

Lansing Community College

Academic Senate Meeting

November 13, 2015 9:00-11:00 AM, University Center

Call to Order: President Janowick called the meeting to order at 9:05 am.

Roll Call: Roll was called by Clerk Villarreal, a quorum was present.

Senators Present: Allen James, Argersinger Marvin, Azima Alex, Boeve Matt, Bryant Ed, Bubb Kevin, Clover Jerod, Conner Christine, Deketelaere Vicki, DeMartino Darrell, Droste Ivan, Dutcher Peggy, Edwards Rob, Eure-Harris Curlada, Fall Matthew, French Ann, Fronckel Roxanna, Griffin Catherine, Grossbauer Tammy, Hagen Karen, Hammond Greg, Holt Dan, Janowick Jeff, Johnson Leslie, King Terrence, Manning Christopher, Mesler Vern, Periard Tim, Pogoncheff Elaine, Prystowsky Richard, Reglin Jill, Sawyer Suzanne, Sperling Tedd, Swain James, Thomas Ed

Senators Absent: Davis Willie, Dietrich Nancy, Garayta Cheryl, Kamai-Arambula Melissa, Leventhal Judy, Luke Jim, Muttu Sue, Storie Cindy, Wilkerson-Johnson Veronica, Wilhm Cathy

Approval of Minutes: The October 30, 2015 minutes were approved with no changes.

Public comments: There were no public comments.

President's Report: Dan Harned has been elected as an Academic Senator to represent the math department.

Provost's Report: Provost Prystowsky asked for the Senate's help in ways to assist with spring registration, especially with retaining current students.

- Senator Fronckel said that scheduling courses is complicated and there are issues with Banner.
- Senator Eure-Harris suggested the organization of group registration events for students.
- There was discussion on current and future ways of improving the registration process.
- Clerk Villarreal suggested that a letter needs to be sent to students and parents regarding payments rather than only an email to students.
- Provost Prystowsky will send out a follow up email with suggestions that are made.
- Provost Prystowsky thanked the Academic Senate for the work that LCC is doing and said that this work is making a difference not just for LCC students but for students

across the nation. He specifically mentioned the work of Kevin Bubb, CIO, and the ITS division, and Kevin Brown and his work with the Gateways to Completion initiative.

Other Reports and updates:

- Director of Labor Relations & Organizational Development James Mitchell held an open Question and Answer time for clarification of issues related Part time Faculty serving on the Academic Senate and/or subcommittees.
 - Senator Griffin asked about part time faculty who are at their maximum load and if they are still eligible to be compensated for serving on Academic Senate. Mr. Mitchell said that:
 - Serving on Academic Senate is considered a work assignment and does count towards the maximum amount of hours a part time faculty member is allowed to work per academic year.
 - Such work should be compensated, provided it is approved in advance by the respective Administrative Supervisor.
 - Open and timely communication between the part time faculty member and her/his Administrative Supervisor is essential.
 - There is flexibility in that the weekly limit may be exceeded, as long as the annual limit of 1,560 hours* is not exceeded. Additionally, exemptions may be sought, subject to approval of the respective Dean.
 - Mr. Mitchell said he plans to go the next SAALT meeting to reaffirm the applicable contractual and policy provisions to the Academic Administrative leadership team.
 - **After the meeting Mr. Mitchell contacted President Janowick and Provost Prystowsky to clarify that, per College policy, some Part time Faculty are limited to 1,484 hours annually.*
- OER Report: Regina Gong gave a PowerPoint presentation on *National OER Developments*, how the use of OER's are expanding across LCC and the savings it is providing for students. A copy of the PowerPoint is available on the Academic Senate [website](#).
- Vice President Periard presented the Eligibility Committee Report. He presented to the Senate a draft process and language to modify the bylaws in an instance where a Senator may no longer be qualified to serve. There was Senate discussion about the process and meaning of the additions/modifications to the bylaws.

- Senator Azima asked how a Senator in good standing is defined. The suggestion was made to add a list of expectations of an Academic Senator to the bylaws.
 - Senator Edwards said a Senate Orientation for newly elected members should be developed.
 - Vice President Periard asked Joe Warner and Senator Griffin to be on the committee.
 - The Eligibility Committee will take Senate's concerns and suggestions to modify the currently developed language.
- Secretary Manning presented the Bylaws Committee Report. The presentation was followed by Senate discussion about the timing of Academic Senate elections and how it would affect incoming senators and officers.
- Senator Holt said that clearer language needs to be developed as to when a senator begins.
 - Public member Joe Werner suggested the changes need be put in article 4 of the bylaws. He also suggested that newly elected officers should take office in the fall but serve in the summer in conjunction with the current officers.
 - There was Senate discussion about the language used and clarification of the goal of the possible bylaw changes.
- Senator Pogoncheff spoke on developments made in the Arts & Sciences Division to verify that all departments are following syllabi policies for the spring semester. She stated that all syllabi for adjunct faculty has been reviewed. After public and Senate discussion, she said they would be starting to review full time faculty syllabi.

Discussion items:

- Faculty role in HLC tested experience process: Vice President Periard asked that Senate establish a committee to make a recommendation to the college. President Janowick asked for a motion to establish the suggested committee, Senator Periard motioned, Senator Bryant seconded it. Vice President Periard will lead this committee.
- Public member Eric Snider said that essential criteria is only for occupational or performance based programs. Essential criteria is only taken into consideration for faculty/adjunct faculty who are teaching occupational or performance based programs and are not required to hold a degree (BA, MA etc.) in a specific field to be compliant with HLC but can instead meet the qualifications to teach the course using acquired certifications/educational background such as an auto mechanic holding a Master ASE Certification or an electrician holding a Residential and Master Electrical Inspector

Certification. Cathy Wilhm of Technical Careers Division is in the final stages of developing a process for the HLC tested experience process.

- Public member Mr. Mattson of the TLC division gave a breakdown of the essential criteria.
- The first meeting of spring semester will be January 8th. If there is not a need for a meeting on that day we will cancel it. There will be refreshments for the December 11th Academic Senate meeting in the Admin Board Room.

Action items:

- Curriculum Committee Writing Resolution was passed.
- Marketing Committee Resolution: Senator Edwards motioned to approve the resolution and Senator Swain seconded it. The Senate voted all were in favor of adopting the resolution.
- The Academic Senate photo will be rescheduled.

Potential future agenda items

Senate “future picture” discussion

Becoming a leader in how we treat adjunct faculty

Committee structure/membership