

ABC Meeting December 5, 2022

RC 253 & Zoom

3pm-5pm

Attendance: Christina Wolff, Lori Shank, Andrea Vieux, Farrell Hoy Jenab, Holly Dressler

General Topics: We will likely need to look over the bylaws about membership to ABC for the spring semester meetings. For example: There is not an official election for ABC representation in most departments because we don't know which departments are not represented until after the academic year has started. This also makes it difficult for faculty in many departments to participate in ABC without also being part of another campus wide committee such as Ed Affairs or FA.

The term length for membership should also be decided so that we aren't completely replacing the committee with each election

Membership and Officers 2023-2024

- **ADA Instructional Committee:**
 - Committee met November 10th.
 - Dianna Rottinghaus is a new member from Academic Success as Lisa Parra has stepped down.
 - Andrea Vieux presented to the committee regarding an update on the campus DEI efforts.
 - Ed Lovitt shared information on the Ally Audit of classes in Canvas as well as the importance of using course software that's accessible.
 - Chantel Braasch discussed the need to communicate early with faculty if alternative format requests are made in classes.
 - Continued discussion on testing accommodations.
 - Access Services will begin using an online form for faculty if Flexibility in Attendance and/or Deadlines is needed in a class. Members of the committee will test the form and provide feedback before launching in Spring. The form should streamline the current process for faculty while still allowing for individualization of plans based on course requirements and student needs.
 - Disability as Diversity resources were shared including Beth Gully mentioning the Cavalier Conference on Writing and Literature with the theme, "Access For, Access To: Reimagining Education for All"
 - The December 8th meeting time was moved to 1:00. Lori Slavin will give the committee a tour of the accessibility features in the CLB renovation.
- **KOPS Advisory Committee: Not able to attend Dec** Last meeting Nov 15. We will meet two times this next Spring Semester. No new information, follow-up or questions.
- **FA:** The end of semester party is a go at Quivira falls Friday 12/9 with Gates catering plus some vegetarian options.
- **Adjunct Council:** No update at this time
- **Chairs Council:** ICC has not met since the last ABC meeting. Next Meeting: Friday, December 16.

- **DEI Committee:** No update
- **Ed Affairs:** Approved new, edited and deleted curriculum. There was some discussion about how career programs can differ in their course descriptions and requirements. Sometimes they need to adhere to state mandates or their board recommendations and occasionally this can conflict with the JCCC course templates. This came up in the EMT and EMR changes that were happening. It all was approved but it highlighted how career programs answer to different entities sometimes.
There was not much in way of reports. Solicited questions regarding Mickey's new role and mentioned they were welcome to address questions to me, Andrew (chair of Ed Affairs) or Barry.
- **OLAC:**
 - In the Dec. 2 meeting, the discussion came up again about storage. Storage is now down from 56T to 29T. The group discussed a pay as you go option as well as a much larger costly option. For now, OLAC believes that we can use a pay as you go option. Ed will be deleting proctoring videos from the summer this January to free up 5T of space. What can you do? Delete any videos you know that you do not need. Go to Zoom and delete videos from the past semesters. Remember you may not use any videos that show student information or you will violate FERPA. Consider talking to Ed Tech and put your videos in a shared space so when you leave JCCC, your videos are not deleted.
 - CANVAS UPDATES: There is a new instructure roadmap in Canvas that will be easier to read. (December upgrade). Negatives? Migration is still not there. There is a "later" button and what will happen later in canvas is listed on that tab. Someone asked where are the statistics from the classic quizzes and Ed said he will look for that in settings to see if that information can be found.
 - PURCHASING ITEMS: We will still use ITP but if you have a unique purchase that goes outside of budget planning you can fill out a form in the portal (Technology Purchase Request). If you need help with this, contact Ed's department. That committee needs to use the time to look at security, accessibility, etc first and try out new software as a pilot first before making a long term purchase. (This is what is happening with Gradescope-talk to Aaron Gibbs if you have questions as his department is going to use this).
 - QUALITY CONTROL- In our OLAC meeting today we continued our conversation about Quality Online Courses and Regular and Substantive Interaction. Ed Lovitt shared the OSCQR rubric again that we have been using for a number of years to help JCCC departments review online courses, and included a link to a school website that helps explain the importance of Regular and Substantive Interaction in online courses. If you want help to make sure your online content is good, please contact Ed's office, use this rubric and talk to others who teach online. You need to make sure any online course is not like a correspondence course as you need to be an active professor. HLC requires that online courses follow standards. <https://www.esc.edu/dlis/design-your-course/regular-and-substantive-interaction/> These are part of our ongoing requirements from both the Higher Learning Commission and our membership in SARA.
 - CHEATING and copyright. A subcommittee has learned a lot more about how students are finding creative ways to not produce their own work. Did you know that there are phones that are designed to look like a calculator, but when a student opens them, they have access to chat

rooms, the internet, etc? Did you know that students can go to a website, ask for someone to take a test, or do homework for them and submit it on line and this is a huge business now? Creating assignments and assessments that are very personalized do make it more difficult for students to have someone else submit their work.

- PLD Mark Swails plans to talk more about what challenges are taking place in the virtual world. This includes copyright questions.
- **ETAC:** ETAC did not meet in November.
- **Assessment Council:** Nothing new to report.
- **Program Review Committee:** Nothing new to report.
- **Space Advisory Committee:** no new updates. Tuesday meeting has been canceled.
- **IDC:** Has not met since the last ABC meeting. There will be searches for Deans who will be retiring, but nothing substantive to report at this time
- **Faculty Development:**
 - Professional Learning Days Schedule out soon.
 - Training Planning Group—an informal group of stakeholders will meet periodically to discuss training and professional learning offerings across the campus to raise awareness, seek opportunities for collaboration, and avoid duplication of efforts.
- **Academic Calendar Committee:** The committee will meet Wednesday to approve the '24-'25 academic calendar
- **Counseling:** We are much closer to an online appointment software which we hope to begin testing in the next few weeks but will not be rolling out until January
- **Mickey's Office:** Answers to last week's questions:
In your new position, what responsibilities will no longer be your responsibilities and what new responsibilities will you be taking on? **I will be taking on a number of duties, particularly where I become responsible for overseeing all Student Success functions as well as Academic Affairs functions. Some of my direct supervision responsibilities will be transitioning off of my plate, but many of these decisions will be made as we flesh out the new alignment and reporting structure that integrates both branches into a single organization.**
- **Who will be filling the Academic Affairs position (that will serve as a Mickey direct report)?**
We are continuing to think through the best possible organizational structure to accomplish the alignment of the Academic Affairs and Student Success branches. Dr. Singh will continue to report to me on the academic side and will assume some of the responsibilities that are transitioning off of my plate. It is possible that there will be some further realignments as we look at the structure on the Student Success side of things as well.
- **Can you set some expectations as far as timelines and what we need to know.** **Dr. Bowne has set the transition to occur between now and April. I will update the branch as we make firm the timelines. What is important to note is that I will continue to represent JCCC with the Board of Regents and as of now I will continue to attend ABC regularly until/if it is determined that there is a need to change that.**
- **How does this affect Bowne's job description?** **There are no changes to Dr. Bowne's job description.**
- **Will you continue to attend ABC or will there be another person in that position?** **As stated above, as of today I plan to continue to attend ABC.**

- **What is the argument for this change (what are the pros)?** The primary desire in making this change is to create a more seamless alignment of priorities and processes between Academic Affairs and Student Success, with the hope that I can help bring a single vision for the future to this new more robust branch of the college and create a more streamlined and efficient approach to meeting the student success goals set forth by this strategic plan.
- **How do you see ABC's role in your new position?** The main question is how do we connect the academic branch with what is happening in the student success side. I predict ABC will continue to have a major role in all of this moving forward

Other Concerns: Can we address the end date for class evaluations. It currently closes on the same day that grades are due