



MEETING MINUTES

Friday, December 1, 2023

Remote on WebEx

9:00am-3:00pm

- I. SFAC Call to Order/Welcome
 - A. Members Present: Travis Parkhurst, Chair (PCC), Ewan Magie, Vice-Chair (MCC), Ellie Camann, Recorder (RRCC), Erica Henningsen (ACC), Catlyn Keenan (FRCC), Kelly Zepp (CCD), Kelly O'Dell (CCA), Becky Sporrer (OC), Brian Gauck (LCC), Joe Miller (PPSC), Nathan Robinson (NJC), Todd Ward (CNCC), Paul Boone (TSJC)
 - B. Members Absent: None
 - C. Guest: Dana Trujillo, State Instructor Advisory Council (SIAC) Co-Chair

- II. DR. LANDON PIRIUS, CCCS Vice Chancellor for Academic & Student Affairs
 - A. Landon Pirus Named President-Elect for RRCC!
 1. SFAC congratulations and expressions of how much he will be missed by us
 2. Position starts March 18, 2024
 3. Discussion of search process for president from faculty perspective
 4. Concern about lack of a faculty-only forum with the candidates at RRCC, unlike previous president searches
 - B. State Instructor Advisory Council (SIAC) Updates
 1. Ewan met with the two co-chairs
 2. SFAC would like to work with that group more often on common goals
 3. They have been having a lot of discussion about instructor pay discrepancies
 - C. Common Instructor Pay Discussion
 1. Mark Superka asked all school CFOs to figure out how much it would cost to get: (A) all schools up to metro average instructor pay; (B) rural schools up to Pueblo rate; (C) rural schools up to 13% less than metro colleges
 2. Depending on the numbers, strategy can then be determined as how to achieve change; there seems to be a desire to eventually have a common rate
 3. Concern: even if common pay is implemented in long-term, still the short-term issue of rural schools not being able to staff online classes because instructors going elsewhere for higher pay, which could lead to lack of future allocations
 4. How could this common pay initiative be funded, especially during a time when the expected budget from the state is not looking promising?
 - Subsidized by system, school reserves, etc. each of which has difficulties and ramifications



- D. Presentation of Shared Governance BP and SP to Presidents
 - 1. December 12 during 12:00-4:00 remote meeting
 - 2. SFAC representatives Catlyn Keenan and Travis Parkhurst will lead initial presentation and be assisted by Ewan Magie, Kelly Zepp, Joe Miller, Becky Sporrer
 - 3. Will have about 15 minutes on agenda to give brief overview and then answer questions and discuss. Landon and Danen will assist as needed.
 - 4. Presidents will receive clean copies of documents in advance.
 - 5. Chancellor has previously made a strong statement to Presidents supporting that this SP remain focused on faculty, as shared governance is traditionally defined
 - 6. Will receive feedback from Presidents for any final round of revisions both during meeting and via email by the end of that week
- E. Expected Spring Revisions of BP/SP 3-20: Due Process for Faculty
 - 1. Christina Cecil, CCCS Chief Human Resources Officer, is taking lead on revisions and will be coming to a future SFAC meeting to discuss
 - 2. Academic Freedom is mentioned in this policy, and only this policy, but it doesn't make sense for it to be there.
 - 3. Landon recommended that, instead of including it in BP 3-20, we work on development of a new BP/SP specific to Academic Freedom, maybe using AAUP statement as a starting point
- F. Holidays/Days Off
 - 1. Who makes decisions regarding observed holidays? Currently, there is substantial variation between schools for federal holidays such as MLK day
 - 2. Before current CCCS administration was in place, there was a decision to take five of the federal holidays and work on those days but give staff the week off between Christmas and New Years
 - 3. Only other required standardization for all colleges is for start/census/withdraw dates; otherwise, colleges set their own calendars
 - 4. This question has also been asked recently by students and staff; might be time to revisit the issue, since it has been a long time

III. CHANCELLOR JOE GARCIA, CCCS

- A. Congratulations to Landon, who will be leaving a big hole at the system
 - 1. What is the timeline to fill this job vacancy? They will act ASAP, with a job description similar to Landon's current position. There will not be an interim appointee. The Chancellor's intent is to fill the vacancy with Landon's successor.



2. Dr. Ryan Ross, CCCS Associate Vice Chancellor for Student Affairs, Equity, and Inclusion also resigned recently, so also need to fill that position
 3. Why no faculty-specific forum with candidates for president at RRCC? Chancellor will investigate this/ask Christina Cecil
- IV. TAMMY VERCAUTEREN, Director of the Online Strategic Plan Project, Colorado Online@
- A. CO@ Summit on Friday, December 8
 1. SFAC, SIAC, and OFIAC representatives will meet with Tammy and Landon in a 9:00 am-12:00 pm remote meeting on December 8.
 2. Priority is for everyone to get on same page and be oriented, as well as understand different perspectives
 3. Tammy is putting the collected feedback we gathered from our constituents into a spreadsheet, sorted based on broader themes
 4. Three pressing common themes to be addressed at meeting: (1) faculty engagement/burnout, (2) common course materials, (3) scheduling/allocation of pooled sections
 5. Before the meeting, Tammy will answer as many questions as possible in the spreadsheet so answers can be reviewed in advance and don't need to be discussed during the meeting
 6. Leadership will try to keep discussion high-level and facilitate it well, but may need to have a follow-up meeting in the spring
 7. Should all comments received be kept as-is, or abbreviated?
 - a. SFAC suggested coding them by theme with some examples, but also keeping all raw data in a separate worksheet for reference
 - b. Our request to faculty was only for additions to the initial table sent out, so what was received may not reflect the greatest concerns based on number of times something was mentioned
 - c. Tammy plans to show which school(s) feedback came from in spreadsheet
 8. SFAC requested that as much information as possible be emailed out by Tammy as far in advance as possible, including specific agenda and the spreadsheet
 - B. CO@ Shared Governance
 1. Not yet determined for future
 2. SFAC requested that faculty at the schools be involved in making decisions, including selecting representatives to serve on committees and advisory groups
 - C. Proctoring Software: working group of OFIAC including others with high interest (e.g., some math faculty) is looking into possibility of standardization and what kind



of guidelines are out there in terms of student experience; this is one of the next recommendations to be determined

D. *Simple Syllabus* Software

1. Selected as tool for D2L to be used for all classes, not just Colorado Online
2. Has a lot of flexibility
3. Concerns about instructor autonomy if some language is standardized

V. ANGIE GRAMSE, CCCS General Counsel

A. System Attorneys

1. Mary Nero: TSJC, PCC, OC, RRCC, ACC, FRCC, CNC
2. Patrick Warwick-Diaz for other schools
3. If you have legal questions, reach out to leadership at your school before reaching out to CCCS attorneys

B. Digital Accessibility Law Presentation & Discussion

1. This was previously presented to presidents, VP Council, business officers, communications, Learning Technology Council, Systemwide Digital Accessibility, and Concurrent Enrollment Leadership starting last spring; leadership at each school should be working on a plan
2. At risk if we are out of compliance, with substantial monetary consequences
3. Federal enforcement by US Department of Justice and US Department of Education, Office for Civil Rights; federal law has been same for about 10 years
4. Colorado Law has changed, with additional layer of compliance added via Colorado [House Bill 21-1110](#)
 - a. Expanded the definition of anti-discrimination to include digital content access
 - b. Latest version of WCAG version 2.1 to be adopted by July 1, 2024
 - c. Office of Information Technology (OIT) oversees state agencies, but institutions of higher education (IHEs) fall out of its jurisdiction
 - d. Funding for implementation was provided to OIT but not to IHEs, but lots of resources available on [OIT website](#)
5. Angie asks that all CCCS schools have a plan in place so we can show DOE that we're moving in right direction
 - a. OK to recognize within plan that it will take longer to get this accomplished than 7/1/24 as long as can show we are acting in good faith toward conformance
 - b. Angie recommends schools put priorities on what is used most often – websites, course content, signage
6. Under new state law, someone could take us directly to court without going through administrative process, \$3,500 fine payable for each violation; with federal law could pay \$75,000 for first violation and \$150,000 for additional violations
7. Next Steps



- a. Colleges should do work to meet standards by 7/1/24
 - b. Colorado Online is in pretty good shape with Healthy Course Checklist
 - c. Schools and system will need to consider budgeting for this work in future
 - d. Legal will revise SP 3-125g: Web Accessibility to be more expansive and incorporate all digital content
8. See additional resources in document from Angie; document from last May, so may be partly out-of-date
 9. Angie or her staff can visit Faculty Senates if requested, email her to set up time
 10. Is there a system person who we can contact who has expertise in both legal and technical aspects of this? Angie will look into this.
 11. Concerns about instructors needing to comply, without someone checking
 12. The rural consortium is a combination of online and in-person. Who helps with accessibility for that? Angie will also look into this.
 13. Accessibility Tool for CO@ is being decided-upon (see below)

VI. SFAC Discussion: Old and New Business

A. Subcommittee Updates

1. *Simple Syllabus* Software – Todd Ward is our representative on a group working on a syllabus management tool for D2L. He was not invited to the initial meetings this fall during which the software was selected but will be attending the meetings this spring to work on implementation.
2. Accessibility Tool – Kelly Zepp is our representative; group sent out an RFP and will be seeing demo from potential promising vendor soon and will report back

B. Board Updates (Catlyn)

1. Last month there was a panel discussion by energy companies interested in partnering with community colleges for workforce development, lots of conversation about not-for-credit courses
2. Catlyn has five minutes at each meeting to give SFAC updates, is a non-voting member
3. There is now a student representative from SSAC in place

C. Discussion on Purpose/Role of SFAC

VII. DANEN JOBE, CCCS Director of Academic Programs and Curriculum

Shared Governance Board Policy (BP) and System Procedure (SP) Updates

- A. Feedback on BP and SP – he already met with Deans Council and VP Council earlier today
- B. Some questions asked and minor suggestions made



- C. Travis asked to add back prior recommended verbiage: “No revisions of this policy shall be adopted except after consultation with the State Faculty Advisory Council.” on the grounds that similar language also appears in BP 3-20 as a precedent
- VIII. SFAC Working Session on Faculty Burnout
- A. Received preliminary turnover data for the schools from Christina Cecil, but will need to ask for clarification and additional information not included in these data
 - B. Goal-setting discussion
 - C. Due to packed SFAC meeting agendas, may need to do much of this work in another forum, such as a subcommittee
- IX. ADJOURN (3:00pm)