

IDC MEETING MINUTES

January 12, 2021

Zoom – 1:30 p.m.

ATTENDEES: Lenora Cook, Leroy Cox, Anne Dotterweich, Richard Fort, Jim Lane, Shelia Mauppin, Mickey McCloud, Vince Miller, Larry Reynolds, Gurbhushan Singh and Mary Wisgirda

Old Business

The meeting minutes from the December 8 meeting were posted on InfoHub.

New Business

Student Agency Project: Suzanne Smith; Project approved online prior to the meeting.

Faculty Printing (Gurb)

The deans continued to discuss the guidelines from Document Services for printing course/departmental and or non-related course materials.

Action Item: Gurb will compile comments from the deans and continue to coordinate with Document Services to clarify which documents will be printed through Document Services, sold through the Bookstore or provided to students/others free of charge.

AIR University (Gurb)

Gurb explained a developing relationship between JCCC and AIR University to become a partner school as a service to veterans by evaluating general education courses and electives which could be applied to an associate degree.

Action Item: The deans will send Gurb their comments about this partnership.

Academic Cheating/Repeat Offenses (Larry)

Procedures and processes for more effectively and comprehensively tracking students caught cheating (both first and repeat offenders) were discussed. Faculty have discretion dealing with students in their courses, but further discipline (suspension, expulsion etc.) is enforced through the Student Code of Conduct.

Action Item: IDC will compile suggestions/recommendations for tracking students caught cheating to present to the yet to be hired director of student responsibilities.

Hiring Clarification from HR (Larry)

The deans discussed residency expectations for hiring adjunct professors.

Action item: Mickey will clarify the residency expectations with Human Resources.

Winter Session (Jim)

Jim reported that the 2020 Winter Session had a record enrollment, and the deans discussed the feasibility of offering additional sessions during the 2021 Winter Session. Institutional Research is compiling data on student success rates for the fall second eight-week term and Jim will share these results when they are available.

Fall Schedule building and course capacities (Jim)

Course building for the Fall 2021 schedule should be planned with about 50% of courses offered face-to-face. Continued guidance will be communicated as it is available based on changes including vaccine distribution, incidence rates, emerging strains etc. Mickey hopes to have clear direction on course delivery methods by March 1 so as to minimize disruption and reconfiguration of the course schedule.

SET update (Strategic Enrollment Team) (Jim)

Jim Lane and MargE Shelly are the co-chairs of the SET. The SET plans to meet in February to align its goals with those of the revised strategic plan under development in the President's Office.

Self-paced classes (Vince)

Vince has met with deans, faculty, Sherri Hanysz and Leslie Quinn regarding self-paced courses. He will ask Information Services to develop a workflow with notifications of student adds/drops, making the process more automated for faculty managing the Canvas course shells. IDC agreed with the faculty request to keep the self-paced class time frames intact.

Incomplete Form/Processes

The deans discussed the appropriate use of the Incomplete and Incomplete Extension forms.

Action Item: The divisions will codify appropriate reasons for approving the Incomplete and Incomplete Extension.

Meeting adjourned at 3:00 pm