ABC Meeting March 25, 2024

RC 253 & Zoom

Attendance: Barry Bailey, Jamie Cunningham, Jessie Simpson, Beth Gulley, Amanda Glass, Brett Cooper, Jim Leiker, Christina Wolff, Andrea Vieux, Vincent Miller, Jim Lane, Emily Sewell, Amanda Kraus, Jeff Lewis, Farrell Hoy Jenab

General Items:

- Elections: Jamie Cunningham will be chair and Jim Leiker will be vice-chair for the 2024-2025 academic year.
- Shared governance summary draft 2: Using feedback from Staff Council, ABC, College Council, and Dr. McCloud, the chairs of the three committees met to create a second draft. The goal of this is to have a shared summary of shared governance at JCCC that could be pointed to across constituencies. Its adoption would be dependent on each council accepting it. Draft 2 is presented here with edits from the first draft included:

  Shared governance at JCCC is the culture of collaborative input across campus that supports decision makers in advancing the work of the college and its mission, vision, and values. Through established committees, councils, and other structures and processes it is an expectation that stakeholders have the opportunity to be heard prior to decisions being made as decisions may impact a specific area. While administration, as empowered by the Board of Trustees, has ultimate decision-making authority, members of the JCCC community have a right to ~~shared communication~~ avenues of communication. The tradition of shared governance at JCCC is continually evolving in response to the needs of the institution.

Reports:

- **College Council**
  - College Council met Wednesday March 20th. Jamie Cunningham filled in For Barry Baily as he was required to be in multiple meetings at the same time and has not yet learned to be in two places at once. <u>Topics discussed were as follows:</u>
  - As per Barry's previous College Council updates (2/12 and 2/26), there are efforts underway to have a clear statement of the Shared Governance directives for the bylaws of the major committees responsible for Shared Governance at JCCC (ABC, Staff Council, and College Council). To do this the Chairs of these three bodies met with Dr McCloud about shared governance and the document that he created to give to the HLC. After that meeting, they crafted a more concise, one paragraph summary/interpretation of the original document.

- o This summary was presented to ABC in our (2/26) meeting and representatives were asked to solicit feedback from their respective departments. The document was brought up in College Council last Wed and the edits discussed are marked below:

Shared governance at JCCC is the culture of collaborative input across campus that supports decision makers in advancing the work of the college and its mission, vision, and values. Through established committees, councils, and other structures and ~~their~~ processes it is an expectation that ~~voices~~ stakeholders have the opportunity to be heard prior to decisions being made, especially as decisions may impact a specific area. While administration, as impowered by the Board of Trustees, has ultimate decision-making authority, members of the JCCC community have a right to shared communication. The tradition of shared governance at JCCC is continually evolving in response to the needs of the institution.

- o Concerns brought up at the ABC Meeting (2/26) as well as at this and the previous two College Council meetings include: *The document that this is based on was written by administration and therefore, is not, itself, a very good example of shared governance.* The discussion at College Council determined that the current shared governance system was not in place yet at the time that the document needed to be submitted and Dr McCloud is not ready to sit down and revise the document at this time. However, at some point in the future, it should be a goal that representatives from the three shared governance bodies sit down with administration and construct a document that is more collaborative in nature. Until that time, it is still important to have a clear goal/definition of how the committees themselves contribute to the shared governance structure of the college and this summary is the best faith attempt of the parties

- o Note from ABC to College Council: There have been a few instances where faculty and other members of the Academic Branch have met with task forces and advisory councils, and have expressed concern of decision overreach. While we have assurance from the CAO that these opportunities for advice and recommendations will stay just that and not encroach on decision making authority, we believe that guidance as proposed via the campus-wide definitions for groups (councils, committees, task forces, etc.) would support members of such bodies in understanding their roles, the scopes of their work, and the ultimate reach of decision-making and sharing of governance they have within said bodies. Those who have expressed concerns are receiving attention at a more direct level than College Council, but as this concern has appeared in multiple places, I'd just like to share with the College Council a further demonstrated need/benefit of the proposed definition document to continue progressing.

- o Q: What is the barrier to having a rewrite of a collaborative shared governance statement.
- o A: At this point our trustees are asking for this shared landing point, the chairs of the three shared governance bodies agree that this is important. At this point we are trying to make it clear to everyone what the processes of shared governance include which is what this document is intended to do. And at this point in time, Dr McCloud is not ready to sit down and rewrite the original document.
- o Q: How are we making it clear to the rest of the college (new hires for faculty/staff/administration) how the process of shared governance work? As people are hired, how do we share with them the avenues that they need to go through to make decisions. Should this be part of new hire training. etc.?
- o A: There is not an easy answer at this time at this time, but something that we should continue to discuss
- **Adjunct Council** No update at this time
- **Instructional Deans Council**
  - o Program Review and Assessment: Mike Brooks and the deans discussed aspects of curriculum development, program review, assessment, and teaching and learning. The comprehensive program review will be transitioned to a five-year cycle from three. SPOL is being discontinued. His office continues to explore ways to streamline the program review process especially as this relates to programs with outside accreditation requirements.
  - o RSI: Ed Lovitt and George Ferguson provided an update on the RSI recommendation developed by OLAC. The iTeach training requirement for all faculty was discussed. Ed Lovitt will share a list of faculty who have successfully completed the iTeach training with the appropriate deans. The deans will meet before the next IDC meeting to review the recommendation and provide feedback.
  - o HLC Requirements: Shelia Mauppin reviewed an announcement from HLC regarding educational requirements for College Now instructors. The announcement is being reviewed for clarity with a summer 2024 target.
    - In the past we could allow professors to continue teaching (college now classes) while we put those faculty on a plan to get their 18 hours. Moving forward (starting next year) - we can no longer do that, and they cannot teach for us if they do not have HLC requirements for a course.
    - We will look into how many people this decision will impact.
- **Faculty Development** Construction on the CTL physical space in LIB 375 has begun.
- **Online Learning Advisory Committee-** March 1
  - o Working on speed-reader and attendance tool. If you have an issue, fill out a ticket and give as much detail as you can. (The time of the day can affect how something works). It is best not to use a mobile device. Ed held a demonstration for a digital proctoring app to use instead of Respondus. (If someone attended perhaps, they can give feedback). Ed is asking for a a subgroup to use the product and give feedback. If people want to suggest using other proctoring tools, please let OLAC know. Discussion about Learning Outcomes and tracking competencies. Damon Feuerborn wants to make sure everyone is reporting back

to their divisions about OLAC. IDC received feedback from OLAC about the Quality Online Course Review Process. Discussion about elections.

- **Instructional Chairs Council**: ICC has not met since the last ABC meeting. Next meeting: Friday, April 19.
- **Educational Technology Advisory Council** No update at this time
- **Metrics Strategic Plan** No update at this time
- **Assessment Council** - we met today (Monday, March 25th) and continued to talk about the Annual Reports that the Office of Assessment, Evaluation and Institutional Outcomes puts out.
- **Educational Affairs** - Ed Affairs met on March 20. We voted to deactivate the Desktop Publishing Applications Specialist Certificate per department request. We also voted to approve course edits to HIST 129, HIST 130, HIST 132, HIST 143, HIST 145, HIST 150, HIST 160, HIST 200, POLS 122, POLS 132, POLS 135, POLS 200, POLS 220, and POLS 245. These courses were updated to reflect current content and add a new department-wide common course objective regarding working with primary and secondary sources. At the request of the Arts & Design, Humanities & Social Sciences Division Curriculum Committee, the Cultural Diversity/General Education subcommittee was asked to review the General Education designation policies in regard to cross-listed courses within the framework of the new Gen Ed "bucket" structure. Nominations for AY 2024-2025 Ed Affairs leadership positions were announced: Matthew Schmeer was nominated for Chair, Doug Patterson for Vice Chair. The election will be held during our April 17 meeting. The Ed Affairs meeting scheduled for April 3 was canceled due to lack of curriculum ready to move forward for review at this time
- **Faculty Association** - Call for officer nominations closes Thursday, 3/28 (send to Brett Cooper). FA Officer election for next year Friday through next Thursday, 4/5. Next meeting is Thursday, 3/28 at 3pm on Zoom. Email Andrea Vieux if you need the link.
- **Calendar Committee** - No report as the committee has not met since January and probably won't until late April or May to begin the 26-27 academic calendar process.
- **ADA** met last Thursday. We discussed the new online course guidelines. Then we looked at the Assistive Technology available to students at JCCC. (https://www.jccc.edu/student-resources/access-services/assistive-technology-available-to-jccc-students.html).
- **Counseling:** Peak-Time for Summer and Fall enrollment will begin the first week of April and go through the first week of May. Peak-Time = more counselors available per hour for walk-in students (virtual and face-to-face). There was a recent article about the Counseling Department in the Johnson County Post: https://johnsoncountypost.com/2024/03/04/jccc-updates-jcccs-counselors-help-students-navigate-college-and-support-mental-health-228330/

CAO update:

Update on the current hiring committees:

- Dean of Industrial Technology –the committee has held Zoom interviews.
- Dean of CS IT – the committee has chosen 4 candidates to interview.
- Dean of Health Care – the committee has screened all the applicants and will be meeting soon to discuss the interview process and schedule.

Division Topics: None at this time