State Instructors’ Advisory Council

Minutes

3:00-5:00 PM – Zoom.

December 15, 2023

Call to order: **Mark Beluscak @ 3:00 PM**

Attending:
Arapahoe CC – Mark Beluscak

CC Denver – Joy Wagner-Sepulveda

Front Range CC – Laura Wally

Morgan CC – Su Wright

Otero College – Fred Boettcher

Northeastern Junior College – Timothy Opyt

Pikes Peak CC – Betsy Tuma

Pueblo CC – Dana Trujillo

Red Rocks CC – Jorg Friedrich

Trinidad SC – Kevin Eades

Not Attending:

CCC Online – Lisa Wulf

CC Aurora – Braden Neihart

Lamar CC – Tammie Clark

Open Positions

Colorado Northwestern CC

# Opening Business

The Recorder took attendance. The SIAC amended and approved the minutes of the December meeting. Dana Trujillo announced that the Assistant Chief of Staff will take over for Landon Pirius after he leaves the position of Vice Chanceller of Academic and Student Affairs.

# SIAC By-Law Review and Discussion

The Committee proposed changes to the Bylaws. First, there was a decision to change the officer structure from a co-chair model to a Chair- Vice Chair model with two-year terms, with the Vice-Chair becoming the Chair at the end of the first academic year of the term. Following a discussion on the procedures for holding Vice-Chair elections, the Committee resolved to place a “call of interest” at the March meeting, accept announcements of interest at the April meeting, with an election (if needed) at the April meeting.

Second, SIAC discussed the issue of committee members’ “proxy” and “alternates.” Calling for flexibility, Betsy Tuma said that “each college needs to have a member and an alternate.” The Committee thought that committee members should attend all meetings, but report to Committee leadership if there is an expectation to miss a meeting and the name of the alternate.

Third, SIAC proposed to include the position of Instructor Representative to the Board to Article IV Officers and Executive Committee. While this position does not presently exist, there are hopes that the position will exist soon. All other officer positions and duties remained unchanged.

Fourth, SIAC amended Article VI Reimbursement and Compensation to include the word “time.”

Finally, SIAC overhauled Article VII Amendments and Review. The Committee struck the paragraph:

“Prior to revising the Bylaws, Instructors at the colleges will receive notice that the Bylaws are under review. These bylaws may be amended by the affirmative vote of a simple majority of the membership at any meeting. These bylaws will be reviewed every three years.”

Instead, the Committed used the following paragraph:

“The Bylaws will be made available to Instructors at the colleges once approved. These Bylaws may be amended by the affirmative vote of a simple majority of the membership at any meeting. These bylaws will be reviewed annually at the start of the academic year.”

Laura Wally moved to approve the Bylaws; Betsy Tuma seconded. SIAC approved the bylaws by a unanimous vote.

# Updates on Colorado Online @

Betsy Tuma presents three links to the Committee that pertained to Colorado Online. The first link connects to the SharePoint site (one must ask for access, but the system will grant that access.). The second link pulled up the Colorado Online Contact Information spreadsheet that lists deans, academic affairs officials, and others. The third links connect to Academic technology and the Online Success Liaison, John Schmahl (studentsucess@cccs.edu). Both instructors and students can contact the Online Success Liaison for help with technology, obtaining the book, and other related questions.

The Colorado Online @ Project team met to discuss the issues raised at the December “Summit” meeting in hopes of resolving them because of accreditation. The task seems difficult. Joy Wagner-Sepulveda asked for a written record from the “Summit” meeting.

Dana Trujillo stated that the current ratio of home sections to pooled sections is 50/50 and that Landon Pirius wants to shift this ratio to 75% home sections and 25% pooled sections. This is a matter of equity. The individual colleges can request home sections at the beginning of the process of preparing for the next semester. In this regard, Landon Pirius stated that moving instruction to the colleges is the goal (since colleges are accredited; CCC Online is not) and that those working in the CCC Online back office will eventually lose their jobs.

According to Betsy Tuma, the spreadsheet that lists CCC Online instructors who desire that their personal information be shared with hiring personnel at the colleges is not being shared. Dana Trujillo responded that hiring personnel at Pueblo Community College who used the spreadsheet did not have any success. The system has appointed Bill McGrevey to be contact person for colleges looking for instructors.

Joy Wagner-Sepulveda brought up the issue of classes being added or cancelled at the last minute. Both Betsy Tuma and Mark Beluscak shared stories of last-minute course development. Joy Wagner-Sepulveda mentioned designers are creating more course blueprints, but that customizing those blueprints for individual instructors and individual classes is more time-consuming than it seems. Also, instructors need to be compensated for course development. For many instructors, the transition from a textbook to Open-Ended Resources (OER) continues to be a challenge.

Betsy Tuma mentioned the problem of fraudulent students – those students who do the minimum required to make the census count but nothing else. Fraudulent students are the reason the System has set the enrollment caps to be high. It is a matter of “rightsizing” the cap to compensate for fraudulent students. Also, COVID has made looking at historical data difficult.

Upon request from Kevin Eades, Betsy Tuma took the Committee on a tour of the most recent enrollment spreadsheet (from SharePoint). She said that instructors need to know that this data exists. Also, instructors should take advantage of the resources available to them, such as the Colorado Online Course Development course on D2L. Dana Trujillo mentioned that LP brought up a “Banner Dashboard” that department chairs and deans could use to track enrollment, and no one knew it existed. Overall, communication throughout the system remains a challenge.

# Simple Syllabus Update

The latest news is that standardized syllabi using Simple Syllabus software is coming, with a limited run this summer and a complete rollout next fall. Using Banner, Simple Syllabus will populate all public information into syllabi; the instructor is responsible for contact information, assignments, and course calendar. There will be a provided link to share with students in D2L, with PDF capability.

# Standardized Pay

Dana Trujillo stated the college presidents met and were told that the costs of standardizing instructor pay across the board at the “metro average” would cost an additional $5 million, so this idea is off the table as it is cost prohibitive. The Metro colleges will attempt to standardize pay to the “metro average” and the rural colleges will increase instructor pay incrementally over the next few years. Fred Boettcher asked if Colorado Online pooled sections attributed to increased enrollment at Otero College, a rural college. Could a rural college host a pooled section at a cheaper cost than a metro college?

# New Business

## SIAC Board Representative

MB and Dana Trujillo are going to pursue the creation of this position with the system office. Dana said, “It’s in the bylaws, how do we make it happen?” Fred Boetcher concurred that SIAC needs a representative on the Board, as there is a representative from SFAC and a student representative.

## Instructor Councils

Dana Trujillo inquired as to which colleges have Instructor Councils; most do not. There are Instructor Councils in the urban schools, but the rural colleges have only Faculty Councils. According to Betsy Tuma, “Instructors at [Pike’s Peak Community College] are 100 percent invisible.” Dana stated that she wanted data and is considering creating an Instructor Council at Pueblo Community College as the needs of instructors are different from faculty.

## Lecturer Position Proposal

One representative mentioned that many administrators say they want more full-time faculty, yet they balk at the mention of creating a Lecturer position. Joy Wagner-Sepulveda proposed that SIAC write a proposal to create a lecturer position. Dana Trujillo concurred and volunteered to take ownership of the process; Joy agreed to assist.

## Future Meetings

The next SIAC meeting will reconvene on February 16, 2024.

Other meetings: March 15, 2024, April 19, 2024, and May 17 ,2024.

Betsy Tuma made a motion to adjourn; Laura Wally seconded the motion. SIAC adjourned the meeting by acclamation at 5:10 PM.

Kevin Eades, Recorder