**STATE FACULTY
ADVISORY COUNCIL**

MEETING MINUTES
Friday, September 1, 2023
Remote (WebEx)
9:00am-3:00pm

I. **SFAC Call to Order and Approval of Minutes**
   A. Attendance
      1. Members Present: Travis Parkhurst (PCC) Vice Chair & Acting Chair, Ellie Camann (RRCC) Recorder, Erica Henningsen (ACC), Nathan Robinson (NJC), Paul Boone (TSJC), Todd Ward (CNCC), Catlyn Keenan (FRCC), Kelly Zepp (CCD), Kelly O'Dell (CCA), Becky Sporer (OJC), Brian Gauck (LCC), Ewan Magie (MCC)
      2. Members Absent: Joe Miller (PPSC) - Amy Reed attended in his place
   B. May minutes – Ewan will adopt suggested edits and send out for vote next week
   C. New SFAC members: Erica Henningsen (ACC), Joe Miller (PPSC), Kelly Zepp (CCD)

II. **DR. LANDON PIRIUS, CCCS Vice Chancellor of Student and Academic Affairs**
   A. Shared Governance Committee Update
      1. Committee reconvenes September 8; plan is to finish work by end of fall semester
      2. Only faculty-specific procedure, for now, since including staff and students would require resetting the work. Those groups will be given an opportunity to develop their own related procedures after faculty SP is finalized.
      3. Timeline/next steps
         a. Danen Jobe will convene small working group, subset of full committee, to complete drafts of Board Policy (BP) and related System Procedure (SP)
         b. Drafts shared w/full Shared Governance Committee for review
         c. Revised drafts vetted through senates, or all faculty, at each school in early October with about 3 weeks to provide feedback
         d. Late-October committee meeting to incorporate feedback
         e. Near-final versions brought to Nov 3 SFAC meeting and Nov 7 Presidents meeting
         f. Will be presented to the board on Nov 12 and Chancellor on Nov 15
         g. Finalize by December
         h. Will go into effect for spring semester
      4. SFAC representatives to give senates a heads-up that this is coming
      5. Will be up to individual colleges to adopt and develop their own specific processes/guidelines/structures for how they will align w/guiding principles of BP/SP
   B. Instructor Inconvenience Fee Policies
      1. Some schools are treating this like a course cancellation deadline, which it is not intended to be; this issue has also been brought forward by the Instructors Council
      2. Landon clarified with the VPs at a recent meeting that this should not be the practice; rather, inconvenience fee is intended to give recognition for work that happens

before the start of the semester; canceling and the inconvenience fee should be separate decisions

3. Significant enrollment happens in those last 2 weeks; by canceling too early some students lose out on the classes they need

4. SFAC noted that this conflation sometimes originates from deans, schedulers, registrars; Landon will communicate with those groups as well

5. SFAC asked Landon if it is possible to hide enrollment numbers in Banner because savvy students have learned to recognize low enrollment as an indicator of potential course cancellation (which may mean students purposefully avoid enrolling in those classes). Landon did not know the answer but will check on it.

C. Colorado Online@ Update

1. Almost 20,000 students and 710 sections (200 pooled) this fall – a huge increase in rollout compared to last spring and summer

2. In the last week before classes started, demand spiked – requiring 23 sections to be added; also had to cancel 6 classes with only 2-4 students each

3. 25-student cap at census is the goal for an average, not necessarily every single class; SFAC suggested communicating that more widely; average pre-census for Fall 2023 was 26.9 for all sections

4. Currently, System is also managing home-section cancellation decisions; Landon willing to consider allowing institutions to make those decisions in the future but first need to determine how that would work and what ramifications would be if colleges consistently run lower; Spring 2024 process will likely continue as-is

5. SFAC brought up some nuances/needs specific to individual programs at particular schools that faculty would like to have considered when decisions are made about courses being offered; Landon agreed it would be helpful for this information to be brought forward to CO@ leadership

6. Processes will be modified as system learns more about what isn't working

7. Issue of schools that haven't instituted agreed-upon common prerequisites – when classes shift from CCCOnline to CO@ they are checked, but Landon will look into way to determine whether or not schools currently have everything in place

8. Rural consortium
   a. Rolling out in spring, some of the same technology/processes used for CO@ will be adopted for some functions such as registration, scheduling, getting students into D2L, grading, etc.
   b. Some classes will only be offered through the rural consortium; want to be sure that there is effort so that CO@ offerings do not harm the consortium's classes; they have different goals, so Landon doesn't want to merge the two; consortium goal is to augment programs and take advantage of expertise at each school, having a proactive, strategic-thinking approach rather than just being reactive

III. **CHANCELLOR JOE GARCIA, CCCS**
  A. Changes to State Board
    1. New member Brad Rupert appointed for district 7 (area around RRCC)
    2. Currently down 2 members; working to fill positions for districts 8 and 3
    3. New Chair, Dr. Landon Mascareñaz
  B. Search has started for new president at RRCC to replace Michele Haney when she retires. The hope is to have someone in place by the end of the calendar year.
  C. Career Advance Program
    1. Governor's initiative to provide tuition assistance for identified high-demand areas – Construction, Education, Early Childhood Education, Firefighting, Forestry, Law Enforcement, Nursing
    2. "Last dollar in" model – students apply for financial aid, this picks up difference for what isn't met by other financial aid
  D. Enrollment
    1. Looking better overall for system, but rural communities continue to suffer
    2. Pursuing ways to have sustainable enrollment; if we can't grow enrollment and tuition revenue, then need to look at improving net revenue (revenue vs. expenses) while still trying to improve employee compensation and retain a high-quality workforce; for example - increasing class sizes, identifying efficiencies, finding ways to help more programs become more net-positive, centralized and shared administrative individuals/offices, attempts to recruit more students from underserved populations
  E. Strategic Planning getting underway this year including visits to each college for forums with Chancellor and Board member to get input; current plan was 10-year plan, most likely new one will be for 3-5 years

IV. **TAMMY VERCAUTEREN, Director of the Online Strategic Plan Project, Colorado Online@**
  A. Volunteer Representative for CO Online@ Accessibility Tool Committee – Kelly Zepp
  B. Online Faculty and Instructor Advisory Committee (OFIAC) – one faculty and one instructor representative from each school; purpose is to give those actively engaged in online instruction a voice; current contact list on CO@ SharePoint site being updated
  C. Website (https://insidecoloradoonline.cccs.edu/) has instructor resources, glossary, etc.
  D. Expansion of course offerings and enrollment growth this semester; still working through some issues with sectionizer and reports to be sure pooled sections are included appropriately
  E. Syllabus Management Tool – seeking software that allows syllabi to have a standardized structure (e.g., required language), provide course map/outline, archive function for later

inquiries, could allow student access to syllabus prior to full course being available; looking for SFAC representative to help select the software

F. Not all fully online courses currently have shells that have been shared so CO@ staff are working on getting materials for all courses and making them available; SFAC pointed out that learning object repository (LOR) has some materials curated, but sometimes these get updated without notification and then don't work for instructors using them

G. State Discipline Chairs – changes to job responsibilities as a result of CO@ changes, working on compensation plan in recognition of that

H. Would like to have Course Lead faculty for each course offered online in each discipline

I. Issues with autonomy and communication
1. Tammy will be forming a planning group to make sure that information is getting out to instructors, and would also like representative from SFAC to serve on this
2. SFAC pointed out how overwhelming all the info is and how difficult it is to find what you need/want to know; brainstormed suggestions including a short bullet-point list or flowsheet, or a very short presentation at the 2:2, or an additional 2:2 in spring, or a workshop for instructors to help get their courses ready, or a "roadshow" session at every school

J. Suggested that Waitlist be considered to help manage some enrollment issues

K. New spring course allocations spreadsheet on SharePoint site also shows POT and lists sections in order of schools to be assigned; another folder has enrollment reports added every MWF starting 6 weeks before start of semester, including number of students registered for pooled sections (https://cccs.sharepoint.com/sites/CCCSColoradoOnline/Shared%20Documents/Forms/AllItems.aspx)

V. SFAC Discussion

A. SFAC Meeting Minutes – Recorder suggested new process to review them while the information is still fresh and be able to share them with faculty at schools sooner; will post them on SharePoint site for review early the week following the meeting, ask for feedback for about a week, then post revised versions for vote via SurveyMonkey; approved final minutes distributed/posted ASAP

B. Election of new SFAC Chair Travis Parkhurst & Vice-Chair Ewan Magie

C. Representative for Syllabus Management Tool CO@ selection committee – Todd Ward

D. Some possible goals to work on this year: follow-up on items discussed last year, faculty workload/burnout, student code of conduct to include AI, concurrent enrollment

VI. ADJOURN (3:00pm)