

# Lansing Community College

## Academic Senate

## MINUTES

11/01/13

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

Senators Absent: James Allen, Kaila Arnett, Alex Azima, Pamela Erramuzpe, Heather McAlpin, Suzanne Sawyer

### Call to Order

Vice President Werner called the meeting to order at 9:06 a.m.

### Roll Call

Clerk Blundy called the roll. A quorum was present.

### Approval of Minutes

Vice President Werner asked if there were any additions/corrections/deletions to the minutes of the October 18, 2013 meeting. The minutes were approved as distributed.

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

On behalf of Martine Rife, Gateways to Completion (G2C) Coordinator, Senator Snider announced an upcoming G2C webinar, on November 6 in HHS 026 from 11:00 a.m. to 12:00 p.m. The G2C Steering Committee is meeting regularly and working with the Institutional Research office to gather the data which will be the basis for their work. Student Senator, Han Setiawan, has joined the Steering Committee.

## Announcements

### Information Technology Office to Present on the OCS Replacement

Vice President Werner indicated this item was added late to the agenda. There were no objections.

Vice President Werner asked Senator Bubb to introduce his team. Senator Bubb indicated that a year ago a plan was announced for replacement of the OCS system. He introduced Quentin McCallum and John Hendzel, key players in this transition, who are in turn working with “Document Czars” on campus. Quentin announced our current file storage area (Fleetwood) will have a partner located in the Cloud, Sharepoint, which was selected as the collaboration tool. The change will occur December 19-20, 2013. Training will be available and announced via Star Alert and on MyLCC. Sharepoint is compatible with Apple. John Hendzel works with email, calendar and voice mail. There are ongoing issues with calendars and email quotas. The new system will have 25 GB of space instead of the current 150 MB. Voice mail has been an issue and will switch to CISCO Systems. There will be end user responsibilities to move from Oracle to Microsoft, so please watch for updates and training opportunities. IT will be back to future Senate meetings to provide updates and allow communication between IT and faculty. It is important that any IT issue be reported to the LCC Help Desk, 485-5221 or via email [lcc1@lcc.edu](mailto:lcc1@lcc.edu) for logging and resolution. Please let Senator Bubb or the Help Desk know if you have concerns or recommendations as well. Provost Prystowsky asked if LCC has a virtual private network (VPN) for protection when working from home or when traveling. Senator Bubb indicated College does and it is available on the LCC website <http://lcc.edu/pcts/sdc/> and select “Cisco VPN Client.”

- a) Topics the Executive Committee would like the Senate to contemplate for future discussion:
  - a. Provost Prystowsky to address:

- i. Faculty Performance reviews regarding Evaluation Process regarding Peer Review:  
Provost Prystowsky indicated an email was sent to faculty yesterday announcing a hold to this process for the 2013-14 year. He is working with James Mitchell in HR and Cindy Storie, MAHE, to slow things down. Please watch for updates regarding this process after the first of the year.
  
- ii. Program Operating Plans & the progress thus far:  
Provost Prystowsky checked with the Deans on where we are with program operating plans. He has asked Dean Montague to contact Cindy Storie regarding a survey to capture feedback about the process. He asked senators to fill out the survey when it comes out. In addition, good operating plans that came in will be used as a model and presented during a panel session at the January 9, 2014 faculty professional activity day. It is still the goal to have operating plans available to view college wide.
  
- iii. Other Announcements from the Provost:
  - Professional Activity Days Update: An announcement will be coming soon for the January 8-9, 2014 Professional Activity Days. Senator Price and Provost Prystowsky are on a committee that has been planning these activity days. Provost Prystowsky indicated a facilitator will be coming in for the first day, Dr. Mark Taylor. You may visit his website <http://taylorprograms.com/> to familiarize yourself with his work, particularly his article series regarding Teaching Generation NeXt (on his home page, click the tab "Dr. Taylor's articles"). On the second day, activities will include a Title IX presentation on faculty responsibilities by Bev Baligad, and a panel on the operating plans. The afternoon would

be free for some work sessions. Please watch for more information from the Provost's Office.

- Brief update on two vacant positions in Academic Affairs, the Associate Vice President, and the Director for the Office of Data Science. He hopes these positions will be filled before the first of the year.
- It has come to his attention that not all faculty are using D2L for syllabus and grades. The Senate may want to address this issue. We want to be as helpful as possible to our students.
- He thanked everyone for the good work they are doing at the Senate and beyond, including progress with G2C, AAC&U, and Global Education.

b. Vice President Werner to address:

- i. Printed Schedule Books for the future – looking for feedback from Senators for discussions in the future:

The question is: are printed schedule books still needed? As soon as books are printed, they are out of date. Be thinking about it.

Senator Grossbauer indicated approximately 3,500 schedule books are printed for spring 2014. The effort to produce is the same to make one vs. 3,500. Many colleges have done away with printed copy. You can print what you need from it online, and access to printers is available on campus. We need to think about what is good business practice. This will affect advisors and other groups and we want input. Contact Secretary Conner if you have points you'd like to discuss regarding this issue. Please bring back your personal experience working with schedule book online and what issues are.

- ii. Should course fees include such items as textbooks and other materials, which could be delivered to students or picked up by students?  
Think how it impacts your students and share at future meeting.
  
- iii. If a different instructor is assigned to teach a course at the last minute, should the new instructor be expected to use the textbook and other materials that were ordered by the original instructor, or be allowed to make changes? How close to the beginning of the next semester should changes be allowed, if at all? Think about what makes the most sense. Senator Janowick asked about an agenda item regarding textbooks in general regarding timelines w/bookstores, new editions, etc.

Vice President Werner asked Senators to submit to Secretary Conner any other agenda items for upcoming meetings for the Executive Committee to consider.

Senator Bauman asked about the Technology Policy and how faculty use Technology. Faculty are caught between two sides – academic side and administrative side. Students use Facebook but faculty technically are not allowed to.

Senator Liebold asked about the Grades Due policy. Grades are due at 8:00 a.m. but classes that meet the night before don't have time to input. The Provost indicated the Academic Policy Advisory Committee (APAC) will add this as a future agenda item.

Senator Griffin indicated items she would like to be discussed in the future by the Senate: 1) FT Faculty being paid to sub. 2) Being mandated to work overload in the fall which you aren't paid for until the spring. The Provost indicated these items are contract issues that are currently being discussed and are already being worked on.

Senator Kamai-Arambula asked how we can find out what work is being done by other groups on campus. The Senate meetings are open to the public, but other college meetings are not, or at least are not publicized. The Provost indicated Senate meetings are subject to open meeting laws, but other meetings on campus are not subject to the same rules. It is assumed that those who go to other college meetings, for example, the President of the Senate, the President of MAHE, guests to Provost's Cabinet, etc. take their constituents' concerns to those meetings, and in turn report back out to their constituents.

Senator Kamai-Arambula indicated it would be helpful to have one calendar for all committees that senators are part of. It was suggested by Vice President Werner that senators send this information to Secretary Conner and indicate the dates/times of meetings that we can post on D2L that would include a "parking lot" space for topics Senators would like addressed by that group, and what the urgency of the issue is. The Senate Executive Committee could review this parking lot of items when setting Senate agendas.

Senator Humphries asked how to get the topic about where writing fits into LCC education, on the agenda. Vice President Werner suggested she write up her question and send it to Secretary Conner to take to the Curriculum Committee.

Senator DeMartino had two items: 1) can the Senate have updates from Senate subcommittees, like CIC and eLearning Advisory committees? 2) Can the Senate receive updates from other groups? Vice President Werner indicated these may be standing items for future meeting agendas.

Secretary Conner gave an update from the AQIP Steering Committee. She indicated that now that taskforces have been active for a few weeks, if you would like to change groups at this point in the process, they would foster that. Please talk with your team chair about this.

Senator Griffin raised some issues she has had regarding room scheduling, safety concerns, telephone issues, etc. Vice President Werner indicated these issues need to be relayed to the appropriate departments to handle. Call the Help Desk for any IT issues, and the Police and Public Safety office for safety issues. The Provost indicated that when the new Associate Vice President for Academic Affairs is on board, we will move towards a centralized master schedule for the college, which will address some of the schedule issues. Until then, Jamie Stone in the Academic Affairs office is the point person for these concerns.

#### Academic Master Plan Task Forces Work Session

Vice President Werner moved that the senators break into work sessions for the remaining 5 minutes and adjourn at 11:00. There were no objections.

#### Adjournment

The meeting adjourned at 11:00 a.m.