changed recently from what we are all used to. The big change is the inclusion of all dates of importance regardless of semester or term.
 - Beginning academic 2023-24 calendar planning.
- **Chairs Council:** Will meet on September 17th at 11am through Zoom. Will hold elections for resource person on OLAC.
- **Ed Affairs:** Sub-committee assignments have been nominated and decided. Meetings are scheduled for every other Wednesday...next is scheduled for September 22nd (open to all). At our last meeting, Theresa McChesney was nominated and elected as Interim Vice Chair. Much discussion was had to create a remote option to attend future meetings, but in person attendance is encouraged.
- **ETAC:** This committee will be meeting in October. Will continue to review the Zoom-Enhanced rooms status.
 - Information Services is requesting bids to get vendors to compete to reduce the prices of enhancing rooms.
- **IRT:**
 - State Testing Clinic on campus remains steady. Testing will continue as long as there is funding. Change this past week – no more Antigen testing/rapid testing, only PCR testing. This is likely temporary.
 - Continued monitoring of the White House Plans for mandatory vaccination - <https://www.whitehouse.gov/covidplan/>
 - Communication from IRT 9/9 - Refresh protocols
 - **Alisa will email the infohub article and Tai and Vince will share out**
 - Encourage COVID-19 Case Reporting by the instructors (fill out the standard form) or students/Daily Wellness Check.
- **Adjunct Council:** With the help of the ABC the Adjunct Task force successfully reached all Deans and/or election committees. Elections will be held within each Division, then there will be 3 at-large positions voted on by the entire Adjunct Faculty. The goal is to have the new Council Seated in October. The members will serve 2-year terms.
- **DEI Committee:** The committee met on 8/27 to finish sharing the work of the subgroups and to update the status of the sections of the recommendations report. However, most of the meeting was spent attempting to field questions about the strategic planning process and the role of the DEI committee relative to that process. Some of the committee expressed **a concern that the work the committee is being left out or ignored.**
 - There is fear that the recommendations based on the MGT report are not being included in the strategic planning process. People feel like they have input in DEI committee, but that it doesn't go beyond into Strategic Planning.
- **Assessment Council:** 1st meeting of the semester on Friday, Sept 24.
- **KOPS Advisory:** Coordinating calendars for the Sept, Oct., Nov., Dec. meetings. Welcome Gina Egan representing FA, replacing Nancy Thomas. Thank you, Nancy for your service.
- **ADA Instructional Committee:** Met on 9/2. The mission of the ADA Instructional Committee is to provide guidance, communication, and support in creating and maintaining accessible and equitable educational environments. The committee also shares insight and

direction for JCCC projects and pilots related to accessibility and students with disabilities. Reviewed Ally training for faculty and efforts related to Universal Design. Gave recommendation to Ed Lovitt on future training. Described electronic accommodation process via Access Services. Reviewed new technology tool, Equatio. Members will be invited to training. Discussed need to review technology purchased outside Procurement but used in courses.

- Rhonda Barlow: Will we receive support and training to fix our Canvas course documents?
- Ed Lovitt: We had sessions in summer and August PDD. We're making some adjustments based on feedback (about how previous training was too long, equations get flagged, etc.) to provide training (likely October). This is going to take time.
- Holly Dressler: If there is a student who needs accommodations now, Access Services will work with you to get coursework remediated right now.

Covid protocols

- If faculty have questions about COVID protocols right now, where are they represented and to whom do they direct inquiries?
 - Mickey and/or Tai
- Mickey will also provide direct updates to faculty about Covid protocols in spring 22 classes directly at a later date (to be determined).
- Alisa Pacer: Return to Campus taskforce still exists, it is waiting to be called back into action. Has not met since last May/June.
 - Email your questions/comments: incidentresponseteam@jccc.edu
- Jim Leiker: I'd like to support the Return to Campus taskforce meeting again so faculty had more access and input in this information.
- Andrea Vieux: What is the threshold for returning to remote instruction?
- Alisa Pacer: There are so many variables, so I can't name an exact threshold. I haven't seen this in other organizations either.
 - <https://www.jccc.edu/media-resources/covid-19/case-tracker.html>
 - This counts people self-notifying and county health and other means reporting cases; only for people (employees, students) who've been physically on campus.
- **Tai will follow up on re-starting Return to Campus Taskforce.**

Questions about Chair Release Time

- Why are we implementing the new formula now (why not wait until face-to-face enrollment returns to normal-ish)? The current formula is based on three years of enrollment data. Implementing different release based on data that includes reduced enrollment because of Covid.
 - From Mickey (not present at the meeting): it is being done now because I promised that we would adjust at three years and then align to program review comprehensive years for each department and I wanted to stick to that to get us on a more regular schedule for departments.
 - Jim Leiker: with enrollment down partly due to Covid, an enrollment-based formula that lowers the release time for many chairs seems to be an unusual circumstance, enough that a reassessment of that earlier promise could be in order. Chairs' duties have not decreased during the pandemic, just the opposite.
 - Andrea Vieux: Please determine the formula in advance of building schedules for when it is in effect. For example, determine release in summer so following fall/spring schedule can include it. Additional Andrea note: From earlier, the

worksheet was sent May 17, I think? Our fall 2021 schedule was due Dec 18th, 2020. Our spring 2022 schedule was due May 21st. It would be ideal to find out prior to when we build schedules for fall.

- Jim Lane: based on a 3-year average of scheduled courses/number of credit hours that made enrollment. Gurb communicated this in spring.
- Lori Slavin: Taking release time away seems inappropriate right now.
- Jim Hopper: We could post this in Canvas shell for chairs.
- Dave Krug: Aren't there lots of variables that should be considered that vary by department? Is this de-incentivizing people to become chairs?
- Mark Cowardin: In Fine Arts we have many spaces and staff to manage that differ from other departments. If we change the formula, then new variables need to be included.
- Jim Leiker: From the discussion three years ago, Mickey seemed to support course credits as the easiest way that applied to all departments, in light of those variables.
- Jim Hopper: Chairs council is creating a group to research and create a more equitable release time option.
- **Tai will ask Gurb to send this to chairs council chair at the same time this is sent to deans for transparency.** And have it communicated at a much earlier date (in line with schedule building), by spring break at the latest?
- **Tai will ask Mickey about maintaining the last three-year-cycle release time for the next three-year release time if the new three-year formula led to a reduction in release time, in light of the extensive challenges posed by previous and ongoing covid teaching and chair.**

Questions for IDC and OLAC on Administration access to courses in Canvas

- Clarification on IDC and OLAC's work on chairs, deans, etc. viewing instructors' courses in Canvas. Update us about why we're moving to this and what procedures, etc. will be involved?
- From Jim Leiker: I understand deans already have this authority and that it is needed to address the problem of delinquent faculty who fail to have their courses ready on start day. There is an equivalent problem of delinquent chairs and deans who may abuse this authority. It would be preferable to 1. include language akin to "Deans and chairs must have justifiable cause before entering an instructor's course," 2. make a good faith effort to contact the instructor by email to explain the problem before entering the Canvas shell, and 3. notify the instructor after doing so. Deans and chairs currently do not walk into classrooms uninvited unless they are out of options. That principle should be extended to online courses.
- From Andrea Vieux: if there's a problem, there's access to fix the problem. Are blanket solutions the best fit for this sort of problem?
- From Vince Miller: intent is not to have Deans look at every course shell. Instead, it is to address specific problems or where there's been an ongoing issue. It is not a formal observation. Deans have had this access for several years now. We are clarifying the process. This could be a spot check for new colleagues, addressing a specific complaint. We will notify people.
- IDC statement sent to OLAC: *"Directors, Chairs, and Facilitators have view access to Canvas course shells in their departments. They may review some sections each semester, depending on their division/department processes and guidelines for quality content. These would not be formal observations, but rather spot checks to make sure key items are present*

in a course shell. If critical elements are missing or incomplete, the Director, Chair, or Facilitator will contact the instructor about resolving those issues in a timely manner.”

- **IDC, Please add following to previous statement:** *“Deans and chairs must have justifiable cause before entering an instructor’s course, must make a reasonable effort to inform the instructor beforehand, and to inform them afterwards that access has occurred.”*

Vice Chair election

- Waiting until after first adjunct pay period to ensure we have accurate list of adjuncts for the election
- Should go out by end of month.

College Council Reps for 2021-22

- Per Dr. Bowne’s discussion in All Faculty (All Staff?) Meeting (8/18), ABC will provide 3 faculty representatives for College Council. (See [screenshot](#) of slide from meeting; also available in Canvas – Academic Branch Council – Files - 2021-22 Documents folder)
- Confirm by vote today - **confirmed by vote today**
 - ABC Chair, Tai Edwards
 - FA President, Jim Leiker
 - Adjunct Council, Jeffery Oden
 - If Jeff needs to be replaced by Adjunct Council, they will determine his replacement.

Clarify ABC membership for 2021-22

- Tai will contact deans of unrepresented divisions for representatives.

Testing

- Testing Services in Spring 22 remain as listed in the agenda below (Aug 23).
- Science faculty shared space with Math faculty for spring 22.
- Even though students might not be able to find information in banner about hybrid courses that only meet for testing, **PLEASE include that information in the banner notes.**