

# Lansing Community College

## Academic Senate

## MINUTES

9/5/14

Senator Attendees: Alex Azima, Marcy Bauman, Matt Boeve, Ed Bryant, Christine Conner, Willie Davis, Matthew Dunham, Rob Edwards, Curlada Eure-Harris, Matthew Fall, Ann French, Judy Goth-Owens, Catherine Griffin, Tammy Grossbauer, Greg Hammond, Dan Holt, Jeff Janowick, Judy Leventhal, Jon Liebold, Jim Luke, Peter MacFadden, Tim Periard, Elaine Pogoncheff, Richard Prystowsky, Kelly Sakkinen, Suzanne Sawyer, Eric Snider, Cindy Storie, James Swain, Ed Thomas, Joe Werner, Veronica Wilkerson-Johnson

Senators Absent: James Allen, Kevin Bubb, Vicki Deketelaere, Darrell DeMartino, Pamela Erramuzpe, Melissa Kamai-Arambula, Terrence King, Terrill Putman, Kathy Shaffer

### Call to Order

President Azima called the meeting to order at 9:35 a.m.

### Roll Call

Clerk Blundy called the roll. A quorum was present.

### Welcome, Introduction of New Senators, and Announcement of Vacancies

President Azima and Secretary Conner welcomed everyone and recognized new members of the Senate: Tim Periard, Greg Hammond, Judy Leventhal, Veronica Wilkerson-Johnson, Rob Edwards, Jim Luke and Cindy Storie. Regarding senate vacancies, Dale Franks is unable to represent the Transportation Maintenance program so Marv Argersinger will replace him, and Leslie Johnson is replacing Tracy Price for the CTE.

### “Passport to Success”: Coalition for College and Career Readiness (C3R) – Dedria Humphries & Toni Glasscoe

Passport to success – Toni Glasscoe, Director of K-12 Relations and Dedria Humphries, English faculty and former senator, presented on the Passport to Success. This initiative is supported by the Board of Trustees and came after a visit to Elgin Community College who is in its 8<sup>th</sup> year of the program. The program provides a cohesive way to help students

transition into college from high school in the areas of reading, writing and math, so they are better prepared. A folder of information was distributed to senators to learn more about the program and it included cards for senators to share with colleagues. There will be a kickoff event at West Campus on October 13 at 5:30 p.m. to rollout this program to LCC, the community, businesses, and K-12 school districts. Please share this information with your departments and faculty colleagues.

### Approval of Minutes

President Azima asked if there were any additions/corrections/deletions to the minutes of the May 2, 2014 meeting. The minutes were approved as distributed.

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

Due to the large agenda, there was no time for public. Please forward any comments to President Azima via email at [alex@lcc.edu](mailto:alex@lcc.edu).

### President's Report

President Azima indicated Paul Jurczak has agreed to chair an Ad Hoc committee on hiring equivalency and qualifications to recommend some guidelines for the approval of the Senate and Provost.

President Azima recognized the chairs of the 7 AQIP standing committees, who met this morning before the Senate. Six of the committees are aligned with Strategic Plan Areas of Strategic Focus. The 7<sup>th</sup> and newest committee, AQIP Planning Committee, will coordinate inter-committee work. It is chaired by Jim Luke and includes Vicki Deketelaere and Matt Fall. Chairs of the other committees are:

- Elaine Pogoncheff, Leadership Culture, and Communication
- Terrence King, Community Engagement
- Christine Conner, Student Success
- Cindy Storie, Resource Management and Fiscal Responsibility

- Dan Holt, Learning
- Jeff Janowick, Competitiveness and Innovation

### Provost's Report

- a. Operation 100% - Dr. Prystowsky introduced this topic at the Fall Kickoff in Dart and indicated more information will be forthcoming. A college-wide steering committee is being created that will oversee the project and provide a link all around for those doing the work. There will be faculty representation on the committee and he stressed the need for active engagement from the faculty. Dr. Prystowsky will work with President Azima for faculty recommendations for the steering committee.

The two major goals of Operation 100% are:

1) Course level – 100% success in retention and successful completion by year 3 of implementation. An intensive intake process will allow us to understand risk factors and provide the support a student needs to be successful. Early alert by week 4 is too late.

2) 6 year mark – 100% success in degree, certificate or transfer completion. We need to have an intensive intake process to carefully track the student so we know their goals up front and help them to be successful until they meet their goal. The idea is if the student starts to veer from their goal/path, the student will be stopped and a process will be in place to get them back on track. Financial aid is a factor for students if they register for a class that is not on their path.

Plans of study – Vicki Deketelaere has committed, by the end of this semester, to have 2 year plans of study for all the programs LCC has. This will help to start planning a 2-year schedule which will involve guaranteed scheduling/class offerings for students. For example, if a welding student is on track and is supposed to take course X in the spring, there will be a section of that course for the student. We will develop other plans for part-time students, but initially, this will be for FT students. The schedule will be student demand driven.

- b. Online Learning Report – The Online Education Report from Kathleen Kinney is available on the Provost's all-public workspace at <O:\Exec-Public\Provost-Office-Public\Provosts-Office-Public>. Dr. Prystowsky reminded folks this is a consultant's

report. He indicated there will be a small team established to review the report and make recommendations.

- c. PQIP Reports – Jim Luke indicated phase one has been completed. A second pilot group is underway this semester. The two groups will be meeting soon to share information of what worked and didn't work for the first pilot group. More information will be provided at a later date.
- d. Publishing the Operating Plans and Professional Activities and Duties – In an effort to be transparent, division operating plans will be available to view on Sharepoint (accessed through MyLCC). Please contact your division office on where and when these reports can be accessed.

#### Action Items – None at this time

#### Discussion Items

- a. Questionnaire for Senators to indicate committees they are working on – Christine Conner she passed out a survey (for senators and guests) for volunteer/committee opportunities. It is also posted on D2L and has been emailed to Senators. Please return the survey to Christine before the next Senate meeting. We want to find out what everyone is working on so we can streamline and work in a forward motion with no duplication. Email [Conne4@lcc.edu](mailto:Conne4@lcc.edu) if you want her to send you a copy. Please share with your departments and colleagues.
- b. Survey of Employee Engagement (SEE) – Matt Fall – there was an email sent to senators last week to let people know there is a survey coming out. It will be sent from a third party email on Monday, so watch for this email. Check your spam folder. This survey is confidential so please be candid with your responses.
- c. One Book #OneLCC – Susan Murphy, reference Librarian, indicated this is a new program, a community read experience. It involves a series of events along with the book reading. This allows students to be engaged and actively participate in being a college student. The book is *The Immortal Life of Henrietta Lacks*. There will be two major events associated with this book – 1) a kickoff event, which will be on Tuesday,

- 9/23/14, and 2) a campus visit from members of the Lacks family in April 2015. All students in SDEV 101 will be required to read the book. The library website has more information at <http://www.lcc.edu/library/about/events/onebook/>. Susan encouraged faculty to incorporate this book into their class, even parts of the book, and to please let her know how you are using the book so they can post the information on their website. Susan's email is [murphs12@lcc.edu](mailto:murphs12@lcc.edu).
- d. Feedback regarding the new Late Enrollment process – Please email your thoughts to President Azima on what worked or didn't work and he will share this information with the Provost.
  - e. Celebrating 50th Anniversary of the Civil Rights Movement – This item will be delayed until the next Senate meeting.
  - f. Outline of Committees & Action Project Process – Christine Conner & Jim Luke
    - Jim Luke gave some observations as a member of strategic plan steering committee: Now that we have 6 co-committees, aligned with the 6 major pieces of strategic plan, we've accomplished much. We now have faculty on the committees. There have been struggles with task/role clarity issues. Other committees have been formed, Curriculum, Global, ATD, G2C, C3R, Technology across the Curriculum, Textbook Policy Committee, etc. There are so many committees and we are trying to get a grasp on what is out there and the role of each committee – this is why the survey sent by Christine Conner is so important.
    - Systems portfolio feedback from the Higher Learning Commission (HLC). A team from LCC is participating in a Strategy Forum meeting in October so more information will be coming. The feedback can largely be defined as “we do a whole lot, but we don't define our processes.” The proposal, which needs to be refined, is that the six strategic plan committees, be considered the primary steering committee on issues. Rather than start new committees, they should go through these six committees, who can in turn, create subproject teams as needed that have a clearly defined goal with a target deadline.

Please see the attachment Senator Luke sent yesterday via email. It includes information about HLC on what we need to report to them. We don't need evidence of “good stuff,” we need detailed information on the process, the results, and plans to improve our processes.

- g. Professionalism, Workplace Intimidation & Related Issues – Alex Azima, Terrence King & Jim Luke – There seem to be some issues with professional behavior here on campus. Workplace bullying. Jim Luke poses the question – how can we as a Senate exert some leadership to change the culture on campus, to work to bring out the best in each other? He gave some examples of behavior and opened the floor to comments. A suggestion was to create a safe zone, or staff ombudsman where people can go to seek help or resolution if they do feel they are being bullied.

How does what we do and say contribute to the health of our community? Dr. Prystowsky talked about taking care of yourself and others. He recommended the book [Peace Is Every Step - By Thich Nhat Hanh](#). He asked us to think about the question posed. There is no blame. We have the intention to support a healthy community. Think about this as senators, how do we model this ourselves and promote these ideas to others.

#### Possible Future Agenda Items

#### Adjournment

The Senate was adjourned at 11:07a.m.