

## **IDC MEETING MINUTES**

**June 22, 2021**

**SCI 222**

**1:30 p.m.**

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

### **Old Business**

The meeting minutes from the May 25 meeting were posted on InfoHub.

Special Project Game Development for Richard Fleming, Doug Patterson, and Steve Smith; project approved online prior to the meeting

Position Replacement: Administrative Assistant Dental Hygiene; position replacement approved online prior to the meeting.

### **New Business**

Guest: Dr. Tiffany Bohm

Mickey introduced Dr. Tiffany Bohm, a doctoral student he is mentoring from KCKCC.

Guest (1:30): Sheri Barrett – Vitality Reports

Sheri discussed the Vitality report as part of the Program Review process. Migration of data to the new/upgraded software program will occur on July 7. She reiterated that her office is available to answer any questions during scheduled training opportunities or one-on-one as needed.

Guest (2:00): Gavin Cotsworth, Laura Radke, Rachel Haynes, Susan Rider and Joyce Scheck – EPAF Update

Laura Radke led a discussion with the deans about the implementation of the dynamic form and EPAF process for supplemental contracts at JCCC. She asked for positive and negative feedback about the implementation of the new process and suggestions for improvement. It was agreed a glossary of terms and a work-flow schematic would be useful. She and her team view the process as dynamic and are open to process changes/improvements over time. The deans discussed the distribution of responsibilities between the division admins, HR staff and payroll staff for completing both the dynamic form and the EPAF.

Canvas Ally (Vince)

Ally went live in May 2021 with training available during the summer of 2021. The comprehensive training module is extensive and requires approximately sixteen hours to complete all of it. The ADA Instructional Committee is discussing the core training requirement and minimum baseline competency as the product is rolled out to the campus. The Committee will make a recommendation to IDC in September for consideration.

#### Zoom Enhanced Classrooms (Vince)

The first few Zoom Enhanced Classrooms are being used with positive reviews. Vince is arranging a demo of one of the classrooms for IDC. This hybrid technology allows for eligible students (quarantined, illness, etc.) who are unable to attend class in person to attend remotely. Any instructors who are scheduled in these room need to add clear expectations for appropriate use to their syllabus.

#### Academic Integrity Remediation (Vince)

A Coordinator of Student Rights and Responsibilities has been hired by Student Success & Strategy to maintain student's institutional records, particularly as they pertain to academic integrity. This will provide a comprehensive record any of infractions in a centralized location. The Academic Support division will provide educational remediation assistance to students when requested by Pam Vassar's office.

**Action Item:** Anne will arrange for Justin McMillan to attend a future IDC meeting for introductions.

#### Canvas Basic Course Shell Quality Preview Process (Vince)

The deans continued the discussion of the expectations for chairs to be monitoring online Canvas course shells. It was agreed this is intended to be a spot check or targeted monitoring, not a comprehensive review of every online course shell. IDC will provide OLAC a response regarding this process by September.

#### International Travel Approval Process (Vince)

As faculty and staff begin to resume travelling, a waiver form is being added to the approval process. Fully vaccinated travelers will complete a waiver for those destinations still classified as Level 3 or 4 risk by the State Department.

#### SET Update (Jim)

Jim reviewed strategies being considered to increase enrollment and the impact the pandemic is still having on enrollment/cancellation best practices.

#### External Websites

The deans discussed the appropriateness of external websites being used in courses. Additionally, the accessibility of the sites for all students needs to be considered.

**Action Item:** Vince will take this concern to OLAC and the ADA Instructional Committee for discussion and will report back to IDC at a future meeting.

The meeting adjourned at 3:45 p.m.