

AFAEC Meeting Notes – March 13, 2025~ 5:00–7:00 PM

Call to Order & Roll Call: President Michelle Iskra opened the meeting. Secretary Sarah Wilson conducted roll call.

Present: David Albert, Charity Benford, Bianca Beronio, Amber Luttig Buonodono, Ping Chu, James Christianson, Kevin Clark, Lisa Marie Coppoletta (LMC), Chris De La Ronde, Aimee Finney, Gretchen Harries, Michelle Iskra, Paula King, Franklin Marciales, Christina Michura, Don Morris, Angela Smith, Sarah Wilson, Jennifer Zuba. Kathryn Statos, Valeria Flint, Dawn Tawwater,

Minutes and agenda approved.

Workforce Position Vacancy

Motion: To approve Marissa Burill to fill the vacant Workforce EC position.

- **Don Morris:** Strongly supported Marissa and described her as a hard worker, experienced officer, and knowledgeable.
- **LMC:** Raised concerns about equity in filling vacant seats.
- **Michelle Iskra:** Reported trying to vet three other candidates, but they all declined. Noted that Round Rock and Highland Campus seats also remain unfilled.

Outcome: Motion passed; Marissa Burill approved for position.

Administrative Services Report

Don Morris: College is revising rules regarding multi-occupancy private spaces.

Michelle Iskra: Served as a panelist on Academic Freedom alongside Annika Rivera, Russell Hart-Lowe, and Gaylynne Scott.

Key points from panel:

- Some students have portrayed instructors negatively.
- Gaylynne and Russell emphasized that as long as faculty follow syllabi and maintain professionalism, the legal team supports them.
- Students may record instructors without permission; faculty should be mindful but not fearful. Document teaching practices.
- Faculty Senate is supportive; remain vigilant but not isolated.

David Albert & Jim Christianson: Chancellors continue planning for the new South Austin Campus.

AR and eStaffing:

Gretchen: Raised concerns about confusion caused by an email from Tono Ramirez regarding delayed eStaffing. Many adjuncts misunderstand the system, including the “draw” process. Some believed selecting classes earlier (e.g., at midnight) improved their chances, which it does not. It’s a “draw” system.

ALB: Noted that Wendy Elle can provide a video explaining eStaffing procedures.

Guest Speaker: Alex Watkins (Communications Dept., Co-Chair of Distance Education Committee)

Distance Education Updates

- Committee is revising best practices and procedures; redline document open for comments until **April 3**.
- Updated definitions for distance education modalities.
- College must clearly explain federal financial aid processes to students.
- Courses are evaluated using a rubric aligned with Quality Matters (QM) standards. Deans must collaborate with Distance Education to ensure departmental compliance.

QM Certification

- **Michelle:** Asked whether QM training/certification is required.
- **Alex:** Yes. Instructors must complete QM training; not all departments currently follow protocol. The GP will ensure compliance.
- **Jim:** Asked whether older QM certifications remain valid.
- **Alex:** Courses must be re-certified every 3 years (college) or 5 years (national).
- Faculty receive a **\$1000 stipend** for initial QM certification; **no stipend** for recertification.

ADA Compliance

- **Gretchen:** Asked what happens if ADA compliance is below 100%?
- **Alex:** Goal is 100%, but a 95–100% range is being discussed. ALLY is helpful but imperfect. Instructional Designers are available for support. Accessibility should not depend on students requesting accommodations.

Committee Discussion

Jeffrey Hedrick (ECHS at Manor): Reported significant challenges affecting instruction:

- Students unable to access Blackboard or online resources due to persistent password issues.
- Many lack ACC emails and liaison support.
- Campus is understaffed; no learning lab or tutors.
- Issues persist weeks into the semester.

Michelle Iskra: EC will investigate; noted she has not seen similar issues at Cedar Park High School.

LMC: Encouraged Jeffrey to contact his Department Chair or liaison; offered personal assistance.

Motion to adjourn passed. Next meeting: March 27, 2026.