

## ABC Meeting October 24, 2022

### RC 253 & Zoom

Attendance: Lori Shank, Christina Wolff, Andrea Vieux,

Testing Services – Register Blast

- Find info: [infohub.jccc.edu/testing](http://infohub.jccc.edu/testing)
- The first time faculty use this system they will need to activate the link through Canvas at which point the **Testing Services Request** link will show up in the left hand menus
- This will not work with Safari
- One submission per course section per test. There can be up to 6 students associated with each submitted test.
- Enter the NORMAL amount of time even if there are ADA students with extended time accommodations – the ADA extended time will be added automatically for students who need extra time.
- You need to submit the test at least two and a half days before you want the student to take the test
- Pdf is recommended for test submissions
- If the student you are submitting the test for has not used this system before, their name will not show up, but the ID number for that student is all that is needed to make sure they can access the exam.
- Exams can be edited up to 2.5 days before the student takes the exam. So, exams submitted earlier than 2.5 days can be edited after they are submitted.
- The box for FINAL INSTRUCTIONS at the very end is where you would need to let testing services know that the test needs to be printed in color, or it will not be
- The students will NOT be notified that the exam is approved and they can begin signing up for a test time
- *From ADA update below: Testing Services will allow faculty to create a place holder for exams that gives students an opportunity to sign-up early. The final version of the exam just needs to be uploaded 60 hours before the exam date.*

KBOR Alignment – [link to presentation](#)

- Gen Eds at JCCC are not necessarily Gen Eds at other Kansas schools that our students transfer to – KBOR wants to fix that.
- All 2 and 4 year public colleges and universities will need to standardize how Gen Eds are treated and transferred
- Fall of 2024 is our deadline to adopt this package across campus. Fall 2023 is the deadline to put revisions into the 2024 catalogue
- We have different categories or “buckets” in which Gen Eds have fallen in the past – Our Gen Ed classes will now need to be re-organized into the KBOR buckets
- Students who fill all these buckets can transfer those classes as having completed their Gen Ed courses.
- We have a JCCC specific “bucket” i.e. the “Cavalier Credits” as well.
- We are still requiring students to take a course that fulfills a Cultural Diversity course
- There is still some negotiating with our transfer partners about the courses in the presentation that have asterisks
- We hope that this will encourage completion of Gen Eds which ideally will lead to an increase of students who complete a degree here at JCCC
- “Open Electives” in the tables in the presentation are not “open” for students to pick through, but rather up to the various degree programs to stipulate

- Programs should seriously look at the courses they require and see if any of those intro courses could apply for Gen Ed status

#### Committee Updates

- **Subcommittee on copyright and course materials:** Will be coordinating their first meeting, Barry will organize first meeting and then step away from the committee to let them explore possible recommendations. Upon concluding their work, recommendations will be brought back to College Council
- **College Council:** College Council focused on a presentation on Mark Swails to update the council on copyright and course materials. They agreed to wait on the results from ABC's subcommittee to report back.
- **Benefit/Retiree Committee:** Awaiting permission to share details, and will be presenting to the Committee of the Whole
- **ADA Instructional Committee:** Committee met October 13<sup>th</sup>. Reviewed Information & Communication Technology Accessibility Committee's work to create a process for reviewing accessibility of technology. Information Services is taking the lead in developing a process for accessibility reviews. Shared with committee that UDoit is going away with continued use of Ally for accessibility within Canvas. Reminder that students will continue to request accommodations throughout the semester so be alert of notifications. Elevator repair in Student Center beginning 12/5. Testing Services will allow faculty to create a place holder for exams that gives students an opportunity to sign-up early. The final version of the exam just needs to be uploaded 60 hours before the exam date. Information about notetaking tools for students with disabilities will be uploaded to the Access Services Infohub site. Discussion on hyflex course options as an accommodation.
- **IRT:** Please consider removing from this list of standing committees. No updates.
- **KOPS Advisory Committee:** Next KOPS Advisory Committee meeting – Nov 15, meets quarterly. No new information.
- **FA:** The KNEA Higher Education Symposium was Friday and Saturday (10/21 & 10.22). KNEA also has a new listserv for higher ed leaders. In general, they are listening to calls for higher ed programs and are working to add more in the future. Also, the NEA has a higher education conference in spring 2023. FA is still seeking volunteers to attend the representative assemblies. The local sectional on 1/28, the KNEA state assembly on 4/22-23.
- **Adjunct Council:** Adjunct Council – met on October 6, 2022. Co-Chair Kim Fuller attended the CC meeting to report that due to the lack of financial compensation for participating on the Council, attendance and participation amongst Adjuncts has diminished. Co-chairs Rebecca Kastendick and Kim Fuller met with Dr. McCloud to share with him what the Adjunct Council has accomplished and planned as a direct results of the November 2021 Adjunct Survey. They reported that Dr. McCloud emphasized the Adjunct Faculty are “contract employees” and that JCCC follows the “legal definition” of “Adjunct Faculty”.; that this definition is included in the Adjunct Job description. Furthermore, he stated that Adjunct Faculty need to follow the chain of command by talking to their department chairs first and then their Division Deans. Dr. McCloud sees three purposes for the Adjunct Faculty Council – first, to communicate knowledge to of Adjunct Faculty issues to the CAO office; second, to perform an advocacy function to communicate grievances and structure questions; and last, to provide a way for Adjunct Faculty to have a seat at the ABC to disseminate information as it relates to Adjunct Faculty. Rebecca and Kim will set up regular monthly meetings with Dr. McCloud to foster better communication.
- **Chairs Council:** ICC met Friday, October 21. Committee discussed the use and retention of retired-faculty resources (namely videos). Of the faculty present at this meeting, those with

consent to retain video resources are doing so via privately linked YouTube channels. Retention timeline is only a few years at most, until information is updated by current faculty. Subcommittees are continuing to meet and gather information re: teaching in multiple modalities and a chair formula proposal.

- **DEI Committee:** Dr. Bowne gave his President's address on Oct. 13, which included an update on the implementation of the strategic plan. He noted that, consistent with the budget and DEI Goal, JCCC will create an Office of Inclusion and Belonging, with a position search to begin shortly. The DEI Committee will meet Wednesday, November 2<sup>nd</sup> at 10 am in GEB 233, and will learn about the office.
- **Ed Affairs:** Course updates and edits for multiple departments - solicited participant for ABC subcommittee. Because this subcommittee has instructional and classroom implications, an instructional faculty member will be more relevant.
- **OLAC:** Nothing new to report. Next meeting Nov. 4
- **ETAC:** No update at this time
- **Assessment Council:** No new updates. Next meeting is in early November.
- **Program Review Committee:** No new updates. Next meeting is in early November. Thanks to everyone who has provided feedback.
- **IDC:**
  - Faculty replacement/new faculty proposal deadlines and process
  - The process and deadlines for replacement and new faculty positions were discussed. It was agreed that an executive summary will be added to the rationales. The summary should include historical growth of the program, specialty areas of teaching and departmental needs based on curriculum/new programs. The initial faculty position discussion will be at the November 8 IDC meeting.
  - Budget deadlines for Capital requests
  - The deadlines for the upcoming budget cycle were discussed. It is expected that the budget cycle due dates will be similar to the previous budget year.
  - Retiree Award Committee Update
  - Jim Lane reviewed the retiree award options presented to Cabinet on October 4.
  - Partial Pay Instructions
  - Updates to the partial pay instructions were reviewed.
  - Faculty on Sabbatical
  - Mickey McCloud reiterated that faculty should not serve on any college committees, grants, etc., while on sabbatical.
  - Systemwide KBOR Transfer
  - Mickey McCloud reviewed the details of the Systemwide KBOR GenEd Transfer Articulation Policy.
- Outdoor Classroom Proposals
  - Mickey McCloud shared three architectural drawings of proposed outdoor classroom spaces.
- **Faculty Development:** January professional Learning Days themes: mental health, teaching & learning, and DEI. Continued conversations about shared governance.
- **Academic Calendar Committee:** The Committee has not met since the last ABC meeting so no news to report at this time. Discussions continue at the department and Dean's level on the Fall 2024 semester and the need for a Fall Break in October to provide one week of regular classes before Finals week and after Thanksgiving Break that year.
- **Counseling:** No update at this time

- **Mickey's Office:** The Neurodiagnostic Technology program completed the accreditation site visit as of today and we are waiting for the report, but are optimistic that they will receive accreditation.