

Lansing Community College Academic Senate Meeting

January 20, 2017, 9-11 am, Administration Building Board Room

Senators Present: Allen James, Boeve Matt, Bryant Ed, Bubb Kevin, Clifford Katie, Conner Christine, Curtin Michelle, Deines Tim, Dietrich Nancy, Droste Ivan, French Ann, Garayta Cheryl, Gonzales Lucas, Gruesbeck Nikki, Gustin Bill, Harned Dan, Janowick Jeff, Johnson Leslie, Kelland Mark, King Terrence, Lee Eliza, Luke Jim, Macomber Zachary, Manning Christopher, Pogoncheff Elaine, Reglin Jill, Sawyer Suzanne, Sperling Tedd, Storie Cindy, Thomas Ed, Tobin Pam, Wilhm Cathy, Wilkerson-Johnson Veronica

Senators Absent: Argersinger Marvin, Del Castillo Monica, Dutcher Peggy, Edwards Rob, Garcia Bo, Hagen Karen, Leventhal Judy, Mesler Vern, Mutty Sue, Prystowsky Richard, Swain James

- I. Call to Order at 9:05
- II. Roll Call completed
- III. Approval of Minutes: Dec. 9 minutes approved and Jan. 6 minutes approved
- IV. Public comments (also permitted during the meeting with the permission of the Senate)
  - a. Karen Tommasulo: The College is creating a resource book to support people on campus. Portable packet. Wants input on what would be helpful.
  - b. Kim Farley passed away last week. She was an esteemed member of the LCC library and started as a student aide. She was impactful, and there will be a celebration of her life in the near future.
- V. President's Report
  - a. The Provost has asked that we re-open CORE to the inclusion of new courses. This is not a re-evaluation of Core. We are simply opening it up for the possible inclusion of new courses. The timeline is very tight on this. Anyone interested in serving on this team should contact Jeff Janowick, Peggy Dutcher or Ed Thomas. The current requirements will be used and will not be changed. Core impacts science, math, communication, global perspectives and writing. There will be clear guidelines.
- VI. Provost's Report
- VII. Other Reports and updates
  - a. Student Senator reports
    - i. Senator Clifford raised a concern about students being required to purchase texts/access codes that instructors do not use in class.
      1. President Janowick stated that if we are making program and department policies, we need to think about the students. We also need to recognize that if faculty members don't agree with program decisions, they still must comply with them. Furthermore, it is inappropriate to vent to students about this.

## VIII. Action items

- b. CASL charter revision approval
  - i. Senator Bryant moved that we accept the changes. Senator Wilkerson-Johnson seconded the motion. The proposed changes passed unanimously.
- c. College Hour Whitepaper proposal
  - i. Senator Gonzalez presented the white paper proposal for the College Hour.
  - ii. Several concerns were raised in relation to programs that need structured scheduling, the inclusion of online students, and students unable to take advantage of this due to timing.
  - iii. The student issues team will address additional issues and questions related to campus inclusion in the opportunities provided and will meet to discuss this.
- d. Open Educational Resources policy
  - i. The range of open licenses should be expanded beyond Creative Commons.
  - ii. "The College expects contributors..." It is expected that college employees need to do so. We can't control OERs outside our areas to do so. This line may need revision.
  - iii. Senator Luke argued that the OER policy should be addressed after the intellectual property policy is determined through the collective bargaining agreement because the OER policy must conform to the intellectual property language.
  - iv. Senator Kelland urged that the Senate accept the policy as written unless the above concerns were shared by others.
  - v. This issue will continue to be discussed at the next meeting.
- e. Establishment of Student Issues Committee
  - i. It was recommended that the one year term limit for students be extended to allow for re-appointment each year.
  - ii. The charge of the committee needs to be defined to more clearly reflect its purpose, which is to begin to represent the full extent of the student body in a way that two student senators cannot do alone.
  - iii. The team will revise the charter to reflect these recommendations.
- f. Syllabus proposal

## VIII. Discussion items

- a. Review of Institutional Review Board
  - i. Matt Fall updated the Senate on the development of the Institutional Review Board. First, the college is not required to have an IRB but must follow all federal regulations. The purpose is not to present a judgement

on an individual's research, but the IRB will make a judgment on the protection of human subjects in research. This policy creates the entity and gives it the authority it needs.

- ii. Matt Fall stated there is online training.
- b. Student ability to choose preferred name in D2L and/or Banner
  - i. Senator Deines and Martine Rife explained that the preferred name proposal allows students and staff to use the name of their choice in a public context. This preferred name would be on the class roster, student ID badge, D2L and other contexts. This would require enabling the use of a preferred name in many college systems.
  - ii. Bill Garlick, Director of Enterprise Systems, pointed out that there are technical issues that must be addressed and that there has been a nationwide discussion around this issue. He indicated that implementation would require college resources.
  - iii. There are instances when legal names must be used.
  - iv. Senator Clifford, Senator Johnson and others raised the issue of TUIDs, which cannot be changed. Senior Vice-President Webb-Sharpe stated that the TUID issue is already being addressed by Kevin Bubb and the IT team. However, this is more complex and is a separate issue.
  - v. Senator Bubb stated we now refer to the TUID as a username. It is possible to create an alias for the email address.
- c. Enrollment
  - i. Senator Wilhm indicated there are additions and changes at the West Campus and there will be an open house for ERESA students. We have to bring students in because there are plenty of great opportunities for students. Good jobs in trades.
  - ii. Marketing is not the only solution. We need to work harder to retain students and keep them in the classroom.
  - iii. Senator Del Castillo recommended marketing programs and services like the Women's Resource Center that might support students who might otherwise leave.
  - iv. Senator Luke: We need to be willing to have difficult and challenging conversations. Our strategic planning included enrollment declines and that was part of our continuing improvement plan and we didn't do anything to improve on competitiveness and innovation. Lansing's economy is not significantly better off than the rest of the state. Bill Motz and Jim posted data that compared LCC to others in enrollment in the state. The decline is bigger here than other places. How can we address this strategically?
  - v. Associate Vice President Glasscoe asked what changes have we made in the past year that would impact our enrollment figures? We need to go

beyond highlighting resources we have available. We need to get students into programs and provide them access. Referral form can also be used.

- vi. Senator Curtin stated she was pleasantly surprised to see a much younger demographic here at LCC, but is this off-putting for non-traditional-age students? Should we market to non-traditional students?
- vii. Senator Wilkerson-Johnson stated the Student Issues Committee provides students a voice and provides information on why students leave LCC. How does a student feel once they enroll in LCC?
- viii. Senator Sperling pointed out the college is reacting. However, we need to be more proactive in our approach to retaining students. We need to look at what students need and provide an easier user experience when signing up for classes. 5.5 million skilled trade jobs went unfilled. Senator Pogoncheff supported this.
- ix. Senator Tobin: The morale of faculty and staff is low. How does this impact retention and enrollment?

**x. This conversation was tabled for 2/4/2017.**

d. Student bill of rights and/or student expectations

***i. Tabled for 2/4/2017***

IX. Potential future agenda items