

Lansing Community College

Academic Senate

MINUTES

9/20/13

Senator Attendees: James Allen, Alex Azima, Marcy Bauman, Matt Boeve, Ed Bryant, Christine Conner, Darrell DeMartino, Pamela Erramuzpe, Curlada Eure-Harris, Dale Franks, Ann French, Catherine Griffin, Tammy Grossbauer, Jeff Haynes, Dan Holt, Dedria Humphries, Jeff Janowick, Melissa Kamai-Arambula, Terrance King, Jon Liebold, Peter MacFadden, Heather McAlpin, Rafeeq McGiveron, Jerry Onofryton, Elaine Pogoncheff, Tracy Price, Richard Prystowsky, Terrill Putman, Kelly Sakkinen, Suzanne Sawyer, Hananiel Setiawan , Kathy Shaffer, James Swain, Ed Thomas, Marc Thomas

Senators Absent: Kevin Bubb, Willie Davis, Richard Freedberg, Judy Goth-Owens, George Pena, Eric Snider, Joe Werner, Cathy Wilhm

Call to Order

President Azima called the meeting to order at 9:03 a.m.

Roll Call

Clerk Blundy called the roll. A quorum was present.

Approval of Minutes

The minutes of the September 6, 2013 meeting were approved as distributed.

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

Paul Jurczak addressed the Senate regarding the Academic Master Plan. He suggested the Senate develop a process to address a single concern at each meeting, choose a topic, and do something about it. Take it to the Board and the President and drive policy. President Azima indicated that he, the Provost, and MAHE President Cindy Storie, are working together to accomplish this. They are trying to be proactive, not reactive.

Jim Luke suggested a way to be more proactive – the Academic Master Plan seems to be treated separately from the Strategic Plan. We need to identify and make the connections between the two plans. President Azima recommended to the Senate and audience, that these individual issues be raised through the senators and be brought to the appropriate task forces.

Senator Price indicated there is confusion on what the task forces are supposed to do, specifically what is driving what? Provost Prystowsky explained we should not be creating any plans that are going to sit on the shelf – that is useless work. We need to create a document that is to be used. Governing board sets priorities. President and Strategic Plan should reflect those priorities. Strategic Plan reflects the governing board's policies and goals and everything else drives that. Action plans tie directly to strategic plan. Transformational initiatives need to be addressed as well.

Jim Luke explained his interpretation of transformational: if things are the same, it was not transformational, it was tweaked. If things are done differently, change in how something was done, then it was transformational. The 6 subgroups have action plans, and they are all in various states of

development. The goal of the Senate is to start driving the work of the action plans, bring energy and ideas and make improvements.

Senator King shared we know the why and what, but do not know the how. The how is the Senate has an opportunity to join resources and ideas. It is more than a partnership w/AQIP and the College. It is an integrated relationship – we are part of the process to make sure we are accomplishing goals and making things happen.

More discussion included we are all speaking different languages at the college, how can we understand each other and actually communicate and speak the same language. There are nonverbal ways to communicate as well, our behavior for example.

President Azima indicated that he, the Provost, and Lisa Webb Sharpe are meeting soon to better clarify this issue of what is driving what. Provost Prystowsky recommended groups hold off until the meeting happens and there is clarification and a clearer direction. Senator Griffin indicated we need to be positive about what we do. We have an opportunity, there is a new senate and a new provost, we can help the climate change. She recommended the Senate and administration get together for trust and team building training, so everyone can come together and make this transformation. The Senate needs to be transformed first.

It was reiterated that the Senate is a recommending body to the Provost. The Senate, in creating the Academic Master Plan, needs to know what the Strategic Plan and AQIP groups are doing, which is why the Senate needs to have co-chairs/representation on these other groups. All three plans need to function together.

Provost's and President's Report

- Academic Policy Advisory Committee (APAC) – Provost Prystowsky indicated he has been assessing how the College handles academic policy. He presented to the Executive Committee of the Senate that he is establishing APAC, which will be a college-wide committee representing all groups throughout the college – students, support staff, FT and PT faculty, administrators, etc. It is an advisory committee, not a policy-making committee. Members of this committee need to bring their constituent's ideas to the committee meetings. This type of committee assures that no one group can claim ownership of a policy. He and President Azima will co-chair this committee until the new Associate Vice President of Academic and Student Affairs is hired, at which time, the Provost will turn the co-chair responsibilities over to him/her.
- Curriculum & Instruction Council – Provost Prystowsky indicated that the new criterion of the Higher Learning Commission is clear about faculty having a direct role in curriculum development. He suggested we turn CIC into a Curriculum Committee that would be an arm of the Senate, chaired by a faculty member, with faculty voting members and non-faculty non-voting members. The process would look something like:
 - 1) Anyone can propose a course throughout the year.
 - 2) The department/program will discuss the proposal to keep the collective wisdom of group at the forefront. Once consensus is reached, there will be a form that the Dean will sign, and language to the effect that the department/program has reviewed and approved the course going forward.

- 3) The proposal then goes to a technical review committee, consisting of faculty and non faculty to look at such things as marketing, articulation, etc.
- 4) Once reviewed by technical review committee, the course goes to the Curriculum Committee to review the course, keeping the broader objectives of the college in mind.
- 5) Once Curriculum Committee approves, it then goes to the Provost for approval and sign off and then forwarded to a distribution list for appropriate offices to begin implementation. The process is then complete.

This process would not only be for new courses, but also new programs and perhaps prerequisites as well. This satisfies the HLC requirement for accreditation. Curriculum review would be on a regular cycle.

- Achieving The Dream Site Visit (ATD) – Provost Prystowsky said the visit went well. Dean Nealon and President Knight received a positive feedback letter from Achieving the Dream in response to the site visit and LCC’s ATD Annual Reflection Report which was submitted in May 2013. The new Gateways to Completion (G2C) initiative that the College is taking part in is not duplicate work of ATD, but could be easily integrated into the work of ATD.
- Center for Data Science – Provost Prystowsky gave an update. With the vacancy of the Executive Director of Institutional Effectiveness, Research & Planning, there was an opportunity to make some changes to this office. The office will change to the Center for Data Science, and a position is currently being advertised for a Director. There are not many applicants. It may be necessary to revise the language in the posting that implies the person needs to be in academics, and repost to encourage applicants with the skill set we want.
- PQIP – Provost Prystowsky thanked Jim Luke for meeting with him and helping him understand PQIP. The group met two weeks ago to figure out where we are, next steps, and timing. Templates on program review will go out. Every program needs to look at success data and come up with action plans. Questions should tie closer to the Strategic Plan - what does your program need to do to improve? Conversations need to take place within the program, with the Associate Dean, Dean and Academic Affairs, so everyone hears the same plan. The expectation is for next year’s cycle for program operating plans to include: 1) schedule, 2) budget, 3) non-instruction obligations of faculty, and 4) PQIP.

Academic Master Plan Task Forces Work Session

President Azima apologized that there was no time for work sessions today, however there will be at the next meeting of Senate. He encouraged Senators to work with their chairs. The goal is to have a final document ready to go by this March/April. It was agreed that a meeting of the Task Force Chairs will be helpful prior to next Senate meeting.

Adjournment

President Azima requested a motion to adjourn early. There was no objection. The meeting adjourned at 10:51 a.m.