

## Lansing Community College

### Academic Senate Meeting

**March 18, 2016, 9-11 am, Administration Building Board Room**

Senators Present: Allen James, Argersinger Marvin, Boeve Matt, Bryant Ed, Bubb Kevin, Clover Jerod, Conner Christine, Davis Willie, DeMartino Darrell, Dietrich Nancy, Droste Ivan, Dutcher Peggy, Eure-Harris Curlada, Fall Matthew, Fronckel Roxanna, Garayta Cheryl, Hammond Greg, Harned Dan, Holt Dan, Janowick Jeff, Johnson Leslie, Kamai-Arambula Melissa, King Terrence, Leventhal Judy, Luke Jim, Manning Christopher, Mesler Vern, Periard Tim, Pogoncheff Elaine, Prystowsky Richard, Reglin Jill, Sawyer Suzanne, Sperling Tedd, Swain James, Thomas Ed, Wilhm Cathy, Wilkerson-Johnson Veronica

Senators Absent: Deketelaere Vicki, Edwards Rob, French Ann, Griffin Catherine, Grossbauer Tammy, Hagen Karen, Mutty Sue, Storie Cindy

Call to Order - President Janowick called the meeting to order.

Roll Call - Vice President Periard called roll, a quorum was present.

Approval of Minutes - Approval of the minutes from February 19<sup>th</sup> and March 4<sup>th</sup> the minutes were approved with no objections.

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

- Mary Murphy spoke on Writing 118, and she stated that she believed it should be added to the list as credit towards an Associate Degree as it transfers to several universities. There was Senate discussion on this.
- Senator Garayta announced that there is a scholarship fund set up for students that will match money donated from faculty.
- Mark Kelland commented that pieces of D2L are not compatible with Macs. There was Senate discussion.
- A moment of silence was held for Senator Stories' son who passed away.

President's Report: None

Provost's Report: Provost Prystowsky gave an update on the HLC site visit dry run, and provided information from discussions with HLC liaison Linnea Stinson.

One LCC specific area that needs to be addressed is consistency between section syllabi and the approved master syllabus in each course. We need 100% consistency in this area, regardless of the site visit.

- Senator Pogoncheff indicated that an internal audit of syllabi in A&S indicated that not all learning outcomes and course descriptions matched the language in the master syllabi.

- Senator Sawyer said that from a student's perspective they want consistency.
- Senator Luke stated that there will be more emphasis on assessing our processes.
- President Janowick indicated we need to get numbers on whether or not faculty are using Concourse. He also asked for senators to follow up with A&S departments and programs regarding Concourse.

What they are finding from site visitors not specific to LCC but in general:

- Criteria 4: assessment, credentialing, retention, completion, quality of educational programs
- Criteria 5: institution databases, support of educational programs, and systematic integrated planning

### Updates

The CQR Highlights Report is on the LCC HLC site page.

Senator Davis gave an update and handout on the Global Festival. The Global Festival will take place on March 30 from 10am to 4 pm in Gannon Room 244

CASL update, Assessment Framework: Senator Dutcher and Karen Hicks from the Center of Data Science. Karen presented on the plan-this will be sent out via email to review. They would like a vote taken at the next meeting. Karen will be back in two weeks to share data results that have been assessed. A survey will be sent to the Senate.

They will seek comments on April 1<sup>st</sup>. They will seek Senate approval during the April 15<sup>th</sup> meeting. The framework is our strategic plan for campus-wide assessment. This will consist of establishing the goals of assessment and continue with a 3 year implementation plan. There have been many discussions about how to address the creation of the plan, so we should consider this plan dynamic and annually changing. Some of the goals are:

- To create a consistent, standardized process
- To provide input and feedback.
- To produce a faculty handbook and glossary on assessment.
- To create an assessment website.
- To push out the assessment materials to the Senate and we, in turn, should push it out to our colleagues.

Elections: Secretary Manning gave an update on the current running elections. Secretary Manning will send out results and orientation information once the election results are finalized. There was Senate discussion.

HLC Update: HLC issued updated guidelines for faculty credentialing. A handout with the updates was shared. There was significant Senate discussion.

- Senator Luke stated that the HLC qualifications update is not particularly dramatic and is now more direct, and that LCC should align its process with the clarified guidelines. He also expressed concern that there hasn't been enough clarity and transparency in the process.
- Provost Prystowsky stated that problems with past practice such as missing transcripts contributed to some of the difficulties with this process; however, the problems have been addressed by working with the Senate to improve the process (for example, by creating an appeals process).
- The Provost clarified that the college has used the HLC revisions in reviewing the assessment of qualifications.
- Senator Johnson asked that the Senate send out an email to clarify that departments are to outline which degrees are relevant for their department.
- Senator Eure-Harris asked the Senate to identify point people in every area that are go-to subject experts.

#### Action items

- Curriculum Committee MTA course list proposal approval was moved to another meeting.
- Update of Academic Policies
  - *Academic Amnesty*: Senator Leventhal commented that the counselors were uncomfortable with the time limits on amnesty. There was significant Senate discussion. Senator Garayta asked for clarification of purpose. It was decided that there has to be a process developed in conjunction with the policy. A vote was taken to approve the policy with no changes, the majority ruled in favor.
  - *Institutional Requirements for Associate's Degree*: Provost Prystowsky recommended that the language be revised to remove course numbers and to indicate the nature of the courses. Martine Rife pointed out some inconsistencies with how it related to MTA standards. There was Senate discussion. Revisions will be made and resubmitted to the Senate.
  - *Retention of Student Records*, was approved by the Senate.
- *Nepotism Policy*: The Senate recommended that the policy not be adopted as written. Please send comments and recommendations to President Janowick.

#### Potential future agenda items:

- Curriculum Committee MTA

Adjournment: The meeting adjourned at 11:10 am.