

ABC Meeting September 25, 2023

RC 253 & Zoom

Attendance: Christina Wolff, Jamie Cunningham, Andrea Vieux, Vincent Miller, Emily Sewell, Beth Gulley, Jim Leiker, Brett Cooper, Jessie Simpson, Lori Shank, Carol Smith

General Items:

- **Elections** While ABC chair and Vice Chair elections are not until next semester, please start thinking about it now. We will be reminding people each meeting so we don't forget.
- **Meta-Majors (Andrew Lutz and Natalie Alleman Beyers) Presentation:**
 - This work dates back to a summer 2022
 - The idea is to focus less on getting new students enrolled at JCCC and more on making sure that students who have enrolled are successful in completing their goals – whatever those may be.
 - This focuses on better onboarding students and increasing the number of student who complete a program (for transfer or employment)
 - *Meta Majors* are one of the ways that we will be attempting to accomplish this
 - Meta Majors/Areas of Interest are larger area of study that contain multiple similar academic and career fields
 - There are currently 7 Areas of Interest in the draft that the committee is asking for feedback on. There is also an *Exploratory* “path” that directs the student to additional resources
 - In addition, there is to be an “explore your interests” page for JCCC with clickable links to information about what is involved in each of these areas of interest and the classes/careers associated with each Area of Interest.
 - The goal is to embed these in the new Catalogue as well as Banner
 - This will also need to interface with other strategic planning goals such as “Plan my Classes” Application for admission, etc.
 - Areas of Interest (current draft):
 - Arts, Design, Humanities & Social Sciences
 - Business, Hospitality, & Professional Services
 - Communication and Language
 - Computer Sciences & Information technology
 - Healthcare, Public Safety & Wellness
 - Industrial Trades & Transportation
 - Science & Mathematics
 - Star Triscornia: *Counseling has been using “Clusters” for the past five years to assign students to the proper counselor. This has been a manual process that she has been doing for the past 5 years.*
 - Natalie Beyers: *We are working on taking away the manual component. This will not replace the current clusters, but we are taking them into account while we are working on creating these. We do have a representative from the counseling office on the committee to help us with this process.*

- Gurb: *There will also be a mandatory advising piece that will need to fit into this as well.*
- Star Triscornia: *It sounds like it will be very confusing for students to have two sets of Clusters/Areas that do not match up. There needs to be some consistency between departments. 2500 students were just assigned a Cluster. How will it work for them to have a new set of Areas once this goes live.*
- Jim Leiker: *How is mandatory advising going to work? Is that going to fall under the Counseling umbrella – do we have enough personnel to handle that change? Or do we see some of this falling to the teaching faculty? I also have an objection to the idea of putting students into a box as soon as these young people get to college.*
- Gurb: *We are currently working on who should do advising and who gets advised and there is still a lot of that in discussions with Alex Wells and the subcommittee that focuses on Mandatory Advising. The goal of this is to get students through college as efficiently as possible. While we feel the importance of the need to “explore” when students are getting out of high school. This model is to help students who know what they want, find what they need to do as easily as possible.*
- Andrew Lutz: *We are all struggling with the lack of exploration. But the research shows that this model leads to better student retention. Anecdotally, I do see a lot of students with a lot of “wasted” credits that are not helping them achieve the goals that they have when they come here. Students are also able to change between Meta Majors so they are not trapped in a path, we just want to provide a path of some kind for students who can get lost easily.*
- Andrea Vieux: *I appreciate all the work that has gone into this. This also looks consistent with how our academic branch looks. But these divisions we divide up into for the Academic Branch may not be the most logical way to divide up these areas for students. This also assumes that students understand our definitions of these areas. Do they know that if they want to study “history” that they should click on “Arts, Design, Humanities & Social Sciences”*
- Andrew Lutz: *We are trying to keep this around or below the “magic number” of 8. At which point the choices begin to get too many to be helpful. We are also looking at how other schools are using these terms/names.*
- Star Triscornia: *why was the current system of clusters (with its years of work involved) not used as the basis for this?*
- Andrew Lutz: *That was considered, but the committee felt that the Academic Division structure was the most intuitive for students.*
- Farrell: *There is also work being done in this area with the Light the Fire committee, so some of these questions may be answered as that committee's work is brought forward in the future.*
- Natalie Beyers: *This won't necessarily be for all JCCC students. This is for the large pool of students who come into JCCC with a goal, but are not reaching completing any sort of certificate or degree even though that was what they declared they wanted upon coming into JCCC.*

- In the interest of not spending much time on any one topic, we will wrap up this discussion at this time. We plan to continue this discussion in a future meeting after the committee has had time to consider this round of feedback and questions
- **HR Committee – Process Update Plan** There has been an ask for faculty representatives for a committee to develop the HR processes that the college will use going forward.
 - Barry and Jamie as the ABC officers are a default choice for these types of committees, but we wanted to see if there were other ABC members with an interest in participating.
 - If you are interested, please email Barry or Jamie.
 - There needs to be a clear division between ABC/faculty representation and FA/Union representation on this comm
- **Ed Affairs Subcommittee on AI Syllabus Language** – An email will be coming out requesting departmental syllabus language on technology and academic integrity, as well as a request for technologies faculty are interested in/concerned about related to machine learning/artificial intelligence/etc.
- **Historic Catalog Search Access**
 - Overall this feedback has been pretty supportive of this, what concerns are there?
 - Emily Sewell: *There is some mixed feedback. Faculty were not happy about their own schedules being listed for the public. We can easily list section times without listing faculty names or locations*
 - Amanda Glass: *Does the public need access to all the information? Some of this information is very useful (modality, frequency of the sections) but some information is not needed.*
 - Barry: *We will need to look at what information the software can provide, what it can mute/repress, and IF this is something that we want to pursue, we need to start looking at what deliverable can be.*
 - Jim Lane: *The Class Search Committee will need specifics about how many semesters back we need to list, good rationale for WHY this information is needed for the public to view and finally, what specific information should be provided.*
 - Barry: *thank you for all the feedback. I am going to compile the support and the concerns and make the ask. We will bring this back for discussion as we know more.*

Reports:

- **College Council** Continuing to work on and promote focus groups for study on communications at JCCC. Chris Gray discussed the closing of the JCCC Listserv with us and how its continued existence as a JCCC channel presented liability concerns we cannot internally house. Asked if we could mention additional unofficial communication channels in meetings: information about these groups can be shared but not endorsed.
- **Adjunct Council** Kim Fuller: The 2nd annual Synergy meeting was a few weeks ago and was well attended. Hopefully this helps the adjuncts feel less out of sync with the opportunities offered to FT faculty. At this point we are just trying to find people to serve in these committees.

- Andrea Vieux – *because we are not compensating adjuncts for their committee work, we are finding it difficult to find people who want to do free work. Because of the system we have set up, we are losing the voice of a significant portion of the faculty*
- Barry: *this is not a question we will put Gurb on the spot...today*
- Jim Leiker: *this campaign has been fought, and recently and we lost. It is not that we haven't tried to make progress in this arena.*
- **Instructional Deans Council**
 - Construction Update: Rachel Lierz, Tom Hall, and Jeff Hoyer
 - The principles that guide space planning on the campus and the cost of keeping a building operating including fixed costs was reviewed. Rachel outlined the sources of input for decision making. A sequence of campus moves was reviewed including timing, backfill plans, swing space utilization, renovation schematics, and temporary moves. Active Learning Classroom totals and outdoor classroom renderings were reviewed and a preliminary list of future projects for the facilities master plan was shared. Updates to the plan will be shared with IDC annually.
 - Meta Majors: Andrew Lutz & Natalie Alleman-Byers
 - Seven meta-majors or areas of interest have been drafted to assist students as they explore programs at JCCC. The committee was tasked with defining the meta-majors, creating an associated web page, identifying common courses in each meta-major and how the meta majors will function at JCCC. The committee is now requesting feedback from the academic branch and students to finalize the meta-majors and determine how they will interface with other JCCC systems and applications.
 - Refining the list/titles of meta-majors and or mirroring them with what verbiage high schools are using was discussed. Draft sample web pages were reviewed. The deans will send Natalie or Andrew their comments/suggestions.
 - HLC & College Now Credentialing Reminders
 - Shelia reviewed a few reminders related to College Now faculty credentialing. A summary is below:
 - When a high school faculty member is enrolled in a master's degree in a specific discipline at an accredited institution, JCCC will accept the entire degree. On the HLC Compliance Plan, the graduate courses will be noted in the sequence they will be taken. There is no need to parse out specific courses for approval.
 - A high school faculty member, who does not currently have graduate credit, may be approved for an HLC Compliance Plan, provided there is sufficient time to complete the appropriate graduate coursework or master's degree. Given that graduate programs are offered in various formats and timeframes, this approval may be granted on a case-by-case basis. Please consult with the Early College Office before a final decision is made.
 - When high school faculty are considering which graduate courses to enroll in to meet the 18 graduate hour requirement, graduate courses that are

focused specifically on teaching at the high school level do not meet the graduate course requirement.

- When graduate course syllabi need to be collected and reviewed by Deans/College Now Liaisons, the Early College Office is available to assist with collecting documentation from colleges/universities and distributing to JCCC division personnel.
- Stop Day
- Stop Day limits and exceptions were discussed.
 - Action Item: Jim will add Stop Day to the next Calendar Committee Agenda.
- Hiring of Out of State Faculty
- HR is developing a policy for hiring out of state faculty.
 - Action Item: Gurb will work with HR as the policy is being developed.
- Full-time temp – Hiring Process
- The process for communicating the details of a FTT contract by HR to faculty needs to be improved. The calculation method for a FTT contract needs to be updated to reflect hours taught and the adjunct hourly rate.
 - Action Item: Gurb will coordinate with HR as they improve/update the process.
- KCOG – Update on Reps
- Faculty have been identified and registered for the October 6 KCOG meeting.
- Classroom Capacities
- Class size caps and room capacity were discussed.
- Academic Master Plan
- Gurb shared a draft of the Academic Master Plan.
 - Action Item: Anne will add the document to Teams. The deans will add comments and Vince will compile the comments for further discussion. The Plan will be added to the October IDC agenda.
- James Leiker: *Did we cover the HR policy re. out of state hires? I have a question about that.*
- Gurb: *HR is working on assessing how we assess taxes for folks working out of state. HR does not have enough staff to work on this project at this time. Once we have hired people in HR to do this work we should be able to figure out the payroll processes that need to be in place.*
- **Faculty Development**
 - Once Upon an Artifact, Wednesday, September 27, 5:30 pm
 - <https://www.jcprd.com/1878/Once-Upon-an-Artifact>
 - A collaboration between JCCC faculty and Johnson County Arts & Heritage Center
 - Free and open to the community!
- **Online Learning Advisory Committee** nothing to report. Next meeting is October 6. I will be at KCOG so I will update with minutes I read from OLAC or will ask someone else to attend ABC.
- **Instructional Chairs Council:** ICC met Friday, September 15. Farrell Hoy-Jenab discussed resources available to Chairs on the new JCCC Training & Professional Learning Hub. The chair

formula subcommittee provided a brief status update, as they transition from working with Dr. McCloud to Dr. Singh. Next meeting will be held Friday, October 20.

- **Educational Technology Advisory Council** No representative is available at this time
- **Diversity, Equity, & Inclusion Committee:** Has not yet met, but the Office of Inclusion & Belonging is having a Welcoming Reception on Friday, October 6th 11 AM – 12 PM in the Co-Lab (OCB 100P). The reception is welcome to all. Because refreshments are provided, a head count would be helpful. Email aglass9@jccc.edu for a calendar invite if you would like Amanda to forward you the invite, and to let the office know. The itinerary for the reception is as follows:

11am-11:15am	Time to Connect
11:15-11:30am	Formal Presentation and Welcome
11:30-11:45am	Q&A Session
11:45am-12pm	Time to Connect

- **Metrics Strategic Plan**
 - Hasn't met this semester.
 - Still need an ABC person / rep.
- **Assessment Council** - met for the first time this semester and reviewed basic elements/questions related to assessment of student learning at JCCC. It was a refresher designed to provide context for new committee members and coherence to last year's work. The question of "what is the charge for this council" was asked by a committee member. The committee plans to meet three additional times this semester... 10/12, 11/9, & 12/14 at 10 am in GEB 264.
- **Educational Affairs** No rep at this time
- **Faculty Association**
 - Next meeting this Thursday, September 28 at 3pm. Marquis Harris, Executive Director of Inclusion and Belonging will be attending to talk about his role and vision.
 - We are doing contest to redesign our logo. Info and submissions in FA Canvas. Deadline this Sunday, September 30.
 - Looking for a venue for December gathering. Ideas? Send to Dr. Irene Olivares.
- **KOPS Advisory Committee** - KOPS Advisory Committee met on Tuesday, September 19 at 9:00am. The first topic discussed was the Disaster Lifecycle. If we can mitigate and prepare well, it lessens the time for response and recovery. Next topic discussed was summer preparedness exercises. On June 1, 39 Crisis Management Team members and 6 community partners participated a Crisis Management Team tabletop exercise that focused on strategy and decision-making to support local preparedness, response, and recovery operations and familiarized players with emergency management concepts. On June 27, a Disaster Recovery tabletop exercise was performed that identified a real-world scenario and utilized the documented JCCC DR Plan to recover our on-premises Active Directory instance to an operational state. Fire Drills were conducted at the Main Campus, OHEC, West Park and a safety walk through was done at Center of Grace. We have three new ALICE instructors to add to the team, Police Officer Jacob Petree,

Police Officer Deb Guieb, and Carissa Sadique. We next discussed other preparedness activities that have taken place on campus; Cav Craze, FEMA L363 training – 16 new Crisis Management Team members, Fire Extinguisher training, National Preparedness Month, and after-action meetings (Network Outage and Auto Theft). Lastly, we are seeking Ambassadors for Preparedness. Please represent your areas by sharing safety information from the committee and others. All ideas are welcome! Next meeting is scheduled for November 14 at 9:00am.

Lastly, **is there anyone from ABC that would like to fill in at KOPS Advisory Committee for Tonia Hughes while on sabbatical. The Committee meets quarterly. Please let Alicia Pacer know if you are interested**

- **Calendar Committee:** The committee has not met since the last meeting so no news to report at this time.
- **ADA** - met for the first time this semester and had two guests attend. Shelli Allen, EVP Student Success & Engagement/ADA Coordinator met members. Marcelle Cooper, Director of Testing Services, discussed changes to processes in Testing Services and fielded questions from the committee. Ed Lovitt shared information about the external vendor that's been secured to provide accessibility audits of new technology that has a high impact on the college community. The committee will meet again on October 12th.
- **Counseling:** Plan My Classes (PMC) is opening up to all new students in CTE programs beginning October 17th. Counselors are currently working and adding educational plans in PMC.
- **Office of the CAO:** I want to encourage everyone to send comments on the Academic Strategic Master Plan to their deans by **Oct 5th** so that we have time to compile that information prior to the next IDC meeting is Oct. 10th.
 - Math Pathways update: This was discussed at KBOR last Wed. The newest topic dealt with standardizing cut scores and placement scores for multiple measures for Math as well as English and Reading

Division Items: