

# Lansing Community College

## Academic Senate

## MINUTES

9/19/14

Senator Attendees: James Allen, Alex Azima, Marcy Bauman, Matt Boeve, Ed Bryant, Kevin Bubb, Christine Conner, Willie Davis, Darrell DeMartino, Rob Edwards, Curlada Eure-Harris, Ann French, Judy Goth-Owens, Catherine Griffin, Greg Hammond, Dan Holt, Jeff Janowick, Melissa Kamai-Arambula, Terrence King, Judy Leventhal, Jon Liebold, Jim Luke, Peter MacFadden, Tim Periard, Elaine Pogoncheff, Terrill Putman, Suzanne Sawyer, Eric Snider, Cindy Storie, James Swain, Ed Thomas, Joe Werner

Senators Absent: Marvin Argersinger, Kaila Arnett, Vicki Deketelaere, Matthew Dunham, Pamela Erramuzpe, Matthew Fall, Tammy Grossbauer, Richard Prystowsky, Kelly Sakkinen, Kathy Shaffer, Veronica Wilkerson-Johnson

### 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.

### Approval of Minutes

President Azima asked if there were any additions/corrections/deletions to the minutes of the September 5, 2014 meeting. The minutes were approved as distributed.

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

Dedria Humphries reminded senators regarding the Kickoff Summit: Passport to Success: Coalition for College & Career Readiness, on Monday 10/13/14 at 5:30 p.m. at West Campus. Dinner is provided. Let Dedria know if you'd like to attend.

Senator Swain reminded folks to answer the Institute for Organizational Excellence Survey that was sent via email to all employees. It is very important that you complete this survey, which will help measure the health of our organization as compared to other organizations nation-wide.

Secretary Conner reminded folks about the survey she distributed at the last meeting about committee participation, to return them to her ASAP.

President Azima asked senators to please send general announcements to him in advance of meetings, if at all possible.

Senator Leslie Johnson announced some good news – the Michigan Society of Radiologic Technologists named Brian Pickford as Technologist of the Year and John Thommen was given in the inaugural award for Educator of the Year. One of our students was also a scholarship winner.

Martine Rife gave a quick update regarding the Gateways to Completion (G2C) project. She indicated that the task force is still very active. There is a callout for faculty involvement in subcommittees, please contact Martine if you would like to be involved or have questions.

Senator Willie Davis let senators know that the Lansing Regional Sister Cities Commission's anniversary is today. They are having a celebration beginning at noon today at the Lansing Center.

### President's Report

President Azima talked with the group regarding what the Senate is about, and what it is not about. He indicated there is still concern that loops are not closed, communication is still an issue, some decisions get made where the Senate doesn't have input. The Senate includes the Senate Executive Committee, the 7 AQIP-related Standing Committees (Engaged Learning, Student Success, Innovation & Competitiveness, Community Engagement, Leadership, Culture & Communication, Fiscal Responsibility & Resources, and AQIP Planning), Curriculum Committee, Global Education Standing Committee, etc. The College also has task forces and committees like the Executive Leadership Team (ELT) Academic Policy Advisory Committee, G2C, Men of Color, etc. Most, if not all of these committees, except the ELT, include Senate co-chairs and representatives. We will need to ensure that the Senate has adequate input and that we are all on the same page. The leaders of the 7 AQIP-related standing committees met this morning and determined the

way it should work is that any projects that are going on, need to go through the 7 AQIP-related standing committees, which are also co-chaired by an ELT member, so that they receive adequate input from the Senate and that they are adequately communicated back to the Senate and ultimately to our constituents. This is why it is important to get the survey of committees you are involved in, back to Secretary Conner.

President Azima asked that each of the 7 committees meet as needed, recruit others to join groups, identify tasks, and communicate back to the Senate. The expectation of all senators is to share what is happening at Senate meetings with their constituents. Senators should bring feedback or issues to the Senate co-chair of the appropriate standing committee and/or to the Executive Team (Alex, Richard, Christine, or Joe) who will then route issues to the correct standing committee for action (and to keep the alignment to the strategic plan). The co-chairs can then report back to the Senate and help close the loop in implementation to campus. It was clarified that Senators don't need to be a contact only for their department, but for all. Senators should be making their colleagues aware that they can share any issue with them to take back to the Senate.

There may be some name changes to the 7 AQIP standing committees, so stay tuned for more information.

#### Discussion & Comments:

It was suggested there be a report from President to campus twice a year on the work, accomplishments, etc. of the senate.

There was concern shared that issues would take too long to go through all these committees. Is the Senate an obstacle? The goal is that issues have a way to be suggested/submitted, that they get to the correct committee, that they align with the strategic plan, and that the issues keep moving forward. The Senate is a vehicle that brings faculty, administrators and students together to make changes and a difference. Issues (like parking) that are college-wide and affect all programs, we should have a voice in. Also, it is our responsibility as senators to continually ask the question of what's next, to be proactive.

Regarding composition of the Senate, President Azima proposed we amend the Senate Bylaws to also include representation from support staff. We will handle this at a later date.

It was suggested that action items submitted to the Board of Trustees, should run through the Senate first for input. We are the stewards of the mission of the college and we need opportunity to weigh in. They can take our input or not, but the Senate should at least have the opportunity to weigh in. Senators were encouraged to get on the agenda for your department/program meetings to make a standing report to your colleagues on the work of the Senate. We are not here to compete, we are here to complete. We hold others accountable, but we also need to hold ourselves accountable.

Co-chairs of the AQIP standing committees gave a brief introduction of their committee. New members of the Senate are encouraged to pick a committee to be a part of:

Learning – Dan Holt – the focus is learning and student engagement. This committee will be working on the instituting essential learning outcomes, the online learning report, and quality matters.

Student Success – Christine Conner – wants to focus on new things. Degree works, things going on in Gannon, etc.

Leadership, Culture and Communication – Elaine Pogoncheff – this past year the team put together action plans and this year they are implementing them. Includes Star Talks, Star Light presentations, Marketing Communication Advisory Committee chaired by Jon Liebold, and campus-wide orientations.

Competitiveness & Innovation – Jeff Janowick – this committee finds new and interesting ways to do things better. The focus has been on learning and teaching and includes activities such as Starscapes Student Innovation and Innovation Exchanges.

Resource Management – Cindy Storie – Everything the college does will need resources behind it to move it forward. The administrative co-chair of this group is Don Wilske, the CFO. She would like to see a few people from each division on this group.

Community Engagement - Terrence King – the mission is to build and enhance relationships and partnerships with community. We want to identify and acknowledge current relations and build more relationships to engage and empower our community. He encouraged senators to let Terrence know what you are doing either in the LCC community or Lansing Community.

Jim Luke, Vicki Deketelaere and Matt Fall make up the 7<sup>th</sup> AQIP Committee.

Ed Thomas spoke briefly regarding the work of the Curriculum Committee. Last year they rolled out the Michigan Transfer Agreement (MTA). This year, they are going to be proactive on some learning initiatives. There is a new subcommittee called Curriculum Innovation Investigation. President Azima clarified that the Curriculum Committee is a standing committee of the Senate, but not an AQIP committee.

President Azima reminded senators to please submit your Last Date of Attendance to your division offices, to help complete an audit that the college is currently involved with. Please get this information back to division offices by next Friday. Financial aid for students is at stake.

Provost's Report – None at this time

Action Items – None at this time

Discussion Items

- a. Feedback regarding the new Late Enrollment process and other issues of concern to the Senators

Concerns and comments included:

- The policy has changed so many times that students have no idea how it works. We need better communication with the students.
- Students and faculty were told by the division that the blank form could not be picked up in department offices, but only from faculty. Why can't forms be picked up in department offices?
- The policy title says Late Enrollment for Face-to-Face classes. Faculty encountered that we were being forced to use this new face-to-face late enrollment policy for online and hybrid classes as well. Half is policy, half is procedure.
- Faculty were unclear what to do with students who didn't come the first day or week – need clarification. President Azima clarified that for the first 2 weeks, management of classroom is in the hands of faculty.
- From a student's perspective – they are given a policy about late enrollment, but also given a procedure about being dropped. They think that they are actively enrolled until 50% drop date. Contradictory policy, how do we help that?

Senator Liebold indicated that the Academic Policy Advisory Team (APAC) will be working on a policy for online and hybrid courses.

b. Continued Discussion of Committees, Campus-wide Projects and Senate Action Projects Processes – Facilitated by the Standing Committee Chairs

Possible Future Agenda Items

Adjournment

The Senate was adjourned at 11:03 a.m.