

ABC Meeting September 11, 2023

RC 253 & Zoom

Attendance: Christina Wolff, Emily Sewell,

General Items:

- **Marquis Harris** – Inclusion and Belonging
 - Introduce Emily Tresner to the office of Inclusion and Belonging
 - The office now has a website through JCCC with the mission statement.
 - He can be contacted at:
 - [Marquis Harris](#)
 - [Executive Director, Inclusion & Belonging](#)
 - [913-469-8500, ext. 7811](#)
 - [Location: COM 200](#)
 - [Email: Mharr127@jccc.edu](mailto:Mharr127@jccc.edu)
- **ABC Meeting Structure** –The membership of ABC has expanded by adding division reps and ending the ability of a single person to represent multiple groups/committees.
 - With the increase in membership we are slightly adjusting the plan for the meeting
 - The meeting will contain three parts:
 - General Items
 - Committee Reports
 - Any Division Concerns
- **Anonymous Issue Reporting** – We're now setting up a system in the style of Staff Council's. An announcement will be sent out when it is ready.
- **Testing Center** - Faculty can now submit exams to the Testing Center 48 hours before the testing window/date. When the test is submitted through the Testing Services Request in Canvas, the student will receive an email letting them know that they can schedule. This means that faculty must enter the student's email address under the Restrictions section. Students can now schedule for exams 24 hours before their desired test time.

Reports:

- **College Council** – College Council met over the summer but has not met yet this semester. The subcommittee on communication is preparing for focus groups to gauge campus perspectives on shared governance, communication, and interdepartmental concerns. These will run in October. The full College Council also discussed communication related to the JCCC Listserv's sunseting.
- **Adjunct Council** –No update at this time-
- **Instructional Deans Council**
 - Employee Engagement Results

- John Clayton and Rachel Haynes reviewed the Employee Engagement Results at the JCCC and Academic Affairs levels. They asked the IDC to share those with their divisions.
 - New Faculty Orientation Curriculum Update
 - Megan Doyle, Ted Rollins, Farrell Hoy Jenab reviewed updates to the New Faculty Orientation Curriculum.
 - Application/Admission/Acceptance/Enrollment Data Reports
 - Gurb talked about the Application Reports showing Admission/Acceptance/Enrollment Data. IDC agreed to sharing this data with program faculty and chairs.
 - EthicsPoint
 - Gurb talked about how EthicsPoint is used with student complaints.
 - Class Max
 - Gurb talked about how class max numbers operate across divisions.
 - Efficiency Rates
 - Gurb talked about class section efficiency rates. IDC will analyze the data using current reports and use them to make efficiency decisions.
 - Academic Affairs Strategic Plan
 - Gurb talked about how the branch will work on the Academic Affairs Strategic Plan during the upcoming academic year.
 - New Program: Registered Medical Assistant
 - Lenora provided an overview of a new program proposal for a registered medical assistant. She asked the deans for their input on the proposal as it is developed.
- **Faculty Development—**
 - Faculty Fellows: Lisa Cole (Accounting), Megan Doyle (College Success), Scott Gilmore (Constructive Management), and Ted Rollins (English)
 - CTL space to be located in LIB 372.
- **Online Learning Advisory Committee**-New members were welcomed. Things are getting better for New Quizzes, you can export quizzes and allow students to build on the last attempt. If a student is in Canvas that was dropped in EASI contact Tech Support. Vince Miller discussed RSI again with Ed Lovitt to discuss quality online content. AAC wants to put a button in Canvas for announcements. Use ? For help in Canvas and the goal is to update this information as needed. Meeting time will now be at 1PM on Fridays.
- **Instructional Chairs Council:** ICC's first meeting will be Friday, September 15.
- **Educational Technology Advisory Council** no rep chosen yet, but will meet later this week.
- **Diversity, Equity, & Inclusion Committee** This committee has not yet met this semester
- **Metrics Strategic Plan** This committee has not yet met this semester
- **Assessment Council** – Has not met this semester.

- **Educational Affairs** – There has been a meeting and has approved curriculum. The selected rep was not able to attend the ABC meeting times and they are working on getting a new ABC rep. They have been tasked with writing up some syllabus language for AI and will also be working on the guided pathways project as it continues to develop
- **Faculty Association** – Met Thursday, August 24. Andrea gave some updates on the Board meetings, and college council discussions. General discussion of ongoing items like logo contest, membership engagement, how will the FA communicate, December party, and discussion of looming negotiations.
 - Board meetings (both committee meetings and regular meetings) are now in WCMT 111 (due to construction on the 1st floor of GEB). Meetings will not be live zoomed but will be recorded for YouTube. Folks can also attend in person.
 - Logo Contest – FA needs a new logo. FA members submit entries in the FA Canvas.
- **KOPS Advisory Committee** – Next quarterly meeting is scheduled for September 19 at 9:00 a.m. Will report out next time.
- **Calendar Committee** – The Academic Calendar Committee did not meet over the summer and is not scheduled to meet until later this Fall (October). We will start working on the 2025-2026 Academic Calendar for approval in December and Board submission in early January. Caveats would be given to any changes made to the Master Agreement during the Spring of 2024 which could affect the AY 25-26 Calendar.
 - **Considerations for building the academic calendar:**
 - **Requirements**
 - Master Agreement specifies the number of instructional days, contract days, professional development days, in-service days, and curriculum development days. Currently, the number of days are as follows:
 - Total Contract Days (179)
 - Teaching Days (155)
 - In-Service Days (10)
 - Curriculum Development Days (5)
 - Professional Development Days (9) – 6 directed, 3 individualized
 - Holidays are set by the Board of Trustees policy for staff. – 14 total currently
 - **Guidelines**
 - Spring Break is typically scheduled the eighth week of the spring semester and is in alignment with KBOR regulations and our partner 4-year Regents institutions
 - Beginning the Fall semester on a Monday and the Spring semester on the Tuesday after MLK Day are priorities in developing the academic calendar.
 - Allowing enough administrative processing time before and after each semester is a prime concern.
 - Commencement works best on a Friday due to secondary schools and area university commencement schedules.
 - Thanksgiving break and the winter holiday break are a part of the planning process.
 - Summer school is eight weeks in length and generally begins on the first Monday in June.

- The number of instructional days may vary between semesters due to calendar fluctuations.
- Academic Calendar Committee makeup should include teaching faculty, instructional administration, and representatives from Student Services, Staff Development, Continuing Ed, Human Resources and Athletics due to vested interest in dates throughout the calendar year.
- **ADA** – Committee meets for the first time 9/14/23. Beth Gulley will be new representative to ABC.
- **Counseling** – Just wrapped up enrollment peak time. Counseling saw 3,984 students between the weeks of 7/31/2023 - 8/28/2023. We are also currently assigning 2,224 students to counselors based on cluster/major. These are students who completed the Pathways survey from late May through the end of August. Counselors will pick back up on training in Stellic's Plan My Classes (PMC). Counseling's Fall Retreat is scheduled for September 21. We will be off campus but will be available for student crises that may arise.
- **Office of the CAO**
 - There are not a lot of updates for today, but there is upcoming news on Math Pathways and a few other items that are still in flux at the moment

Division Notes

- **Division** – description of items
- Communications. FL professor asked if we will have past classes schedules listed on our website for the public to access?
 - This is apparently something that other institutions will do. Once classes start, it is difficult for people from the community to see what courses we offer. This way interested people can get an idea of what courses are offered, when and how many sections
 - Jim Lane and Leslie Quinn may be a good place to go with this as they are on a committee that deals with the class schedules.
 - To reduce confusion, courses that students cannot enroll in are currently hidden so that students are not confused about what they can enroll in (so only late-starts and half semester courses that students are still able to enroll in are visible)