

## ABC Meeting February 12, 2024

### RC 253 & Zoom

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

#### General Items:

- (Tentative) Parade info:
  - It was announced we'll be closed Wednesday, February 14, for all classes and events on campus and online.
- Discussion about decommissioning committees:
  - Conversation about our concerns related to the timing/process for sunseting committees was brought up in College Council. The group working on defining committees/task forces/councils/etc. is aware of our discussion and it will be mentioned in revisiting it.
- Faculty list follow-up
  - Are we interested in exploring Viva Engage as an opportunity for hosting this and who would the appropriate owner be for that community? Discussion of CTL occurred last ABC meeting.
  - Andrea Vieux: The college is not keen on creating listservs that will send email to your college inbox, the Viva tool might be a good way to facilitate communication.
- Elections and Council Seat Rotations
  - Committees, check with your own rules for representative rotations
  - Half the division representatives will roll off. Since it was the first year of alternating two year periods, some will have only served one year. It is up to each division to determine how they handle selecting their representatives, including if they want to allow consecutive terms
  - Chair and Vice Chair nominees are being collected. Submit by February 26.
- There has been some confusion about how division representative are to do communicate information to and from ABC. The division representatives to ABC from a given committee (example OLAC or Ed Affairs) are to be communicating information about what is going on in that committee to both ABC and to the division that they were elected by. So the division reps directly to ABC should be hearing the information about (OLAC/Ed Affairs, etc.) from their own division rep. and hearing it again from/at ABC.

## Reports:

- **College Council**
  - College Council met Wednesday February 7<sup>th</sup>. Topics for discussion included trying to find a summary of the college's Shared Governance definition as submitted to HLC that might be adopted into bylaws among ABC, Staff Council, and College Council. The goal of this would not be to change the college's definition or necessarily replace language in bylaws, but to have a statement uniting all three bodies and referencing the college's definition.
    - Concern: We are referencing a definition not fully agreed on nor created through a process of shared governance. This would be a good time for the councils to come together and create a definition that can serve as a better reference point for the entire college.
  - The subcommittee on communication is currently reviewing transcripts of the focus groups to find themes.
- **Adjunct Council:** Kim Fuller (Healthcare Information Systems) and Rebecca Kastendick (English for Academic Purposes) are adjunct Faculty Fellows; we have funding for two more. They are developing a "job description" for the adjunct Faculty Fellow role.
- **Instructional Deans Council:** IDC has not met since the last ABC meeting.
- **Faculty Development:**
  - [CTL featured in the League for Innovation in the Community College Member Spotlight](#)
  - [Share examples of teaching excellence at \[jccc.edu/ctlexcellence/\]\(http://jccc.edu/ctlexcellence/\)](#)
  - CTL construction to begin during spring break
  - Working on CTL digital space
- **Online Learning Advisory Committee-**The OLAC rep has asked Ed Lovitt to speak on behalf of OLAC and to answer questions. OLAC discussed 3 documents Online quality review process, Annotated Quality Control Guide, Online Checklist. CTL will be involved with providing training for those who will review courses and give peer feedback.
  - Ed:OLAC has put together a proposal for a quality review process at the request of IDC. This document is based on faculty and Dept. Of Education input. To clearly distinguish between an "online" course vs a "correspondence course". Many of the guidelines/checklist items have been recommendations that we have been suggesting for years. Many other schools are doing similar things. This document is about course design not the teaching quality within a course
  - Andrea: It would be helpful to have a statement of purpose to clarify what this is to be used for, what the goals of this document are and what we are NOT using this document for.
  - Andrea: There is a step missing in the process –Between steps 5 and 6, there is no step to communicate directly with the faculty member to communicate what the reviewers interpret about the course and discuss any lack of components or

perhaps *perceived* lack of components with the faculty so that the faculty can clarify things before the report is moved on to the next step of the process.

- Ed: There are several committees that are meeting on varied schedules. This doesn't feel like the last time that this can/will be discussed. Taking this to the Dean's council, etc. does not mean we cannot discuss that
  - Jim Leiker: is the content of this document intended to be included in the process of faculty review?
  - That is not the intent – Gurb, Vince, Ferrell
  - Vince/Gurb: *doing* the review is an expectation – like submitting syllabi each semester. But this document, once complete, is not meant to be part of the faculty review process.
  - Andrea: While this may be the intent of the document. A clearer explanation of the ways in which this document can and cannot be used should be clarified. Education as this rolls out (both for Deans and for Faculty) seems to be important
  - Ferrell: The CTL members will be going through training on how to use it – this should be a peer-to-peer process.
  - Andrea: Step 8 mentions the Chair/Dean being notified of the final results.
  - Jim: what exactly does step 8 tell the dean?
  - Ed: This should be a notification that the process is completed
  - Jim: For step #1 -Which courses are to be reviewed and how are courses identified for this process?
  - Ed: This may depend on the department and the number of online courses within the department are to be reviewed.
  - Jim: Could this be less subjective? Could there be criteria for how to determine which courses are being reviewed?
  - Farrell: The fellows are looking into what these criteria should be. For example: courses that have high DFW rates over multiple years of data and we want to look for ways to improve the student experience.
  - Gurb: The goal is to have all the courses reviewed eventually, there is just the matter of which ones go first. This is still in process, and we intend to continue to communicate through ABC going forward.
- **Instructional Chairs Council:** ICC has not met since the last ABC meeting. Next meeting: Friday, February 16.
  - **Educational Technology Advisory Council** We were planning to meet on Wednesday, but there is a Parade that day. We are looking at some digital proctoring tools and looking at what the needs are here on campus and what we need to look for.
  - **Metrics Strategic Plan** no update
  - **Assessment Council:** Group met, briefly discussed SMART Goal Training at PLD, briefly discussed sunsetting SPOL as the software for review (both academic and administrative), also briefly discussed moving comprehensive review from 3 to 5-year cycle. Finally, the council discussed how, where, when, and what format to push out

assessment learning sessions. Fruitful conversation and quality insights from the group. Next meeting is scheduled for Monday, February 26 at 10am.

- **Educational Affairs** Met last week.
  - A new Engineering course on Thermodynamics was approved and an Intro to Creative writing course was designated as a Gen Ed because KBOR said we have to.
  - The Ad Hoc committee on AI Syllabus Statement brought up a motion/document that is available on the Canvas course shell for Ed Affairs. This is **not** an easy “cut and paste statement”, but rather a list of 5 areas that need to be covered within a syllabus statement on the use of AI so that there is some structure on how the syllabus policies should be written. There are also links to examples to be used to help write your policies. There is a campus-wide code of conduct in the student handbook that serves as a background policy, even without a specific syllabus statement within your syllabus.
- **Faculty Association** - The next meeting is Thursday, February 21 at 3p on Zoom. Contact Andrea if you need a zoom link. We are tentatively planning an FA party for Friday, May 17, and awaiting confirmation that Quivira Falls clubhouse is booked. Once it’s confirmed, we will send out a sign up genius to get volunteers for setup and break down.
- **Calendar Committee**- No update for this meeting.
- **ADA**
  - Presentation about Supported Education at JCCC. JCCC offers two programs designed for adults with intellectual and developmental disabilities — CLEAR and CONNECT. <https://www.jccc.edu/community-resources/supported-education-programs/>
  - Free Accessibility webinar: Transparency In Learning and Teaching (TILT) Webinar Registration Required: [Zoom Registration Link](#) Wednesday, February 21, 2024, 10 am Pacific / 1 pm Eastern
  - Question: The form that faculty are to fill out does not work well for online classes – especially if the student is auditing the class.
  - This question will be passed on to Holly and be addressed at the next ABC meeting.
- **Counseling:** Peak Time wrapped up – students helped this January 3,036, up from last year 2,954. Interviews for the Project Coordinator of the Garret Lee Smith Suicide Grant (GLSSG) have wrapped up, and we hope to have that position filled soon. Counseling Spring Retreat is scheduled for February 29<sup>th</sup>. We will not have any appointments or regular walk-ins available that day, but we will be on call for any crisis.
- **Office of the CAO**
  - No specific updates at this time. In the next few days, I will communicate through email or infohub any updates on the Deans position posting.
  - When the JCCC alert goes out (example GEB power outage) it tells the students that “classes are CANCELED”. Are instructors allowed to pivot to a zoom format rather than have them canceled? Could we re-word the message to say that no

classes will be held in GEB on these dates – contact your instructor about how the class will be handled.

#### Division Topics

- The faculty that had additional questions after the International Ed discussion from the previous ABC meeting will be meeting shortly and we will report back on that at a future meeting.