



Shared Governance Meeting

Agenda

6.25.19

10:00AM

Meeting Facilitator: Dr. Curphy

Invitees: Dr. Anderson, Brandy Woods, Dr. Shelby, Lori Armstrong, Phyllis Sander, Dr. Thornsberry, Dr. Nicolaids, Ruth Smith

I. Policy Changes

a. Policy 6272

b. Section 8000

II. Communication

III. HLC



Shared Governance Meeting Minutes

6.25.19

10:00AM

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Anderson, Brandy Woods, Dr. Shelby, Lori Armstrong, Phyllis Sander, Dr. Thornsberry, Dr. Nicolaides, Ruth Smith

1. Policy discussion concluded, Policy 8000 must have 2 board reads before approval, and Policy 8000 needs to be in fall student handbook.

2. The ability to send campus-wide email is now accessible to all faculty, staff, and administration. Email communication guidelines (acceptable use policy should be sent out to all users). The goal is for email access to improve communication.

3. Enrollment for summer is up 25.91%. Enrollment for fall semester is down about 12. % (nursing enrollment not included). Anna Center summer enrollment is down 40%. Anna fall enrollment down 19% (where are high school students going)? Dr. Anderson commented that Lindsay, Anna Director is working on a plan to recruit students (plan not available). Additional recruiters have been assigned to the Anna area. Dual Credit is included in fall & spring enrollment numbers.

Dr. Anderson further mentioned that there are other enrollment opportunities: SEMO district fair (add a SCC information booth), Open house, text message service, Internal master calendar for college events (will be incorporated into Weave). Board approval of in-state tuition for seven additional counties will aid with recruitment. Facebook ads for classes another option for reaching potential students. Best practice to contact students.

To set protocols for Early Alert Dr. Anderson is using best practices from NASPA to conduct an introspective review of Student Services division.

Goals from the enrollment discussion include: Finding out where high school graduates within our counties are continuing their education, define best practice to contact students, and create and implement new strategies to increase enrollment, and close loops that have created communication barriers.

4. In order to implement WEAVE a few items must be completed. Templates are being set up by Phyllis Sander completion date June 25, 2019. Data entry will begin June 26, 2019. Student



Services provided the final CQI's completing June 28, 2019. A proposal was made to use Gen. Ed. as a WEAVE component demo.

For focused visit, HLC expects documentation and evidence that issues are being addressed. New action plans are being created to improve environment and communication (through committee involvement). Each committee will be responsible for answering the questions they have been given in the Action Plan by Marie Giacomelli. Her Action Plan should guide each of the committees' narratives and evidence collection. A final report will be compiled based on information Dr. Shelby receives from the HLC ad hoc committees. Dr. Shelby is not writing the narrative. Each of the committees is responsible for their own area within the focused visit draft.

The week of July 8th, Dr. Curphy & Dr. Shelby will meet with HLC ad-hoc committees to promote shared governance. Discuss how to break down communication barriers. The HLC Focused Visit Timeline will be revised and Dr. Shelby will submit to committees the week of July 1st.

Advice was given to not let administration manage assessment. (Assessment should be faculty led and faculty driven). HLC report states we are not completing loop.

A discussion about Board member's participation role was addressed. Should board a board member be present during Shared Governance meetings? The room agreed that it was okay and a good idea.

Goals from the HLC discussion include: Work on analysis next two weeks (6.26.2019 - 7.08.2019). work on strategy to best utilize service, train those who enter data to have ownership of their data entries, eliminate any communication barriers, upload all information (list of individuals that will use WEAVE), WEAVE will aid in adding structure to documentation of information and compiling reports, coordinate with diversity committee to plan diverse events, and share minutes and reports with SCC faculty, staff, & administration. In order to the help with the facilitation of the process, Dr. Curphy offered the use of her temporary assistant to input data into WEAVE.

Final Comments:

Two candidates will interview for Director of Internal Research Effectiveness and Planning position. An ad is being sent to the IR group.

All Administration Agenda items are to be sent to Dr. Curphy and Union Agenda items to Dr. Nicolaides.

Next meeting set for July 10th at 10:00 am

Submitted by: Beth Crowe



Shared Governance Meeting

Agenda

7.10.19

10:00AM

Meeting Facilitator: Dr. Curphy

Invitees: Dr. Anderson, Brandy Woods, Dr. Shelby, Lori Armstrong, Phyllis Sander, Dr. Thornsberry, Dr. Nicolaides, Ruth Smith

2019-2020 Committee Structure

1. Fall Convocation
 - a. Bandwidth
2. October In-service
3. Fiscal Planning (Where are we in the process, What was requested? What was approved?)
4. Etrieve -committee minutes
5. Enrollment
6. HLC
 - a. Timeline
 - b. Faculty generated data and its transfer into WEAVE update

Future Topics

- a. Organizational Chart



Shared Governance Minutes

July 10, 2019

Founders Room at 10 a.m.

Facilitator: Dr. Curphy

Attendees: Dr. Curphy, Dr. Anderson, Dr. Shelby, Brandy Woods, Dr. Nicolades Phyllis Sander, Ruth Smith, Jipaum Askew-Robinson (guest)

1. Minute information is to be sent to Dr. Curphy. She gave all attendees copies of the March, April, and June minutes (all minutes had been emailed to attendees prior to meeting). Ruth Smith acknowledged she had received all minutes.
2. Dr. Curphy asked how to encourage and equalize faculty involvement in the Committee Structure. Ian suggested meetings accommodate faculty schedules. Brandy also thought the place to begin would be scheduling. Ruth discussed how College Council meetings had maintained their appointed time for 20 years and everyone knew to plan for the meetings. Dr. Curphy suggested adding meetings to the Master Calendar. She still requested suggestions to equalize the meetings. Ian suggested faculty pick their top 3 meeting choices. It was discussed that Assessment is not a popular committee. Dr. Curphy will look at issues surrounding the Committees so they can be resolved, and gain more faculty participation. It was decided by the attendees the current Committees will stay as they are for now, and dated committee list will be sent out in the spring.
3. Pertaining to Fall Convocation all agreed it needed to begin later in the day. Tentatively it will begin at 11:00 am with finger foods and registration. Session will begin at 12:00 pm and conclude at 7:30 pm (dinner will be provided for all attendees). Dr. Curphy would like to invite a guest speaker in January to discuss Bandwidth, student's capacity to learn.
4. The October In-service will focus on a day of celebrating Shawnee Community College and the role each department (individuals) play in supporting SCC. Ian suggested a display of artifacts, and Dr. Shelby added Rob could take pictures. Dr. Curphy referred to it as our Capstone project. This day will allow the SCC family to tell their positive story.
5. Brandy gave a fiscal planning update. Based on FY 17-18 our number of credit hours has decreased. Dr. Anderson suggested we apply for more grants and faculty go with recruiters to create a positive conversation about Shawnee Community College. Dr. Anderson discussed Student Services efforts to recruit from surrounding counties affected by the new in-state tuition. Phyllis asked if Brandy could send reports to individuals stating whether or not their budget request had been approved. Brandy can send budget



reports via email to individual once budgets have been approved or denied.

6. Etrieve-committee minutes are ready to be uploaded into Etrieve. Meeting minutes can also be added to the website.
7. Dr. Shelby updated a new HLC timeline. The timeline provides the committees additional time to work on the draft, the previous timeline had to be adjusted. Jonathan Van Meter has added meeting minutes to the SCC website. Providing this information creates transparency and aids in building trust. Dr. Curphy detailed who she is adding to help enter data into Colleague and WEAVE. Pam is working part-time, Renee Wright will be working part-time, and Lora Clark can enter data into Colleague.
8. Kennadie Loyd is working on an organizational chart by function only. Brandy suggested we have an internal chart to include names along with titles.

Final Comments:

Phyllis referred to old business, work email etiquette. She asked if Joe Morris could send out a reminder about workplace email subjects. Keep emails work related and not personal.

Next meeting has not been set.



Shared Governance Meeting

Agenda

7.31.19

10:00AM

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Anderson, Brandy Woods, Dr. Shelby, Lori Armstrong, Phyllis Sander, Dr. Thornsberry, Dr. Nicolaides, Ruth Smith

1. Review Minutes
2. HLC
 - a. Final draft for submission to HLC
 - b. Temporary Help
 - c. Timeline
 - d. Faculty generated data and its transfer into WEAVE update
3. Future Agenda Items
 - a. Organizational Chart



Shared Governance Minutes

July 31, 2019

Founders Room at 10 a.m.

Facilitator: Dr. Curphy

Attendees: Dr. Curphy, Dr. Anderson, Dr. Shelby, Dr. Thornsberry, Dr. Nicolades, Ruth Smith, Lori Armstrong

1. Minutes were reviewed. Ruth Smith requested a change (clarification) to point 1. All Committee members received meeting minutes. Minutes stated it was only Ruth that received meeting minutes. Ruth also requested change (clarification) to final comments. Phyllis Sander asked if Joe Morris could send out a reminder about email lists. Keeping emails work related and not personal. Changes were made and an updated copy was sent to Dr. Curphy 7.31.19 by Beth Crowe. Joe Morris is working on cleaning up email lists. Dr. Curphy made a motion to approve minutes. Ruth Smith made the motion. Dr. Shelby second motion.
2. Dr. Anderson presented an update for the summer and fall enrollment. Fall headcount is down 141 students, 13.1 credit hours. SCC needs 141 students to be flat for the fall semester. Dr. Anderson is researching what the numbers were for the first day LY and day 10 LY. Dr. Anderson discussed enrollment trends. She recently attended the Ruffalo Noel Levitz National Conference in Nashville, TN. Topics Dr. Anderson discussed to increase enrollment were as follows; open houses at all extension centers, attending festivals, implementing a recruiting team led by Erin King, and taking our story everywhere we go. Dr. Thornsberry asked what our strategy is to let people know about our on-line classes to increase enrollment. Dr. Anderson responded that we have to look at data. Are our existing students migrating to on-line or are we attracting new students to our on-line classes? Dr. Thornsberry suggested we demo our on-line classes at events to illustrate to potential students what on-line looks like. Dr. Nicolades suggested we need billboards in Paducah and Cape Girardeau to promote Shawnee Community College. Lori Armstrong recommended when recruiters are visiting high school's they promote on-line classes to those we do not offer dual credit. Dr. Curphy reminded all attendees that we are going to feel the loss of students in the budget, and we must remember we are all recruiters. We need to tell our story wherever we go. Dr. Anderson also agreed and mentioned the Rotary and Kiwanians are additional places to tell our story. Dr. Anderson referred back to her conference information and how enrollment is trending nationally. We are at a historic low birth rate, four profit is down, four years are down, and according to national data we are 6% down nationally. Ruth Smith asked why the national dropout rate is 37 % and how can we capture those students for our GED program. Additional enrollment topics discussed during the meeting included; program



development, researching job demands, less than 1 year and 2 year programs, rolling out our esthetician program fall 2020, hiring a transportation faculty manager, international students, paroles, accelerated degree program, financial incentives (lock in dual admission), and distance learning. Attendees all agreed that everyone is a recruiter and we need to tell our positive stories about Shawnee Community College and the great things that are happening.

3. Dr. Shelby reported on the HLC progress. The timeline has not changed and all the ad-hoc drafts were received and will be submitted, August 2, 2019 to Marie Giacomelli for her review.
4. The organizational chart has not been completed. Kennadie Loyd is working on the organizational chart.

The next meeting will be August 7, 2019

Dr. Curphy asked for a motion to adjourn at 11:30

Ruth Smith made the motion.

Dr. Nicolades second the motion



Shared Governance Meeting

Agenda

09.30.19

2:30 p.m.

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Anderson, Lori Armstrong, Dr. Nicolaides, Dr. Thornberry, Phyllis Sander, Kristin Shelby, Brandy Woods

1. Approve Board Minutes
2. Student Behavior Management Protocol
3. Adjunct online class evaluation procedures and standards...need to enforce similar testing methods as face to face classes (take home open book finals should not be allowed).
How to control the teaching/testing method was discussed?
4. Policy with regard to administrative "walk in observations."
5. Marketing Cape Girardeau
6. Program Development
7. Enrollment update
8. Committee
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9. Motion to adjourn



Shared Governance Meeting

Agenda

09.30.19

2:30 p.m.

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Anderson, Lori Armstrong, Dr. Nicolaides, Dr. Thornberry, Phyllis Sander, Kristin Shelby, Brandy Woods

1. Approve Board Minutes

A motion was made by Dr. Nicolaides and seconded by Dr. Shelby

2. Student Behavior Management Protocol

Students are now younger and a review of SCC protocol is needed. Dr. Anderson referred to the Student Handbook, Code of Conduct, Offenses and Disciplinary Procedures. Dr. Anderson asked faculty to review syllabus.

Formalizing expectations for Dual Credit, Escrow, and Fast Track was discussed.

The lack of security at the extension centers is a concern for students and faculty.

Research for security at extension centers will be addressed and reported at the next Shared Governance Meeting.

Dr. Shelby is available to speak with the high school counselors regarding any student inappropriate behavior.

3. Adjunct online class evaluation procedures and standards...need to enforce similar testing methods as face to face classes (take home open book finals should not be allowed).

How to control the teaching/testing method was discussed? It was suggested a proctor for online testing, but guidance and parameters are needed. Rob Lucas will be contacted to lockdown Moodle classes and adjunct training.

4. Policy with regard to administrative "walk in observations."

Nothing is in the contract with regards to this topic and no current policy. It was suggested to announce the rotation of attending classes.



5. Marketing Cape Girardeau
Must have strategy to have greatest impact.
6. Program Development
Dr. Shelby attended a workshop offered by ICCB. Repackaging of degrees needs to be updated on website. Committees need to review courses for curriculum and instruction for approval to update degrees on website.
7. Enrollment update
Enrollment updates, down 57 headcount, down 688 credit hours.
8. Committee List
Standing Committees need to meet monthly. Must participate in 2 standing committees.
9. Motion to adjourn
A motion was made by Lori Armstrong and seconded by Dr. Ian Nicolaides.

Next scheduled meeting is October 21, 2019 at 2:30p.m.



Shared Governance Meeting

Agenda

10.21.19

2:30 p.m.

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Anderson, Lori Armstrong, Dr. Nicolaides, Ruth Smith, Brandy Woods, Dr. Ryan, Thornsberry, Dr. Shelby

1. Market pre-health care science classes in a hybrid delivery and geared in fashion to not dilute current offerings but to cast a far reach and bring new students to the college.
2. Discussion on dual credit policy needs attention.
3. How can teams be created to set these and other ideas into motion.
4. HLC Update



Shared Governance Meeting

Minutes

10.21.19

2:30 p.m.

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Anderson, Lori Armstrong, Dr. Nicolaides, Dr. Kristin Shelby, Ruth Smith, Dr. Thornberry

1. Approve September 30, 2019 Minutes

A correction was made on a statement in agenda item 3 and agenda item 6 from the 09.30.19 meeting minutes. Item 3 should read, it was suggested a proctor for online testing, but guidance and parameters are needed. Item 6 should read, repackaging of degrees needs to be updated on website.

With the necessary corrections, the minutes were approved.

A motion was made by Lori Armstrong and seconded by Ian Nicolaides.

2. Market pre-healthcare science classes in a hybrid delivery. It will be geared in a fashion to not dilute current offerings but to cast a far reach and bring new students to the college.

Dr. Ian Nicolaides began the discussion with exploring the idea of a hybrid chemistry online course. The online courses will include those which are required for BSN. The online chemistry course would offer online lecture and face to face weekend labs at the main campus. It will place stipulations on offerings without diluting the class content but also encourage the students with a feasible instructional method.

The group had questions regarding what determines if it is a hybrid? What percentage is necessary to determine the hybrid instructional method? The development of an online course will require completion of the online course development approval and stipend form from the course instructor.

Dr. Countance Anderson added to the conversation, non-traditional students will want face to face classes and others may not want to pay the online fee.

Lori Armstrong stated her concern is students struggle with the math portion of chemistry, how would the extra help be given to the students?



Dr. Countance Anderson suggested a pre-requisite questionnaire to determine if students match criteria to enroll in the courses.

3. Dual Credit

Dr. Ryan Thornberry stated Lead SCC faculty instructors have concerns about the assessment forms. They need clarification and feedback on the forms they are expected to complete.

Dr. Kristin Shelby explained the assessment forms are a means to ensure the dual credit instructors are following our content for teaching the courses.

The dual credit policy needs attention. Classes are not following guidelines and it affects the integrity of the transcript. Without strong controls, the courses will get diluted. What happens when performance is not met? Will instructors be allowed to continue to teach? Will SCC have a shared (universal) procedure?

The contract of each dual credit class should be reviewed before the beginning of each semester. Dual credit should be a pathway into the college.

Dr. Kristin Shelby suggests having a meeting with the students and parents to state the level of difficulty for dual credit.

4. How can teams be created to set these and other ideas into motion?

Review the Master Academic Plan and determine what is the path.

It was suggested to have faculty to faculty meetings to share academic plans with surrounding colleges.

5. HLC Update

6. Extended Cabinet

Wednesday, October 23, 2019 at 3:00 pm

7. Motion to adjourn

A motion was made by Dr. Ian Nicolaides and seconded by Lori Armstrong

Next scheduled meeting is November 12, 2019 at 9:00am.



Shared Governance Agenda

April 16, 2020

10:00 a.m.

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Shelby, Ruth Smith, Dr. Thornsberry, Dr. Nicolaides, Sheryl Ribbing, Brandy Woods, and Beth Crowe

Agenda Items:

1. Approval of Minutes
2. Assessment
3. Personnel changes
4. Faculty would like to have an outline on chain of command with the new part-time administrators and details on what each person will work on in order for faculty to know who best to contact depending on the item.
5. Online graduation vs. other types and timing of such an event. Some students have stated that they will be at other schools and do not want a ceremony in the fall. What are the best options given the circumstances?
6. What are the parameters on assigning final student grades when students have not made contact or have not worked on simple online activities with an honest attempt?
7. Is Etrieve up and running and are committees beginning to use that system?
8. Class designs for fall. Great concern is that many students do not prefer online classes. Online classes need better descriptors in catalog. Is the online section synchronous with zoom or asynchronous based? Both?
9. Dual Credit
10. What systems have high school dual credit teachers used to deliver and measure student learning during "College from Home"? On campus classes are currently requiring class participation. Is this the case in the high school?



Motion to adjourn

A motion was made by _____ and seconded by _____

Next scheduled meeting is May 21, 2020 at 10:00a.m.



Shared Governance Minutes

April 16, 2020

10:00 a.m.

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Shelby, Ruth Smith, Dr. Ryan Thornsberry, Dr. Ian Nicolaides, Sheryl Ribbing, and Brandy Woods

Approval of March 5, 2020 minutes

A motion was made by Dr. Nicolaides, and seconded by Dr. Shelby to approve the minutes.

Agenda Items:

1. Assessment:

The SAAC is in the process of updating the Personal Growth and Responsibility rubric for use with the end-of-semester document submissions by faculty. The email is ready to go out to all full- and part-time faculty for these submissions once the rubric is updated. The documents will be due approximately 2 weeks after the end of the semester. Once the documents have been received, the part-time data entry employee will enter them into Weave.

2. Personnel Changes:

Dr. Lisa Price has been hired as Interim Vice President of Student Services. Ms. Jean Ellen Boyd is being contracted as Interim Vice President of Academic Affairs. Dr. Shelby will take on some Student Services duties and supervise the Athletic department.

3. Chain of Command:

Dr. Curphy has sent out an updated Academic Task List (see attachment). As new positions are filled and duties are adjusted, an updated chain of command will be sent to all personnel.

4. Online Graduation:

Some students have stated that they will have transferred to 4-year institutions in the fall, and do not want a ceremony in the fall. Dr. Curphy is working to determine how to announce students' names via a link on the College's home page. Students would be required to sign a release form to add their name to our website.

5. Parameters on Assigning Final Grades:

SCC is following the "Due No Harm" policy put in place by the ICCB. If faculty have students with whom they have not been able to make contact, and they have not yet done any assignments, faculty are to continue submitting Retention Alerts. Advisors have been reaching out to their advisees weekly.



Students have 4 options up to May 14, 2020:

- Withdraw (W)
- Pass/Fail (if allowable)
- Incomplete (I)
- Receive the grade they earn (students that do turn in work through the end of the semester)

6. Etrieve:

Etrieve is up and running, but not everyone has viewing rights. Dr. Cuphy will discuss at the 4.20.20 Cabinet meeting.

7. Fall Class Design:

Dr. Curphy is assessing the potential for fall classes being primarily online. If we go online, we must start making class changes now. Division Chairs would keep their day and times for fact-to-face classes. Ruth will have a meeting with Division Chairs 4.17.20 to discuss the changes and equipment that faculty will need to teach from home. At this time fall registration will be postponed until 5.11.20. The section number to represent Zoom class sessions will be 99. Additional variations for multiple section numbers will also be assigned.

8. Dual Credit:

Because this is a new situation for the College, there is no protocol have protocol in place to evaluate the "College from Home" for dual credit students. Dr. Shelby is working with Center Directors to ensure contact between SCC and Dual Credit Instructors.

Adjourn: A motion was made by Dr. Nicolaides and seconded by Dr. Shelby

Next scheduled meeting is May 07, 2020 at 10:00 a.m.



Shared Governance Agenda

05.07.20

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Price, Dr. Shelby, Ruth Smith, Dr. Thornsberry, Dr. Nicolaides, Sheryl Ribbing, Jean Ellen Boyd

Agenda Items:

1. Approval of Minutes
2. Assessment
3. CARES Act
4. Policy
5. HLC Report (Attached)
6. Enrollment
7. Professional Development Options for the Summer

Next Meeting: June 4, 2020 at 10:00 a.m.

Summer meeting dates?



Shared Governance Agenda

05.07.2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Price, Dr. Shelby, Ruth Smith, Dr. Thornsberry, Dr. Nicolaides, Jean Ellen Boyd

Approval of April 16, 2020 minutes

A motion was made by Dr. Ryan Thornsberry, and seconded by Dr. Shelby to approve the minutes.

Agenda Items:

1. **Assessment** (submitted by Dr. Thornsberry)

The Student Academic Assessment Committee has met six times during the spring semester to review processes related to data collection and refine our co-curricular definition. The Personal Growth and Responsibility rubric was updated to better reflect the learning of students involved in co-curricular areas of the institution, therefore continuing to fulfill the SCC mission.

The FY2020 co-curricular areas with completed CQI documents are providing numbers for the core competency(ies) recorded under Program Student Learning Objectives. End-of-semester course data is being submitted for General Education and CTE courses. All departments are encouraged to complete FY2020 CQI findings by June 15, if possible (The committee is aware some units will not be able to update finding numbers until later in the calendar year).

A part-time administrative assistant/data entry clerk would be very much appreciated to assist with tracking data and entry of data and analysis, such as building what-ifs and charts using Excel.

2. **CARES Act**

CARES funding arrived today. Half of the funding will go to eligible students. Students enrolled in 12 credit hours or more will receive \$1200.00. Students with 6-11 credit hours will receive \$500.00. Dr. Price has created 3 different emergency-fund applications for students to use. Money should go out within the next week. The remaining half of the funding will go to SCC. Restrictions have not arrived, but are expected any day.

3. **Policy**

In the past Dr. Curphy sent policy-reads to Shared Governance and then sent the policy to Mindy Ashby (College Council) as part of the first read protocol. It was agreed during Shared Governance that policies will be sent only to College Council. This will save time and allow one thread of comments and suggestions.



4. HLC Report (Attached)

Attached is the HLC report. Dr. Curphy is making sure through everyone has a voice either through Shared Governance meetings or Conversations with the President. The HLC visit on November 30, 2021 will require a written assessment monitoring report. Minutes from Shared Governance and Conversations with the President will contribute content toward the report. The site visit will focus on Shared Governance.

5. Enrollment

SCC enrollment is down 18% for summer enrollment and down 46% for fall enrollment. Out-of-district and online fees will be waived to help minimize the enrollment declines. Rob Betts has purchased a mailing list of approximately 25,000 students' names. Dr. Price, Dr. Shelby, and Rob Betts are working on a script to use in emails to students. A link will be in the email to provide face-to-face interaction with the students. The thought is students need to put a face with SCC faculty and staff and build a connection. We will engage with our students and encourage them via email.

6. Professional Development Options for Summer

In order to determine what type of professional development faculty need as they prepare for the next year, they must have an idea of whether or not they will be in a traditional classroom or completely online/remote. If classes will be only online/remote, faculty will need equipment, development of a professional etiquette policy, and determine whether to teach classes synchronously or asynchronously.

General Updates:

Dr. Price

A mailing list has been purchased to reach out to students in the SCC area. Advertising has begun heavily on channels WSIL, WPSD, and KFVS. Dr. Price has received several good ideas for promoting summer and fall classes.

Student Services is working on a virtual graduation. The date has been set for June 19th at 7:00 p.m. Students will be asked to submit a graduation picture. An after-party fun video is planned. Dr. Price has requested SCC departments submit videos congratulating the graduates. Ruth asked if an email requesting the graduate's pictures could be sent before the semester ends. As Ruth pointed out, many students do not check their SCC email after a semester has ended.

Dr. Shelby

Dr. Shelby and Dr. Price have been brainstorming to determine the best practices to keep students engaged.

Dr. Thornsberry

Dr. Thornsberry asked if anyone had applied for the Ag instructor position. Dr. Curphy discussed that we have received multiple applications. The new instructor needs to have a masters in Agriculture and 2000 hours proven work experience.

**Dr. Nicolaides**

During the weekly faculty meeting, faculty discussed how the summer and fall semesters might look for students and instructors. One contingency plan is to use Zoom. Dr. Nicolaides pointed out we must be extremely clear to students regarding how classes will be set up and what resources will be used. Faculty will need to determine which classes will be Synchronous or Asynchronous. Faculty will also need to determine their equipment and training needs.

Jean Ellen Boyd

Jean Ellen has been attending meetings to obtain an overall picture and assess the needs of programs.

Ruth Smith

Ruth asked if webcams could be listed as required equipment for classes. Stacy could stock the bookstore with webcams for students to purchase. Pell eligible students could have their webcams paid out of their Pell funds if there are remaining funds after tuition, fees, and textbooks have been covered.

Ruth addressed concerns with security and testing via computers. The testing service SCC is using, Proctorio, can capture suspicious behaviors and send a report to the testing administrator.

Next Meeting

June 4, 2020 at 10:00 a.m.

Summer meeting dates will continue every Thursday after Board Meetings at 10:00 a.m.



Shared Governance Agenda

06.11.2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Price, Dr. Shelby, Ruth Smith, Dr. Thornsberry, Dr. Nicolaides, Jean Ellen Boyd, Sheryl Ribbing, Beth Crowe

Agenda Items:

1. Approval of May 7, 2020 minutes

2. Assessment (submitted by Dr. Thornsberry)

The SAAC Chair is tracking 32 Assessment Projects from FY19 indicating "In Progress" instead of "Complete". There are 176 FY19 Assessment projects with 32 not indicating finalization. The SAAC is working with the responsible party to determine needs to update the status to "Complete". In comparison, FY20 has 271 Projects that are being addressed at this time.

FY20 Projects are being entered into WEAVE by full-time instructors based on course assessment data. SAAC chair is working with a data entry clerk to input part-time instructor submitted course information.

With the end of the fiscal year, all departments/programs are being asked to input findings into the FY20 CQI document for the identified department/program and enter into WEAVE. If FY20 Findings are not yet available, the SAAC is asking that fact be noted at this time with an expectation date of when the numbers will be available.

3. CARES Act

4. Adjourn



Shared Governance Minutes

06.11.2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Price, Dr. Shelby, Dr. Thornsberry, Dr. Nicolaides, Jean Ellen Boyd, Beth Crowe

Approval of May 07, 2020 minutes

A motion was made by Dr. Ian Nicolaides, and seconded by Dr. Shelby to approve the minutes.

Agenda Items:

1. Reopening Plans

Dr. Curphy discussed the challenge of keeping everyone 6 feet apart as we plan to return to classes for the fall semester. The SCC Reopening Planning Committee will release a written plan soon. Several measures will have to be implemented, such as: Everyone entering SCC campuses will have their temperature taken (no one can enter with a temperature over 100.4); everyone must wear a mask; classes will be capped at smaller numbers; and room sanitation must occur between all classes. Dr. Nicolaides asked if we are following reopening plans similar to John A. Logan. Dr. Curphy confirmed that we are following John A. Logan and other Illinois Community Colleges reopening plans.

2. Student Enrollment

As of today, our enrollment for summer is down 23.71% headcount and down 11% credit hours. The fall semester, as of today, is down 34% headcount, 28% student enrollment (includes nursing), and we are down 152 students this summer from last summer. Dr. Curphy said, "We have to be frugal in our offerings for fall." She also commented that we must train our students upfront how to navigate the technology tools we will use for the fall semester. We do not want to lose students because they cannot do or feel comfortable with our technology. We must accommodate all learning styles. Russ and Rob are putting together a link for students to access information about ITV, Zoom, and Moodle.

Kristin reported she has met with the advisors and they shared feedback from students. Many students felt overwhelmed by Zoom and using access codes for books. A lot of students stated they were "shutting down" due to all the technology needs. Advisors also noted not all of the students dropped due to technology, but because of too much on their plates. Dr. Shelby also discussed a request from Rob and Russ. If instructors could open their Moodle up one week earlier and provide a brief welcome paragraph along with their syllabus it would be helpful to incoming students.



3. Assessment (submitted by Dr. Thornsberry)

The SAAC Chair is tracking 32 Assessment Projects from FY19 indicating "In Progress" instead of "Complete." There are 176 FY19 Assessment projects with 32 not indicating finalization. The SAAC is working with the responsible party to determine needs to update the status to "Complete." In comparison, FY20 has 271 Projects that are being addressed at this time.

FY20 projects are being entered into WEAVE by full-time instructors based on course assessment data. The SAAC chair is working with a data-entry clerk to input part-time instructor-submitted course information.

With the end of the fiscal year, all departments/programs are being asked to input findings into the FY20 CQI document for the identified department/program and also enter into WEAVE. If FY20 findings are not yet available, the SAAC is asking that fact be noted at this time with an expectation date of when the numbers will be available.

Dr. Nicolaides noted Phyllis needs data-entry help entering with WEAVE and processing other information. Dr. Curphy suggested Emily Blakely could enter the current data to help Phyllis catch up.

4. CARES Act

Dr. Price reported all the CARES Act funds have been received, and they are being distributed to students.

5. Cusumano Foods

Dr. Curphy announced Cusumano Foods has a USDA grant, and is partnering with Local 773 to distribute 600 boxes of free produce and dairy on Thursday, June 18, beginning at 8-8:30 a.m. at the Ullin Campus. They will then go to Cairo, Vienna, Pulaski, and maybe Metropolis. Dr. Curphy was contacted by Senator Fowler about the food distribution. The Senator's office will create the flyer and handle social marketing along with Channel 3. They would like SCC to market this and the other events, so more information is coming. We are asking for volunteers to wear Saints colors.

Next Meeting:

July 9, 2020 at 10:00 a.m.



Shared Governance Agenda

07.15.20

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Price, Dr. Shelby, Ruth Smith, Dr. Thornsberry, Dr. Nicolaides, Sheryl Ribbing, Jean Ellen Boyd, JoElla Basler

Agenda Items:

1. Approval of Minutes
2. Reopening Plan
3. Faculty Concerns Regarding Face to Face Instruction
4. Online Class Issues/Student Advisement
5. SAAC Update (submitted by Dr. Thornsberry):

Student Academic Assessment Committee members have been meeting with individual (using Zoom) departments/programs analyzing FY20 collected data and recording "findings" from implemented interventions for the identified entity.

Also, many of the departments/programs have created the initial planning FY21 CQI document for the department/program (emphasis of the SAAC professional development day in October) adjusting goals and objectives based on findings from FY20 data analysis.

Additional Co-Curricular areas to completing CQI Planning during the month of June 2020 were:

Ambassadors

Core Competencies aligned objectives:

Oral Communication and Personal Growth and Responsibility

College Bowl Team

Core Competencies aligned objectives:

Personal Growth and Responsibility and Problem-Solving

eSports

Core Competencies aligned objectives:

Personal Growth and Responsibility, Problem-Solving and Oral Communication

Student Senate

Core Competencies aligned objectives:

Personal Growth and Responsibility, Problem-Solving and Oral Communication



6. Adjourn



Shared Governance Minutes

July 15, 2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaides, JoElla Basler, Ruth Smith, Beth Crowe, Tina Dudley

Approval of June 11, 2020 minutes

A motion was made by Dr. Ian Nicolaides, and seconded by Dr. Shelby to approve the minutes.

Agenda Items:

1. Call to Order

2. Reopening Plans

Dr. Curphy sent out the final reopening plan 2 to 3 weeks ago, but it had to be updated after attending several webinars and receiving faculty and staff feedback. Dr. Curphy explained that the plan is fluid, and will change as we receive new information and guidelines from ICCB and the government. Everyone is to wear a mask and follow the strict plan guidelines. Staff will return to campus at 50% capacity on July 20, 2020. All staff (except those with medical exclusions) will return August 3, 2020. Dr. Nicolaides asked that staff and faculty be on the same page with regards to COVID-19 policies.

Dr. Nicolaides also discussed a list of questions faculty had submitted to Ruth regarding faculty returning to campus for the fall semester. The questions are listed below with Dr. Curphy's responses:

1. What solution has been determined for barriers between faculty and students while teaching?
Plexi-glass will be used. Instructors are encouraged to use face shields and maintain 6-foot distancing. Dr. Curphy encouraged faculty to slowly move students to remote instruction. If an outbreak occurs, all instruction will become remote.
2. What if students refuse to clean the classroom space?
Give students responsibility to take care of themselves and those with whom they share a classroom. All students must receive an expectation sheet prior to class. Dr. Price will make sure an email blast goes out about masks and cleaning prior to the start of the semester.
3. Requiring classrooms spaces to be cleaned will require class time because we cannot assume they will use the 10 minutes before their next classes efficiently. Simply put, this is another example of loss of instruction time.
Encourage students to arrive early to clean their space.
4. If students choose take masks off or not to wear them, what authority do we have as Instructors to handle this? Do I leave the class to call security? Send a student?
Faculty can use their cell phones to call security to come to their class to deal with the non-compliant student.



5. There should be consideration for an additional professional tutor designated to assist students online (virtually) only. Students need a professional tutor that can assist through Zoom in the evenings. SEM class will help, but we will work on a 1-800-number students can call for after-hour support.
6. If one of us gets COVID, we must stay out 14 days. How does a class go on when the teacher is gone at least 14 days? What if I get it, and I'm not better in 14 days? What happens to my class then?
A letter is coming out from H. R. about what to do if faculty have to stay home. We will work with Southern Seven to incorporate a plan.
7. What if a student tests positive for COVID-19. How long do they remain off campus? What is the process for notifying other students that could have been in the same class as the student? Do we also isolate?
Stay off campus 14 days, and bring a note when test is negative. Dr. Price discussed the idea of students signing a daily wellness sheet. Possibly an app for their phones to daily track their health. The app would ask them 3 or 4 questions before they come to class. A student must prove they are no longer infected (note saying they have tested negative). Faculty will contact Emily with any COVID-19 questions. Keep all curriculum and instructional meetings via Zoom.
8. Is there anything that would cause us not to start face-to-face classes in August?
If the Governor says we are not going back on campus.
9. Chromebooks do not work for all courses. Will any laptops be ordered for students who need them for particular courses? (e.g., ACC, BUS, COM, and IMS)?
The bookstore is working with IT to order laptops.
10. What consideration is given to the bottleneck of students showing up right before class (they often like to do this) but all need their temp taken?
This can and will lead to late students and loss of instruction time.

3. Class Drop Date:

JoElla asked if faculty are to inform students that July 17th is the last day to drop classes, and are faculty to poll students again for pass/fail grades? Dr. Price responded that students had to choose P/F prior to summer sign up. The 17th is the last day for students to withdraw. Instructors do not initiate withdrawals.

4. Online Class Issues/Student Advisement:

Dr. Curpy discussed that our enrollment is down 25%, and down 22% student credit hour,s which are pretty typical numbers throughout the state. Dr. Curphy asked if faculty would be willing to increase online enrollment from 24 students to 28 students. Dr. Nicolaides asked how much money would be saved by increasing online student numbers. Dr. Curphy will find out and report the numbers to faculty. Dr. Curphy expressed how urgent it is to increase our student numbers due to our budget deficit. The question was asked, "Who is reaching out to students that did not get accepted to SCC?" Dr. Shelby stated we are going after those students this summer. Rob is on the radio and running TV ads encouraging students to "save your face-to-face spot, and register now." Dr. Curphy also specified that our faculty must have fulltime loads.



Dr. Curphy requested Grants be added to the August agenda. Distance learning Grant, Delta Center Grant, and Pathways Grant need to be discussed.

JoElla asked if we could text alerts to students about registering. Dr. Price responded that the system is not ready.

Dr. Nicolaides asked how student frustration can be alleviated from the online experience. Dr. Curphy discussed how we must make online appealing to students. It was suggested that we eliminate any Zoom (synchronous) fee. SEMO is rolling out a new program called Hyperflex classes. The classes provide options for students to learn. Flexibility with face-to-face, synchronous remote, or asynchronous online students choose what is the best way to learn with their lifestyle. We would need to find a grant to help pay faculty to teach Hyperflex courses.

4. Assessment (prepared by Phyllis Sander, submitted by Dr. Thornsberry)

Student Academic Assessment Committee members have been meeting via Zoom with individual departments/programs to analyze FY20 collected data and record "findings" from implemented interventions for the identified entity. Also, many of the departments/programs have created the initial planning FY21 CQI document for the department/program, adjusting goals and objectives based on findings from their FY20 data analysis.

The following Co-Curricular CQI were completed during June 2020:

Ambassadors

Their objectives aligned with the Oral Communication and Personal Growth and Responsibility Core Competencies.

College Bowl Team

Their objectives aligned with the Personal Growth and Responsibility and Problem-Solving Core Competencies.

eSports

Their objectives aligned with the Personal Growth and Responsibility, Problem-Solving, and Oral Communication Core Competencies.

Student Senate

Their objectives aligned with the Personal Growth and Responsibility, Problem-Solving, and Oral Communication Core Competencies.

5. Next Meeting

August 6, 2020 at 1:00 p.m.



Shared Governance Agenda

08.06.2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Price, Dr. Shelby, Ruth Smith, Dr. Thornsberry, Dr. Nicolaides, Jean Ellen Boyd, Sheryl Ribbing, Beth Crowe

Agenda Items:

- 1. Approval of July 7, 2020 minutes**
- 2. Grants**
- 3. November 3 Election Day substitution of Oct 8.**
- 4. Assessment**

The Shawnee Student Academic Assessment Committee met on July 23, 2020. An update was provided on the co-curricular areas creating FY21 CQI planning over the summer defining SLOs' measures and action plans which supported the individual programs' mission statement. A short demonstration on the WEAVE updates was presented. FY20 Assessments projects missing "Findings" were divided between SAAC members for follow-up.

Rob Lucas and Phyllis Sander participated in the Weave Strategic Planning Workshop Part 1 on July 28, 2020. Part 2 is scheduled for August 11 and will review Arkansas Tech University's strategic plan in Weave. Also, the workshop will provide participants the opportunity to build a sample strategic plan template and project.



Shared Governance Agenda

08.06.2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Shelby, Ruth Smith, Dr. Thornsberry, Jean Ellen Boyd, Beth Crowe

Approval of July 7, 2020 minutes

A motion was made by Dr. Thornsberry, and seconded by Dr. Shelby to approve the minutes.

Agenda Items:

1. Call to Order

2. Grants

While there is nothing to report at this time regarding grants, Dr. Curphy did report SCC has been awarded \$2 million from Governor Pritzker's "Rebuild Illinois Capital Plan." The funds will be used for the HVAC upgrades in buildings H and I on main campus.

3. November 3rd Election Day and October 8th Shawnee Experience Day

Dr. Curphy asked that Dr. Thornsberry to discuss with Dr. Nicolaides, President of SCEA, that October 8 be changed to an instruction day to make up for the state-mandated holiday on November 3rd. October 8th is scheduled to be the Shawnee Experience, which will not occur due to the virus-related campus restrictions.

The requirements for Election Day holiday apply only to the November 2020 election. Per [P.A. 101-0642](#) (Section 24-2e) "Notwithstanding any other provision of State law to the contrary, **November 3, 2020** shall be a State holiday known as 2020 General Election Day and shall be observed throughout the State pursuant to this amendatory Act of the 101st General Assembly. All government offices, with the exception of election authorities, shall be closed unless authorized to be used as a location for election day services or as a polling place."

4. Assessment

The Student Academic Assessment Committee (SAAC) met on July 23, 2020. An update was provided on the co-curricular areas creating FY21 CQI planning over the summer. They defined SLO measures and action plans, which supported the individual program objectives and college mission statement. FY20 projects were divided between SAAC members for follow-up to complete "Findings."

Rob Lucas and Phyllis Sander participated in the Weave Strategic Planning Workshop—Part 1 on July 28, 2020. Part 2 is scheduled for August 11, and will review Arkansas Tech



University's Strategic Plan as it is entered into Weave. Also, the workshop will provide participants the opportunity to build a sample Strategic Plan template and project.

Dr. Curphy asked Dr. Thornsberry if the Master Academic Plan and the Strategic Plan had been uploaded into Weave. Dr. Thornsberry specified, they had not. (This was since clarified that they are in Weave.) Dr. Curphy discussed having more data driven discussions once plans with the college documents updated into Weave.

Dr. Shelby briefly discussed it should not be the work of the SAAC to look at institutional assessment. The Institutional Effectiveness Committee should be looking at Student Assessment and make sure it is feeding into the Strategic Plan and Master Academic list.

5. Other

Dr. Curphy stated we still need to think "Recruit and Retain" when we are out in the community. Enrollment for this fall is down 6.77% in headcount and 500 credit hours.

Dr. Curphy met with the faculty to address concerns about returning to campus. Dr. Curphy asked if anyone hears of those with concerns to contact her.

Adjourned at 1:18 p.m.



Shared Governance Agenda

09.10.2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Taylor, Dr. Price, Dr. Shelby, Dr. Thornsberry, Dr. Nicolaides, Phyllis Sander, Jean Ellen Boyd, Sheryl Ribbing, Connie McGinnis, Beth Crowe

Agenda Items:

- 1. Roll Call**
- 2. Approval of August 6, 2020 minutes**
- 3. HLC Notification Letter**
- 4. Assessment**

The SAAC met on Tuesday, September 1. The annual Assessment Professional Development, October 9, 2020 was discussed. A speaker was suggested, specifically Jordan Denton, SCC WEAVE coordinator. Jordan was contacted after the meeting and she has arranged to present and be available from 9:00 am to 1:00 pm to assist with the day's events, if needed.

An update was given on the progress of publishing SCC Assessment processes through links on the SCC website under the Institutional Research link from the home page.

Using the Policy 8530 and the Collective Bargaining Agreement as support materials, the SAAC selected the following student organizations to assist with CQI planning for FY21 co-curricular emphasis: Book Club, Music Club and Veterans Club.
Phyllis



Shared Governance Minutes

09.06.2020

10:00 a.m.

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Taylor, Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Connie McGinnis, Beth Crowe

Absent: Phyllis Sander

Approval of August 6, 2020 minutes

Corrections: Dr. Shelby asked for a correction to her statement. In the original minutes the statement was typed, "The Institutional Effectiveness Committee should be looking at Student Assessment and make sure it is feeding into the Strategic Plan and Master Academic list." It should have been typed as the following, "The Institutional Effectiveness Committee should be charged with overseeing institutional effectiveness and student academic assessment and ensure they are both feeding into the Strategic Plan and Master Academic Plan.

Dr. Curphy also requested a change to the August minutes regarding the spelling of Capital. Upon further research the word Capital when referring to, "Rebuild Illinois Capital Plan was spelled correctly.

A motion was made by Dr. Nicolaides and seconded by Dr. Thornsberry to approve the minutes.

Agenda Items:

1. Call to Order

2. Grants

The Delta Health Grant was submitted. The funds will aid in the rebuilding of several programs (i.e., EMS, Paramedic) SCC is also looking to rebuild the CPR program. Dr. Curphy reiterated we must find credit bearing and revenue building programs for SCC.

Dr. Price discussed the submission of the GEER grant. The grant funds (\$282,063.00) will allow SCC to hire part-time completion coach, nursing student completion coach, and a student-athletic completion coach. The grant may also help spring and summer students that have past due balances.



Dr. Curphy has discussed with Randy Rushing using certain grants for loan forgiveness. Dr. Taylor, Dr. Curphy, and Dr. Price will meet to discuss, “Second Chances” as a loan forgiveness option.

3. HLC Notification Letter

Dr. Shelby and Jean Ellen will be working with Dr. Taylor to create a letter for HLC. The letter is in response to our enrollment drop over the last 3 years. The letter is due September 25, 2020.

4. Assessment

October 9th is virtual Assessment day. Phyllis Sander is drafting an Agenda for the event. We need to participate for 7 ½ hours. October 8th will be a regular instructional day.

5. General Updates and Questions:

Dr. Nicolaides asked if finals could be given early to students. Dr. Curphy replied they cannot. We need to stay on schedule.

Dr. Curphy gave kudos Dr. Shelby’s selection to a 2-year term as the Student Services representative on the statewide ICCB Program Review Advisory Committee.

Dr. Curphy discussed our numbers for 10th day. Our enrollment numbers will be up, but our credit hours will still be down 6%.

Dr. Nicolaides asked if we have a mechanism in place to assess on-line classes. Dr. Shelby was a member of the John A. Logan on-line assessment team. They utilized a standard rubric for assessment.

Dr. Taylor stated that once he shares his goals with the Board he will share them with the SCC family.

Items for the October Agenda:
ACEN

Adjourned at 10:46 a.m.

