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**APPROVED—BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 3, 2018**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

MINUTES

**MEETING OF THE COMMITTEE ON ACADEMIC AFFAIRS AND STUDENT SERVICES
FRIDAY, FEBRUARY 23, 2018
DISTRICT OFFICE, ROOM 301
226 W. JACKSON BLVD., CHICAGO, IL 60606**

Pursuant to provisions of the Illinois Public Community College Act, as amended of the State of Illinois, County of Cook, a meeting of the Academic Affairs and Student Services Committee of the Board of Trustees of Community College District No. 508 was held on Friday, February 23, 2018 at 1:00 p.m., District Office, Room 301, 226 W. Jackson Blvd., Chicago, IL 60606.

ATTENDEES

TRUSTEES

Elizabeth Swanson, Vice Chair
Clarisol Duque, Secretary

OFFICERS OF THE DISTRICT

Eric Lugo – Executive Vice Chancellor of Institutional Advancement

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

CHANCELLOR

Juan Salgado

**PROVOST AND CHIEF ACADEMIC
OFFICER**

Mark Potter

GENERAL COUNSEL

Eugene Munin

OTHER ATTENDEES

Michael Crawford
Audrey Berns
Darby Johnsen
Lori Ellens Manuel

CCC District Office
CCC District Office
Kennedy-King College
Olive-Harvey College

I. CALL TO ORDER

Vice Chair Swanson called the February 23, 2018 meeting of the Committee on Academic Affairs and Student Services to order at 1:00 p.m..

II. ROLL CALL

The Chief Advisor to the Board called roll:

Elizabeth Swanson	Present
Clarisol Duque	Present (arrived 1:25 p.m.)

III. WELCOME

Vice Chair Swanson had no remarks other than that Secretary Duque would be joining the meeting later on.

IV. PROVOST REMARKS

Provost Potter briefly outlined the topics for the committee meeting. He noted the presentation on the learning management system, D2L, which Office of Technology representatives, college administrators, and faculty would be speaking about. The Provost also remarked that the committee would be hearing about new policies and policy revisions that had worked their way through the shared governance process before coming to the Board for final approval.

V. REVIEW OF AGENDA ITEMS

Speakers: Juan Salgado, Chancellor; Audrey Berns, Executive Director - Web Services; Darby Johnsen, Dean of Instruction, Kennedy-King College; Lori Ellens Manuel, Professor, Olive-Harvey College

- **Learning Management System Implementation Update**

Executive Director Berns began by outlining the context of the current learning management system, Blackboard, noting that even with the best platform, faculty buy-in is crucial for success. Executive Director Berns emphasized the engagement of faculty in the procurement and learning process of the new system, D2L, sharing that over 300 faculty members came to learn and see the product at an open faculty session held at Malcolm X College. She noted that faculty members

would be serving as Faculty Champions at their own colleges to help train and support their colleagues. Executive Director Berns described some of the platforms, predictive analytics, and integration systems that came with D2L.

Chancellor Salgado asked what D2L covered in terms of capability that was not previously had with Blackboard.

Executive Director Berns responded that there was more data, basic usage information, and a more robust reporting platform. Vice Chair Swanson asked about dashboard functionality. Executive Director Berns spoke about the various features, actionable data, and predictive analytics that are provided on the dashboard.

Vice Chair Swanson asked what percentage of faculty have been touched in the process. Executive Director Berns responded that every full and part-time faculty was contacted, with 300 responses to the distributed survey, as well as 100 faculty members involved in focus groups and demonstrations. Provost Potter noted that direct touches with faculty members turned into indirect touches as faculty helped spread the excitement to their colleagues who did not come.

Chancellor Salgado commented that it was worthwhile of coming up with a utilization of D2L goal. Provost Potter agreed, noting that it would be important to not just get faculty using it well but also students.

Professor Ellens Manuel expressed her excitement to use D2L, noting that is user-friendly and streamlined. She also pointed out there would be faculty members who struggled with the transition, regardless. Professor Ellens Manuel also shared how Olive-Harvey faculty felt very involved in the process, which recently had not been the case generally speaking. She noted the process made them feel included, felt, and heard for the first time in a long while, and that the residual apprehension surrounding D2L was the transition from one platform to another. It was noted that students needed to be excited about it, sharing that students were included in the RFP process.

Executive Director Berns spoke about how the District worked with faculty to make it easier for them to help in the RFP process, noting that Faculty Champions of D2L would be paid a small amount, acknowledging the commitment and time involved in making it work. She emphasized the faculty's role and the need of system ownership and buy-in. She also shared her hopes that this model of faculty inclusion could help evolve into an institutional model in regards to instructional training.

Dean Johnsen noted that there were many roles within the system and a huge potential for collaboration and faculty development. Professor Ellens Manuel affirmed the ability to build an authentic learning community. Dean Johnsen further commented on how D2L would be a game changer in data collection and assessment.

Vice Chair Swanson inquired if there was a hierarchal level of dashboard use and viewing. Executive Director Berns noted that D2L allows for creating roles and different degrees of steps and parallel layers on the dashboard. Faculty members, department heads, presidents, and District Officers can utilize various function views and roles. She noted that Blackboard did not offer role creation, hindering transparency and collaboration. Chancellor Salgado acknowledged how D2L would make the process easier for students and faculty, but then inquired how it would impact the Office of Information Technology. Executive Director Berns spoke about the difficulties with managing the Blackboard system, and shared the excitement and management-friendly components to D2L. She closed by noting that faculty and staff have approached the Office of Information

Technology with ideas of how to utilize the new system and taking the initiative to explore the opportunities of usage.

VI. PROPOSED REVISIONS TO THE ACADEMIC AND STUDENT POLICIES AND REVIEW OF MARCH BOARD REPORTS

Vice Chair Swanson initiated the review of the board reports proposed for the March 1, 2018 Regular Board Meeting. Provost Potter reported on Resolution 1.00, an amendment to a previous board report, noting why the changes were being made and the steps to correct the process moving forward.

Next, the Provost reviewed Resolution 1.01, the adoption of revisions and new policies to the academic and student policies. He noted the side-by-side comparisons resulting from the collaborative shared governance between District Office and the Faculty Council. Provost Potter commented on several revisions, including transcript and transfer credit, as well as changing the academic amnesty policy from needing 9 credit hours to 6 credit hours.

Secretary Duque asked how this change from 9 to six credit hours before instituting the academic amnesty policy compared to CCC counterparts and other community college systems. Provost Potter noted that the standard is one semester of study, which can be 6 or 9 credit hours. He also noted that 9 credit hours was too long for short-term certificate students to wait to invoke the academic amnesty policy.

The Provost went on to comment on the non-grade designation changes for online courses, commenting that students need to log-in and engage in meaningful academic activity such as a discussion board or quiz, twice during the first week. He also reviewed the changes to guidelines for degree and certificate programs in regards to general education courses. Associate Vice Chancellor Crawford also commented on the ICCB standards regarding general education requirements.

Next, Provost Potter spoke about the program inactivation policy, something that the Faculty Council had requested. Chancellor Salgado asked if discontinuing programs would impact employment, as well as if faculty would have the objective ability to make difficult decisions about ending a program. Provost Potter vocalized his support for the process, noting that the shared governance within the committee, and the amount of work going into program inactivation consideration was balanced well.

General Counsel Munin also noted that employment decisions and program decisions are made separately, with no direct line to each other. Provost Potter commented that at other institutions he has seen faculty put their own program up for inactivation. Dean Johnsen noted that there is a strong and thorough process already in place to create and add programs, but no mechanisms to stop and remove programs. She noted that by adding this inactivation process, it made the whole process complete and make it responsible unto itself.

The Provost went on to report on revisions to office hour policies, changes in textbook lists, as well the new policies such as maintaining a student complaint and compliment archival system for review and trend identification for future change.

Provost Potter also spoke about the new policy that disallowed faculty/staff/employee relationships with students unless the relationship was created prior to the student becoming a CCC student. Chancellor Salgado clarified that the policy had come from the faculty, which Provost Potter affirmed. He noted that the faculty felt it was critically important and that a lot of research went into it.

Vice Chair Swanson asked whether this new policy was fully understood by each college. Chancellor Salgado noted that this was part of a broader strategy. He alluded to Student Trustee Campos' comments made at the previous board meeting regarding sexual harassment and students' feelings of safety. He noted that CCC was working on an overall plan to create an environment where the boundaries and expectations were clear, and where proper training was given. The Chancellor did affirm that there was a lot of work to be done still.

Next, Executive Vice Chancellor Lugo reviewed the Resource Development Report. He also reported on Agreement 4.04 regarding printing and mailhouse services. Chief Advisor Fleming noted that the renewal kept the same amount of money and terms, but pooled it amongst the various vendors.

Provost Potter continued the review by reporting on Agreement 4.05, a correction of dates to a previous board report regarding the memorandum of understanding between CCC and the Chicago Cook Workforce. The Provost then reported on Purchase 5.03, the purchase of induction burners for the Washburne Culinary and Hospitality Institute. He noted that Purchase 5.04 was removed from the packet because the sale of the bus could not be finalized, as it has not been inspected. Chief Advisor Fleming further clarified that the bus was coming from out-of-state, hence it had not been inspected in-person.

Vice Chair Swanson noted that based on the review of the resolutions, resource development report, agreements, and purchases, she would be recommending the reviewed board reports for consideration at the March 1, 2018 Regular Board Meeting.

VII. ADJOURNMENT

Upon concluding that there was no further business to come before the committee, Vice Chair Swanson adjourned the meeting.

Meeting Adjourned 2:16 p.m..

**Clarisol Duque
Secretary
Board of Trustees**

Submitted by – Ashley Kang, Assistant Board Secretary