State Faculty
Advisory Council

MEETING MINUTES
Friday, December 4th, 2020
WebEx
9:00am-2:00pm

I. **WELCOME/ATTENDANCE**
   A.   Members Present: Amy Braziller (RRCC) Chair, Daniel Grafton (MCC) Vice Chair, Jenai Rutledge (ACC) Recorder, Kelly O'Dell (CCA), Andy DeRoche (FRCC), Kent Ross (NJC), Travis Parkhurst (PCC), Deidre Schoolcraft (PPCC), Becky Sporer (OJC), Rhonda Schoenecker (TSJC), Nicholas Swails (CNCC), Joe Shields (LCC), Shirley Smith (CCD)
   B.   Members Absent: None

II. **CHANCELLOR JOE GARCIA CCCS**
   A.   CCD new president has been announced: Dr. Marielena DeSanctis
   B.   President searches are underway for CCA, ACC, CNCC
   C.   New board member representing 4th congressional district: replacing Russ Meyer, Kathy Shoal will take over– appointed by Governor
   D.   CCD has been designated as the provider for CE course offerings for all DPS schools
   E.   Legislative agenda item initiated by Trinidad State, Otero, and Northeastern "junior colleges" to remove "Junior" from the names of the schools.
   F.   COVID Updates
         1.   Per current public health data related to COVID incidence and prevalence in the state of Colorado, normal operations cannot be safely resumed. Remote operations will continue into the spring semester.
         2.   Each institution in higher education is able to make its own decisions about offering classes and resources, in compliance with state regulations and instructions.
         3.   Rapid tests that were promised last month to CCCS institutions may not be available as expected due to shortfalls in tests provided by federal organizations.
   G.   Enrollment status: nation-wide averages for community college enrollment is approximately 9-10% down, system enrollments follow a similar trend – shortfalls are especially prevalent in first-gen, low-income, and minority students.
   H.   Is there a way that the system is working to address burn-out related to the pandemic? Accepting ideas – something we are all working to address.

III. **SFAC BUSINESS/DISCUSSION**
   A. Welcome Rhonda Schoenecker (TSJC) to SFAC
   B. November 6th SFAC minutes approved
   C. New Business
         1.   System budget is being developed – SFAC will put forward the request for compensation for exec committee positions by system and ask to include compensation procedures in SFAC bylaws.
         2.   EAB Navigate – presentation for February meeting to discuss concerns/challenges

3.   2021 SFAC Guests – discussion about who the committee would like to meet with in spring.

4.

5.   Evaluations – some schools have made local modifications to the process, though it is still required system-wide.

D.   Meeting times – Should spring meetings be held 9AM-2PM? Or should we eliminate the break and try to go straight through? SFAC members indicated the 9AM-2Pm schedule is preferred over other options.

IV.   **DR. RYAN ROSS—Associate Vice Chancellor Student, Equity & Inclusion**

A.   Equity Workshop Dec 15 1-3PM with Dr. Nita Mosby Tyler. Focus will be for how to use an equity lens for policy/decision making.

1.   Invitation: "Please join Dr. Ryan Ross of the CCCS office of Equity and Inclusion in hosting International Diversity, Equity, Inclusion, and Human Resources expert, Dr. Nita Mosby Tyler in exploring, understanding, and engaging in using an Equity Lens to make decisions, as well as, develop and reform policy, practices, and procedures. This event is open all and highly suggested for those on college equity councils and roles that encompass the creation of policy and procedures.

Fall 2020 Student Affairs Toolbox Series

Tuesday, December 15th, 1pm-3pm"

Register Here

B.   SP 4-30 Student Code of Conduct – recommendations will be forwarded from the CCCS office of Student Equity & Inclusion regarding sanctions – create a unified code that is consistent but that allows flexibility.

1.   Major change: "Student Code of Conduct" will be renamed "Student Behavior Expectations and Responsibilities Document"

2.   Other changes are geared towards enhancing restorative justice opportunities.

3.   Approach to academic integrity remains mostly unchanged – invited SFAC to examine this aspect of the document in collaboration with Dr. Ross to improve consistency across the system. SFAC agreed to participate in initial conversations about developing consistent practices.

4.   SFAC Question: Will training around restorative justice philosophies be provided for faculty? Answer: Yes, some trainings will be provided initially via videos, and possibly through training events when on-campus interactions resume.

V.   **DR. LANDON PIRIUS – Vice Chancellor for Academic and Student Affairs**

A.   CCCOnline Strategic Plan

1.   SFAC requested the names of the project workgroup be released publicly so that faculty may contact team members if questions arise. Document containing task force members along with subcommittee topic details was presented.

2.   Discussion of SFAC Questions:

a)   Course template – how much will be required to be consistent? There is no intention to continue the master template format that is currently a part of CCCOnline. But there will be a push to ensure structural/navigational pieces of online courses be made more consistent across colleges. Base-level of support/structures to be determined by the task force subcommittee.

b)   Enrollment challenges – how do students register? How will course scheduling work? How will we provide support? Competition for courses for

students/between colleges? There will be coordination in scheduling rather than centralized scheduling.

       c)   Rural colleges – how will course offerings at rural colleges be impacted by these changes? Rural college consortium may be able to bring some of the unique, more specialized coursework offered to the metropolitan colleges – not just vice versa.

       d)   Academic Misconduct/Code of Conduct issues? How will these be handled in the new online environment? Will need to work through and establish best practices. CCCOnline currently routes misconduct back to home college. Due to some of the drawbacks related to this, other practices likely need to established.

B.   Board and System Policy revisions scheduled for this year
       1.   In-Progress:
            a)   SP 3-65 Sabbatical Plan and Report - underway
            b)   BP/SP 4-30 Student Discipline - underway
            c)   BP/SP 4-31 Student Grievances -underway
       2.   Revision work beginning Spring 2021:
            a)   SP 9-41 Assessment for College Readiness
            b)   BP/SP 9-42 Prior Learning Assessment
            c)   BP/SP 9-72 Transfer of Post-Secondary Credits from ATCs
            d)   BP 9-20 Academic Master Plan
            e)   SP 4-120b Student Disability Services
            f)   BP 4-25 State Student Advisory Council
            g)   BP/SP 4-32 Student Email
            h)   BP 4-50 Student Government
            i)   SP 4-120b Student Disability Services

C.   Enrollment Data Observations – review of detailed report/aggregated data within the system
       1.   First-Gen and Pell-eligible students are where some of the greatest deficits exist
       2.   Proportion of Guest/Visiting students has increased over 30% system-wide

D.   Annual Developmental Education Report – copy provided to SFAC representatives via email
       1.   No more than 10% of students are taking stand alone dev-ed courses by 2022
            a)   Started above 10% when legislation mandating a move towards co-requisite education models, away from standalone dev-ed classes.
            b)   During AY19-20 approximately 6.7% of students are taking standalone dev-ed courses.

E.   Instructor Advisory Council – is meeting monthly. Plans to meet with SFAC at some point during the year. Schedule of IAC meetings will be sent out to facilitate coordination.

VI.   **ANGELA GRAMSE—General Counsel**

A.   Approach to reviewing and updating policies and procedures – a 5-year review cycle of all board and system policies has been implemented, starting this year.
       1.   Review of policies to select policies to review/revise related to current system priorities.
       2.   Assigned system executives to coordinate revision efforts within each division of system leadership.
       3.   How policies and procedures are revised will be specific to the division reviewing them.

        4.   SP 3-31 Faculty Evaluation– review is complete and revisions have been approved, waiting for final signatures from Chancellor Garcia.

B. HR Compliance Requirements

        1.   Equal pay initiative (Effective Jan. 1, 2021). All positions must be announced internally and cannot be filled through direct appointments

                a)   SFAC Question: Can interim positions be filled via direct appointments? ANSWER: (per Christina Cecil 12/7/2020) "The short answer is No. But as I believe she mentioned, HR is working on operational guidelines to establish some consistency across the system in regards to what must be announced and how. I suspect that this is one of those items that would be addressed in that guideline. "

                b)   Can work positions be redefined without posting a new position internally? Depends on 'promotional internal opportunity' related to the changes.

        2.   Healthy Families and Workplaces Act (Effective Jan. 1, 2021) – provides sick leave for 2 categories of workers: part-time instructors & hourly employees. For every 30 hours worked, earn 1 hour of sick leave with a max bank of 48 hours. Accrual begins at start of employment – no minimum accrual of hours needed to earn the leave. Sick leave under these provisions does NOT have monetary value.

                a)   Main challenge? How do we account for instructor work hours for whom we do not calculate hourly time? Definition for calculating leave has been provided by the department of labor.

                b)   Instructors will be granted an initial sick leave balance of 22.5 hours up front. Long-term, changes in banner will eventually allow for approval of sick leave and accumulation of hours that more closely follows actual workload.

        3.   Colorado WINS (Workers for Innovative and New Solutions) – unionizes classified employees. Collective bargaining has begun to negotiate a partnership agreement. Within the classified group, only a select set of personnel are included and covered by this

C. Web cam requirements in the remote learning environment

        1.   Summary of questions: Can we require students to have them on? Is it discriminatory to require this one way or the other? Bandwidth issues may make it difficult to require or allow video participation.

        2.   No legal concerns about requiring or not requiring students to be on camera

                a)   Provide clear expectations in syllabus to explain requirements related to on camera participation

                b)   Ask students to reach out with concerns about being on camera

                c)   Address concerns on a case-by-case basis

                d)   Recorded lectures should be done carefully and student identities should be protected if content is posted online.

                      (1)   For further related information refer to: BP/SP 19-50 – specifically the sections related to Covert vs. Overt Recordings and Classroom Recordings

                      (2)   Be mindful of where recordings are stored

                      (3)   Ensure there is a good reason for recording

VII. Adjourn (2:00pm)