

Lansing Community College

Academic Senate

MINUTES

11/15/13

Senator Attendees: Kaila Arnett, Alex Azima, Marcy Bauman, Matt Boeve, Ed Bryant, Kevin Bubb, Christine Conner, Willie Davis, Curlada Eure-Harris, Ann French, Judy Goth-Owens, Catherine Griffin, Tammy Grossbauer, Dan Holt, Dedria Humphries, Jeff Janowick, Melissa Kamai-Arambula, Terrence 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, Cathy Wilhm

Senators Absent: James Allen, Darrell DeMartino, Pamela Erramuzpe, Dale Franks, Richard Freedberg, Jeff Haynes, George Pena, Eric Snider, Joe Werner

Call to Order

President Azima called the meeting to order at 9:05 a.m.

Roll Call

Clerk Blundy called the roll. A quorum was present.

President Azima gave an update re: Senator Eric Snider and his recent bike accident. He also thanked everyone for their kind thoughts regarding his wife's illness. He also talked about efficiency at meetings and recent discussions about how they are run and how to add agenda items. He reiterated that Senators should send agenda items to the entire Executive Committee to consider (Senators Conner, Werner, Azima and Prystowsky). Some items may be resolved without going before the Senate, to save time. He proposed that officers were elected by the group and should be allowed leeway on how to handle items in the most efficient and appropriate manner.

He indicated that for this meeting, a few items were added to the agenda after it went out. They are: Possible Future Agenda Items; Community College Completion Corps (C4); and G2C Update. There was no objection to adding these items.

Approval of Minutes

President Azima asked if there were any additions/corrections/deletions to the minutes of the November 1, 2013 meeting. Senator Humphries clarified her comments regarding “writing across the curriculum” – they were a question of process, *how* to get the topic on the agenda, not a request to add it to the agenda. Senator Price asked for a change in the minutes regarding the Professional Activity Day presenter, that Mark Taylor is not a consultant, he is a facilitator.

The minutes were approved as amended.

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

There was discussion regarding public comment, eliminating it or limiting it to 3 minutes to save time during meetings. President Azima indicated that public comment has not been a problem so far and will still allow it, but it is reasonable to ask folks to limit comments to 3 minutes.

Announcements

Presentations:

a. G2C Update – Martine Rife

Martine Rife, Writing Faculty, gave an update on the G2C project. There was a campus wide announcement yesterday regarding the five gateway courses that were selected for the project. They are: 1) ACCG 210-Principles of Accounting; 2) BIOL 121-Biol Foundation for Physiology; 3) HIST 212-U.S. History: 1877 to Present; 4) MATH 112-Intermediate Algebra; and 5) WRIT121-Composition I.

G2C Steering Committee members are: Kevin Brown, Eva Menefee, Han Setiawan, Leslie Mohnke, Michael Nealon, Kathy Shaffer, Evan Montague, Cheryl Garayta, Zachary Foster, Felipe Lopez, Melissa Lucken, Christopher Manning, Ed Thomas, and Martine Rife.

Martine encouraged senators to set up an account at the G2C webpage (<http://www.ingi.org/>) to view data and access resources. Next steps are to create course specific committees which will largely be faculty who teach the course. The committee will continue to provide updates to the Academic Senate.

b. Media Infrastructure Upgrade - ITS

Paul Price, Director of Media Services, and Marc Smyth, Manager of Classroom Services. The infrastructure upgrade has been ongoing for a year and they anticipate another year until completion. One of the main goals is supporting faculty and staff in all their media needs. There is a room in the basement of TLC 040, originally created as interactive classroom, but now is a “sandbox” room for trying new equipment before introducing to campus. He invited senators to contact Marc Smyth at x1674 with any new ideas or technology to test.

Much of the equipment on campus is 10-15 years old and is analog. As equipment has been failing, and needing replacement, there is no longer the analog connectivity. They have been updating to digital equipment, and working closely with the Information Technology office. The A&S building has the new infrastructure. The intent is to do the upgrade with minimal disruption to campus.

Marc Smyth talked about the video-on-demand system where all materials would be controlled through interface on server. They are hopeful this will be in place by next fall. New classroom technology will also be upgraded.

c. Online Testing Committee Report - Matt Lemon

Committee members are: Willie Davis, Tammy Grossbauer, Joe Kursch, Sean Quinn, Teresa Schulz, Matt Lemon and James Allen. Matt indicated 60% of online courses require proctored exams. The committee was formed to talk about ways to offer full disclosure to students. The committee is also looking at ways to improve the online learning experience. They looked at other schools and best practices. Many schools do not have proctored tests, but the committee agreed that proctored testing helps increase online course validity and is an important component of many online courses at LCC. He thanked Jamie Stone from Academic Affairs for her help to the committee. The committee recommendations include:

- Proctoring notification to online students (full disclosure) – it is now on the web, D2L, MyLCC, Self Service schedule, the course schedule, they will get an email if they sign up for an online course, etc.
- Website improvement – create page specific to online learning, accessed from LCC home page. CMU has a great model: www.global.cmich.edu/cmuonline/
- Move away from paper tests to D2L format for standard quizzes and exams. It was recognized that this is not a “one size fits all.”
- Consider small pilot with remote proctoring company.

The committee report will be posted on the Academic Senate public workspace and D2L.

The Senate took a five minute break.

a. Innovation & Competitiveness Update - Senator & Chair Jeff Janowick

Senator Janowick gave a brief update on their Task Force work. He co-chairs with Tom Donaldson, Director of the Small Business Development Center. Senate members on the team include Marcy Bauman, Dan Holt, Peter McFadden, Ed Bryant, Ann French, Jon Liebold and Han Setiawan.

The Task Force was given a list of action plans to implement. They are trying to strike a balance with goals, some can be implemented right away, but other plans will take several years to implement. They have prioritized 4 plans:

- SWOT analysis, which stands for: strengths, weaknesses, opportunities, and threats.
- Develop and implement an annual environmental survey based on Baldrige principles of performance and quality management.
- Dashboard project – have a place you can go to see how we are doing as an institution and have it publicly available.
- Short videos meant to be brief introductions to programs and courses that defines what the class is about and lets the student know what to expect from the class and what is expected from the student. Team is working to produced about 20 of these. If you would like your program or class included, email Senator Janowick at janowij@lcc.edu.

Other conversations the committee has had include: How can we develop a culture of innovation at LCC? Offer awards/rewards? How do we share the innovation that has already happened so others can benefit? If you are an innovator or know someone who is, please send this information to Senator Janowick for a conversation. It was recognized that the CTE is a good model.

b. Leadership, Culture & Communication Update - Senator & Chair Elaine Pogoncheff

Senator Pogoncheff indicated her team meets every other Friday, on alternate Senate Fridays. They are looking at the Learn Forward document and have created a board of categories of characteristics, action plans, etc. This will be used to develop specific action plans as they relate to the categories of "leadership," "culture," and "communication." She gave an update of AQIP Steering Committee work that Human Resources has begun, including developing a culture of customer service, implementing a climate survey, developing leadership academies, re-evaluating milestone and other employee recognition, etc. If you have a meeting you'd like a

committee member to sit in on, let Senator Pogoncheff know. She recognized her committee members: Angelina Wynn, Patti Ayers, Rafeeq McGiveron, Willie Davis Jr., Tim Periard, Heather McAlpin, Ed Thomas, Melissa Kamai-Arambula, and Jon Liebold.

c. Resource Management & Fiscal Responsibility - Senator & Chair Christine Conner

Senator Conner recognized team members, James Swain, Curlada Eure-Harris, Tammy Grossbauer, Eric Snider, George Pena, and Darrell DeMartino. Don Wilske is co-chair. The 3 initiatives/tasks they reviewed and picked:

- Student success and how to plan a budget for it
- High quality in education with low cost
- Evaluate courses and programs (PQIP)

Each of the task force chairs will be sent a questionnaire to help gather information, and possibly one of more of us will attend some of their team meetings.

d. Community College Completion Corps (C4) – Senator Setiawan

Senator Setiawan gave a presentation on C4, PTK Honor Society. C4 encourages students to complete a community college credential before “leaving.” A survey was created and over 175 student responses have been collected to date. Next steps, there will be a pledge signing event for students and staff next week. Please send any suggestions to Han. Alex asked Han to prioritize and pick a few items for the senate to look at on a future agenda. The presentation, including the survey, will be posted to the public workspace and D2L.

Secretary Conner indicated there is now a parking lot on D2L for you to post to for agenda items for future senate meetings. You can create discussion boards for your committees as well.

Discussion Items Proposed at the Last Meeting:

a. Faculty Performance Reviews

Provost Prystowsky indicated that a pilot will be implemented in the spring. There will be trainings online per the contract, on the portfolio and performance reviews. We will be asking for some faculty to volunteer for the pilot and to help with a review on how the process worked and would like the Senate involved. Please watch for email updates.

b. Program Operating Plans

c. Printed Schedule Books

Senator McGiveron provided feedback from advisors and no one wants to move away from printed schedule book. It was suggested that perhaps we could offer the schedule books at a minimal cost for those students who want hard copy. Senator Wilhm indicated both younger and older students out at CAMW! wanted to keep the printed schedule book. Jim Luke asked senators to think about the possibility of an online schedule book and gave Amazon example w/one-click and short video for course. There was further discussion on pros and cons of a printed schedule book, including access to computers. Senator Sawyer indicated the library has 65 computers available w/no time limits – tell your students.

d. Course Fees

e. Instructor Turnover

Possible Future Agenda Items

- a. Proposed Federal College Rating System
- b. Program Chair Elections

Task Force Chairs Meeting (Time Permitting)

Adjournment

The meeting adjourned at 11:09 a.m.