

# Lansing Community College

## Academic Senate

## MINUTES

9/6/13

Senator Attendees: James Allen, Alex Azima, Marcy Bauman, Matt Boeve, Ed Bryant, Kevin Bubb, Christine Conner, Willie Davis, Darrell DeMartino, Pamela Erramuzpe, Curlada Eure-Harris, Dale Franks, Richard Freedberg, Ann French, Judy Goth-Owens, Catherine Griffin, Jeff Haynes, Dan Holt, Dedria Humphries, Jeff Janowick, Melissa Kamai-Arambula, Jon Liebold, Peter MacFadden, Heather McAlpin, Rafeeq McGiveron, Jerry Onofryton, George Pena, Elaine Pogoncheff, Tracy Price, Terrill Putman, Kelly Sakkinen, Suzanne Sawyer, Hananiel Setiawan, Kathy Shaffer, Eric Snider, Ed Thomas, Marc Thomas, Joe Werner, Cathy Wilhm

Senators Absent: Tammy Grossbauer, Terrance King, Richard Prystowsky

### Call to Order

President Azima called the meeting to order at 9:00 a.m.

### Roll Call

Clerk Blundy called the roll. A quorum was present.

### Approval of Minutes

The minutes of the August 2, 2013 meeting were approved as distributed.

### Public Comments (also permitted during the meeting with the approval of the Senators)

Paul Jurczak spoke regarding the faculty satisfaction survey distributed this past year. Results are in and copies are available to anyone interested – email him at [jurczap@lcc.edu](mailto:jurczap@lcc.edu). It was requested to have these survey results posted on Academic Senate D2L and public workspace. Mr. Jurczak also mentioned two individuals not present at the meeting today, Jack Bergeron and Jason Mayland, for the group to consider drafting a letter of thanks to them, as they were instrumental in putting together the Academic Senate.

President Azima recognized a fellow Science faculty member who passed away, Claude Watson, and mentioned there is a scholarship fund in his name at the Foundation, the Claude Watson Endowment Fund.

### President's Report

- Update on *Guidelines for Professional Activities & Duties* (~~32 Days~~) - President Azima made a change to this agenda item - strikeout the 32 days from the topic title. He indicated that the Guidelines document has been distributed to faculty and forms are forthcoming. He went through the Guidelines document and discussed key points. The timeline and appeals process were discussed. He briefly summarized the 8 categories in the Guidelines document. FT Faculty need to pick at least 3 of these categories to contribute to. Adjunct faculty will have an

opportunity to be involved, particularly as department operating plans are developed. This document will be put on D2L and on the Academic Senate public workspace. The form to submit your category selections for the professional activities will be sent from the Provost's Office when it is finalized. He reassured the Senate that the forms and this process are considered "continuous improvement" and if something does not work, it can be submitted for change. Faculty and administration will work together.

There was discussion regarding substitute teaching and the implications of the new policy. President Azima asked if Senator Bauman will draft a resolution addressing the issue to be considered by the Senate.

- Online Learning => Learning Task Force – President Azima recommended the Senate direct the Learning Taskforce to take on this issue for long term solutions.
- Degrees & Certificates => Student Success Task Force – Senator Liebold discussed this issue of students leaving LCC and going to a 4-year institution without a degree or certificate. President Azima asked that Vice President Werner, Dean Montague and Cindy Storie continue to work with the Student Success Task Force. Senators can provide additional information/suggestions to Vice President Werner.
- Review of Late Adds Policy => CIC – President Azima discussed the issues with late add policy and late list. CIC has not yet met, but as soon as they do, he suggests they take on this issue.
- Concourse Access Issue – President Azima discussed the multi-course issue. The Executive Committee made some decisions on Senate's behalf, authorizing Academic Affairs to make the changes necessary to Concourse log-in procedures to allow everyone access to section syllabi.
- Amendment to CIC Charter to include ELPS – President Azima indicated there will be representatives from the ELPS Division.
- Elections Committee Chair – President Azima indicated this group needs a Chairperson, Secretary Conner has been filling in. Senator Kamai-Arambula volunteered.
- Technical Review Committee – Please send Vice President Werner an email if you are interested in being on this committee.
- Academic Senate Meeting Ground Rules & Expectations – The document that was submitted in the summer is hereby adopted since there were no objections.

January Professional Activity Days & May Reflection Days (Tracy Price & Marc Thomas) – Senator Price from CTE gave an update. The Provost had a group of faculty and administrators meet to discuss options for professional activity days for Spring Semester. They discussed a conference model, invite a speaker in morning and then smaller sessions in the afternoon. The next day, have round table discussions. The May PA days will be more reflective rather than "ball and chain" days. Perhaps reinstate some program meetings. The Provost is open to suggestions. CTE will be involved in coordinating these days. Strategic plan, mission, engaging

students and helping them be successful are suggested topics, and we need to plan activities/speakers that will help us do our jobs and advance these issues.

GB Renovation Plans (Evan Montague & Tim Martz) – Dean of Student Services Evan Montague addressed the Senate and indicated they are mapping out the timeline for renovation plans. Small groups will be getting together to talk about how we are going to serve students. In October-November, some of Student Services Division offices will start moving out of the building but students will continue to be served until the end of the semester in Gannon. Space is reserved on first floor of TLC for spring. Signage, staff and new service models will be implemented. Evan volunteered to update the Senate at the September 20 meeting. He indicated it is not too late to have input from the Senate.

Adjunct Office Space Report (Heather McAlpin) - Senator McAlpin shared ongoing A&S issues which included computer access, communication issues on adjuncts where they are going to go, the need for adjunct offices, and telephones. It was discussed that a survey for adjuncts to have input might be helpful. Senator McAlpin volunteered to take this on and asked that suggestions be sent to her.

Online Assessment Policy Committee (Tammy Grossbauer & Matt Lemon) – Matt provided an update to the Senate regarding online courses and proctored testing requirements. In the short term, there have been improvements for communicating to students including a more consistent message on My LCC, D2L, and on the eLearning and Assessment websites. West Campus is now an option for proctored testing. Also open now at Livingston, fee waived and eliminated the request requirement. If a student is 60 miles or more from any of the 3 campuses, there are other options. Online courses are constantly evolving and this committee will continue to look at short term and long term solutions. Talk with Matt Lemon or Senator Grossbauer if you have questions or comments.

Academic Master Plan Task Forces Kickoff & Work Session – the list was displayed on the overhead of which senators had volunteered for each of the six categories. Secretary Conner indicated it is time to pick a definite group. Underlined names indicate you volunteered to co-chair. This will be posted to D2L and workspaces, and emailed to the Senate as well.

AQIP Workgroups (Jim Luke) – Jim Luke indicated that the first meeting of the AQIP Workgroup was last week and ideas on how to implement the strategic plan were discussed. Jim gave a five minute review on strategic planning, displayed on the overhead as the “napkin approach”. Clouds in the way of learning: Students lives are changing, they have different needs now. Complex lives, changing demographics. Funding is less. Accrediting agencies and the State now have different rules and stricter requirements. New competitors. Biggest challenge--We don't like ourselves or talk to each other or trust ourselves. Need a plan—Strategic Plan. Turn risks into opportunities. A strategic plan should not be another to-do list, it should be only important to-do list. 1) focus on learning and do it better. 2) need to focus on student success. These 2 items overlap but are separate issues. 3) need community engagement. 4) need to address competitiveness and innovation. 5) resource and fiscal responsibility. 6) leadership, culture and communication. The other five rest on solving this last one.

AQIP stands for Academic and Quality Improvement Process. Every institution has 9 ongoing regular processes. This is how we do business. AQIP is about doing an intervention. An AQIP project shouldn't be about something you are already going to do. It is about changing and improving how we go about a process.

The AQIP committee is now combined with Strategic Plan Implementation Team. Focus on the change you want to create in a process. Make sure you understand what is going on before you go about changing it. A possible risk – focusing on the 6 components in isolation. Each group needs to accomplish their category projects creatively keeping the other categories in mind.

There was a motion to extend the time of the Senate meeting by a maximum of 30 minutes. This motion was approved. Vice President Werner was asked to chair the remainder of the meeting, as President Azima had to leave to teach. Discussion continued.

Faculty Co-Chairs have an opportunity to help create a new way of living and governing a college. We are becoming an AQIP governing school. There was discussion of the action projects – the bulleted items in the strategic plan. AQIP is a different way, proven very effective in governing schools. The intervention-type action projects are the core concept. Vice President Werner talked about quality – can't add it at the end of the project. He referenced the Demming Cycle: Plan, do, check on it, act on it and cycle back to create a new project or alter current plan. It is all about continuous improvement.

There was discussion on how to engage and get our executive leadership and Trustees on-board with the AQIP concept. Will there be feedback or indicators that we are being listened to throughout this project? Vice President Werner addressed this by mentioning the committee work by groups like CIC, CWAC are an effort that the Senate is significant and can achieve results. We also now have faculty co-chairs on the Strategic Plan action projects, and Jim is now on the AQIP committee, so things are changing.

Jim Luke offered his services to be a special advisor to the co-chairs of the AQIP groups. Feel free to contact him.

#### Other Business

Vice President Werner asked if there is any further business. There was none.

#### Announcements

- EDF picnic at 11:30.
- Next Senate meeting on 9/20/13, 9:00-11:00 a.m.
- Downtown Lansing is doing a "Welcome Students" event from 4:00-8:00 p.m. today.
- The University Center is hosting an open house on 9/11/13 for 4-year opportunities.

#### Adjournment

The meeting adjourned at 11:33 a.m.