

ABC Agendas and Minutes 2021-22

September 27, 2021

Committee Reports

- **ADA Instructional Committee:** Committee information has been added to Infohub.
 - Committee has not met since last ABC meeting. Ed Lovitt provided demo of Equatio, a product to assist in the accessibility of Math and Science content.
- **IRT:**
 - Add committee (and minutes) to Infohub Committees, please? This is a 24 x 7 response team, not a committee.
 - Sep 24 there was supposed to be new guidance on the vaccine mandate for higher ed institutions, but so far haven't seen that.
 - No new updates. Continuing to monitor Biden Administration mandatory vaccine guidance for employers and how that affects Higher Ed, specifically JCCC.
- **KOPS Advisory Committee:**
 - Add committee (and minutes) to Infohub Committees, please? Will consider. We use a Sharepoint/Teams site for all committee members.
 - Next meeting October 26. Welcome Gina Egan, new FA representative
 - Website location: <https://www.jccc.edu/student-resources/police-safety/keeping-our-people-safe-program/kops-advisory-committee.html>
- **FA:** Gina Egan was appointed as the FA rep to KOPS last month. Collegial Steering will resume in October, meetings between FA, Ed Affairs, cabinet & trustee representatives.
- **Adjunct Council:**
 - Elections in all the divisions; in progress. (Farrell gave update)
- **Instructional Chairs Council (ICC):**
 - ICC is working on a statement about the recent changes in the chair compensation/release time. Will be asking that any chair receiving a lower compensation/release time be taken back to their original position. Any chair that has received more, stay with their new status. Asking that the changes in the chair release/compensation be tied to timing on scheduling of semester course work. Next meeting is October 15th at 11 am.
 - Add committee (and minutes) to Infohub Committees, please?
- **DEI Committee:**
 - Initial draft of report completed and sent to full committee for feedback (collected via survey). Goal is to be complete near end of October/early November.
- **Ed Affairs:** Last week's meeting was our first in a hybrid format, which worked very well. All are welcome to attend the meetings, which will happen in person in WHCA 145 or on Zoom for the rest of the year. Please contact Mark Cowardin for a link or information. New courses, course deactivations and program edits were approved for Drafting, Political Science, Industrial Science, Engineering, Geoscience, Life Sciences and Science. The Ed Affairs Cultural Diversity/General Education Subcommittee will meet this week to consider a Cultural Diversity application for a course in Sustainable Agriculture.
- **OLAC:** Per Tai's request, additional documentation regarding OLAC's minutes and discussions from Spring 2021 regarding basic course content and administration accessing course shells has been provided. OLAC's next meeting is Friday, October 1 at 3:00pm (change to traditional meeting times).
- **ETAC:** Isn't meeting until October.

- **Assessment Council:**
 - Met Friday, September 24th. General committee updates. Sherri Barrett is retiring; new person expected to start ~February. Good participation in last spring's assessment conference. Made recommendations for Spotlight winners. Committee to begin thinking about what folks want to see from assessment, what they want to communicate to new Sherri.
- **IDC:** IDC has not met since the last ABC meeting. We meet tomorrow.
- **Faculty Development:** Piloting a faculty planning calendar, so faculty can look at it when planning events. Please don't put your personal calendar items on here!!!
- **Academic Calendar Committee:**
 - Add committee (and minutes) to InfoHub Committees, please? I have requested an Academic Calendar Committee site be added as of 9-27-21. This committee does not keep minutes, but I will upload the DRAFT AY 23-24 Calendar that was discussed at the meeting this past Friday. In addition, I will add the DRAFT proposal of the Spring 22 Final Exam Schedule once the language regarding HYB MATH courses has been approved.
 - I will also upload the membership roster for the AY 21-22 committee to the InfoHub location also.
 - Math faculty would like to see the final exam schedule for Fall 22. Jim thinks this schedule should be available by early December 21. It's likely there will be few changes from fall 21 finals schedule.

Follow up on IDC and OLAC on Administration access to courses in Canvas

- For background, see [IDC's initial proposal and OLAC's response](#) from Spring 2021 (also available on ABC Canvas Course - Files 2021-22 Documents)
 - OLAC requested faculty have "advance notice" for dean's accessing Canvas courses in their May 2021 meeting, [see minutes](#) (also available on ABC Canvas Course - Files 2021-22 Documents).
- 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."*
 - **Did IDC consent to add the following to the above statement? (won't know until next meeting because IDC hasn't yet met):** *"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."*

CAO Report

- Strategic planning:
 - From last ABC meeting (9/13): DEI Committee - 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.

- Mickey McCloud: This DEI work is part of the current strategic planning and it has been part of every meeting thus far. Overarching parts of the plan have to have DEI in them. The president's office decides on the final language. This is probably still 2-3 months away.
- Andrea Vieux: Concerns are about more than word choice. We were asked to do a lot of summer work; read through the lengthy MGT report, then how to implement at JCCC. But we haven't been kept informed by the strategic planning groups; if anyone knows what's in the MGT report, its DEI committee. The strategic planning argument has been that DEI is embedded throughout strategic planning, but when you read the language of the current goals/strategies, you don't see embedded DEI. When you look at the "bullet points" from the August PDD, DEI is not there either. If DEI is not there now, will it ever be? Example: Student Success isn't included in the DEI goal, so DEI needs to be in the Student Success goal, but it's not there. When I ask for DEI committee to people be included on the next phase of strategic planning (action teams), but we have not received a clear response.
- Mickey: Equitable student success should be embedded in what we do. The semantics of having to say "all students" rather than "students" is a splitting of hairs that we shouldn't waste our time doing. I recommended that there be an overarching DEI statement that applies to all sub goals, etc. of the plan; this was discussed at Strategic Planning Council.
- Andrea: But when DEI is not in the plan goals, then it isn't tied to the metrics for measuring and achieving the goals.
- Andrea: **We want to have DEI and faculty representation on the Action Step Teams.**
- Mickey: We haven't had the meetings on this yet.
- Tai Edwards: I will report after some upcoming meetings on this matter.
- Chairs release formula is under review by Chairs Council, recommendation will be forthcoming.
 - Please see discussion on this topic below in the 9/13 meeting minutes.
 - Mickey: we'll wait to see what recommendation they bring forward.
- COVID
 - Provide update to faculty about Covid protocols in spring 22 classes
 - Mickey: We initially thought that spring 22 would be back to fall 19 "normal." But with where things are now, we are going to enter spring 22 much like we did the fall 21 calendar to maintain current social distancing. We will look at a couple of pivot points – could we expand seats in class? At this point, the protocols are working; they are providing a safe environment. We have not yet passed a goal post to go back to business as usual, full classroom caps. I hope we see improvement as cold/flu season eases. Then we can look at standard caps returning in pilot in the summer. If boosters or something else changes reported cases or the needs for tests/quarantines in the county, then we can make changes at that point.
 - Many faculty have requested (and it was discussed at the last ABC meeting) an interest in **re-starting Return to Campus Taskforce**. What are the steps necessary to accomplish this?
 - Mickey: At this time, we are not seeing any protocol changes that would require bringing the taskforce back. But those folks are still "on-call" if

necessary. If we need to create a new plan, closing the campus, then we would need to bring the taskforce back into the conversation.

- Tai: Would reviving the committee be a good place to decide when we return to “normal”?
- Mickey: The taskforce’s operation were implemented. We are open, generally, as a college. The Academic branch is operating a bit more cautiously in classroom cap sizes and meeting formats, etc.
- Case tracker: <https://www.jccc.edu/media-resources/covid-19/case-tracker.html>
 - Mickey: We’ve had a somewhat up and down situation in reporting COVID.
- Kevin Cannell: Is there discussion/speculation that if we do open normally, have students changed their paradigm? Do they want distance options in new ways?
- Mickey: We’re never going back to 2019. We have discovered that many faculty who never wanted to teach online before, but now that they’ve done it, they are interested in continuing. This means we could have more online offerings. But we’ve also had students demanding face-to-face courses; we had chairs having to convert online courses into F2F in order to meet that demand. We think the balance will eventually come to demand and supply matching up.

Math Department Meeting with Dr. Bowne 9/15

- Rhonda Barlow: Horrible meeting, one of the worst I have ever seen. There were four people who were told their program was going to end by next fall, they were not aware of this before the meeting.
- Mickey: when those individuals were hired they were told that if the Quick Step Plus program was discontinued that they would still be part of the Math department, and thus not terminated. Dr. Bowne was willing to relent after the meeting was over on some of the issues of the meeting.
- Rhonda: We are fearful of having enough time to get through Ed Affairs, but we’ve been told that there’s more time since that meeting. We will work through it. I’m sure everyone is concerned about how corequisite will work in all disciplines. And not rush it.
- Brenda Edmonds (in the chat): I’m not sure if Rhonda said that part: We were charged with implementing new placement processes to include GPA and to implement corequisite remediation model, with a plan due at the end of this semester. The idea was stated that it would be implemented "at scale" by fall 2022. I believe timelines due to Ed Affairs will mean that timeline needs to be stretched, as Mickey clarified.
- Mickey: Dr. Bowne did not know that our Ed Affairs calendar has very specific timelines to accomplish goals like this. He didn’t realize that we had already missed the Ed Affairs deadline to make this happen by December.
- Dave Krug: If multiple people were crying on the meeting, that’s not very good meeting. Even if those Quick Step Plus people were told in their interview, but Mickey do you think there was a better way to approach it.
- Mickey: I’ll speak for me. I think speaking to the entire department, so everything can be discussed at once. But that’s from where I sit.
- Dave: It would have been courteous and relieved tears from that meeting told before.
- Mickey: Professionalism requires that one maintain a little composure. If one was going to end someone’s job, then yes, discuss privately. But that was not the case here.
- Jim: Preliminary meetings might have prevented embarrassment.

- Mickey: I should have probably told Dr. Bowne about our Ed Affairs process.
- Melissa Weston-Puett: As a Quick Step Plus person, I wasn't as concerned about my position as I was about losing the program. We work hard to keep that program of high quality and not given an opportunity to discuss issues that to us were unknown.
- Dave: Why didn't administration go through ABC with the issues with the Math Department? Is that the process?
- Mickey: No, because that's a department issue.
- Dave: But if it's a department issue faculty wants to raise with administration, should they go through ABC?
- Mickey: A department can meet/reach out to me directly to deal with your issue.

Vice Chair election will be held Oct 4-7.

- Watch for ballots in email. Should be coming from Tai's email address (seemingly).
- Question from Andrea: Will folks serving as reps for two areas get two votes? (It likely doesn't matter for this particular vote, but *could* matter for other, future votes. Would be good to establish the policy/precedent.)
- Tai: The Vice Chair vote is to all full-time and part-time faculty. But yes in ABC meeting votes, you would count as two people.

ABC Membership

- Committees have selected their reps to ABC.
- We are still finalizing reps from divisions who are not represented.

College Council's first meeting is 10/13

Counseling

- Counselors are discussing amongst themselves where they believe they should fit in the shared governance structure. Tai will report back when she finds out what they are interested in doing.