Lansing Community College
Academic Senate Meeting
April 28, 2017, 9-11 am, Administration Building Board Room

Senators Present: James Allen, Alex Azima, Suzanne Bernsten, Ed Bryant, Kevin Bubb, Katie Clifford, Christine Conner, Michelle Curtin, Tim Deines, Monica Del Castillo, Nancy Dietrich, Ivan Droste, Ann French, Lucas Gonzales, Nikki Gruesbeck, William Gustin, Dan Harned, Jennifer Hilker, Jeff Janowick, Leslie Johnson, Mark Kelland, Terrence King, Eliza Lee, Judy Leventhal, Megan Lin, Zachary Macomber, Christopher Manning, David Mattson, Vern Mesler, Elaine Pogoncheff, Richard Prystowsky, Jill Reglin, Christopher Smelker, Tedd Sperling, Ed Thomas, Pam Tobin, Joe Werner, Veronica Wilkerson-Johnson

Senators Absent: Marvin Argersinger, Matt Boeve, Peggy Dutcher, Rob Edwards, Cheryl Garayta, Bo Garcia, Karen Hagen, Jim Luke, Sue Mutty, Susanne Sawyer, Cindy Storie, James Swain, Cathy Wilhm

I. Call to Order
II. Roll Call
III. Approval of Minutes
   a. Senator Mark Kelland moved that they be accepted.
   b. Approved.
IV. Public comments (also permitted during the meeting with the permission of the Senate)
   a. Senator Ed Thomas: Resigned as the Chair of the Curriculum Committee. Thank you for allowing him to be the chair. The philosophy was not to be the place where dreams went to die. We were civil and did the best that we could. Thanks for allowing me to serve.
   b. Lisa Webb Sharpe - Senior VP Finance, Administration, and Advancement: Thanks to President Jeff Janowick for invitation to Senate. Thanks for having the institution at heart. Jeff has been a great proponent for the Strategic Plan. He has laid a great foundation. He has been a great part of the college.
V. President's Report
   a. Provost mentioned the idea of having each others' backs. Want to thank the people who have had his back during this time. History department, Kevin Brown and Anne Heutche had to step up. All history faculty stepped up. General folks in social science were a good listening ear. Tom Donaldson was co-chair of Innovation Team and appreciates him. Long list of people from the Innovation Team. Also wants to thank the StarScapes team, which has turned into a large event; many senate members, especially Ivan Droste; Peggy and Chris for being officers; leadership at the institution--Terrence, Elaine, Richard, etc.
   b. Senate Participation of governance. This was to formalize some of the things we have been doing. It basically talks about charter, and what our role is. Want to adhere to the guidelines that have been laid out. When the college wants to proceed with changes they need to notify the Senate. And the notification needs to be more official. To the president, executive committee, etc. College will collaborate with Senate and staff.
   c. Acknowledge the Student Senators. Lucas and Katie. They have raised the level of expectation for student senators. Small gift card for both.

VI. Provost's Report
   a. Shout out to Senator Ed Thomas the chair of the Curriculum Committee. It is a thankless job but it is key to the college moving forward.
   b. "Got your back"; would like to suggest that going forward the Senate become a model for this in our meetings. Recommend that on the agendas that we say something like "I got your back." No blame and shame even if we don't agree with each other's ideas. Mindfulness work. We respect and support each other at LCC. Not just agree with each other's ideas. It can be subtle when we don't have each other's back. Having someone's back doesn't mean we always have to agree.
   c. Next week Provost's office is hosting many appreciation groups. Groups that have been doing especially difficult projects over the year.
   d. Innovation requires that we push through "I can't because…" Ex: We would love to have course equivalent accountability throughout Michigan. But we don't say just forget about transfer. We figure out where we can make it work. Let's have each others' back for pushing through.
   e. At Adjunct faculty appreciation, student success was brought up. It might be worthwhile to have the college put something in writing about what the college means is student success. What is considered success? Can we think big? We should form a college wide group that includes students, support staff, faculty, admin, etc. Come up with without and examples on what we mean by student success. It would be helpful for faculty and students to know. Especially in an assessment context.
   f. Thank you to all. Go easy on yourself. People at national meetings know about all the work we are doing. Special thank you to Jeff, Peggy and Chris for leading the senate.
VII. Action items (none at this time)
   a. Consent Agenda
      i. Recommendations for new courses that satisfy core requirements
      ii. RELG 150 and COMM140 has been recommended for approval by the Curriculum Committee.
      iii. Passed
   b. Online Mentoring Proposal
      i. Senator Peggy Dutcher: Had a SAM meeting. We shared the proposal. And we have questions. Some people feel they are being evaluated. Another brought up the point that it may not be faculty but in fact the students.
      ii. Senator Eliza Lee: Has had feedback from faculty that are not interested in this program. People want to know if it is required. Have had a couple faculty say they no longer are interested in teaching online because of this time commitment.
      iii. Senator Leslie Johnson: At this point it will NOT be required. Look to do this as a pilot. We knew there would be objections. Anyone who has taught online knows that it is hard and lonely. We tried to think about those very kinds of issues. There should be no fear of evaluation. The "scorecard" is just a cumulative knowledge of people who study best practices in online education have found. Why wouldn't someone want the extra help? It's not necessarily the teachers' faults. But we are really pushing towards student success. We want to help instructors make more organized courses in a peer to peer way. Trying to just inch the success rate up. Just asking for a pilot.

iv. Senator James Allen: There are two components to proposal. Information will not be shared with administrators or deans?

v. Senator Leslie Johnson: During periodic review we have found that some instructors online haven't been doing as good a job as possible. And taking TOC isn't the best way to help them. It is a more valuable to "have each other's back."

vi. Senator Mark Kelland: Clarification, do you have voluntary candidates in mind?

vii. Senator Leslie Johnson: Going to ask Spring and Summer TOC people.

viii. Senator Mark Kelland: Are we looking for a motion for the pilot?

ix. Senator Leslie Johnson: Yes. Because we need to ask for money. It will cost very little to pilot this initiative. Want instructors to have the basics and acknowledge that teaching online is harder than face-to-face.

x. Senator Peggy Dutcher: Perhaps some wording needs to be different in the document. Has this been approved?

xi. Senator Leslie Johnson: Has already been taken to the provost's council and we got feedback and tweaked the document. People are reading in their own fears. It's time to have each other's backs.

xii. Senator Jeff Janowick: Talking to another faculty member should not be seen as an evaluation. We are a team and need to take advantage of each other. Reminding faculty to use the services at the college.

xiii. Provost: Like the "Got your back." We, employees, need safe spaces where there is no judgment, no blame or shame. The mentoring is not about a "gotcha!" It is a supposed to be healthy and non-punitive way. It is not an evaluation.

xiv. Senator Christine Conner: Feedback was that they think it is a good idea. They think it is a good idea to start it with TOC and people that haven't done TOC in a while.

xv. Senator Cheryl Garayta: Why is it the teacher's fault? There is no real statement in the schedule book about what is expected of an online student. There needs to be an online statement about what online students need to know.

xvi. President Jeff Janowick: Good idea, but that is a different proposal.

xvii. Dan Holt: Stay tuned.

xviii. When students sign up for their first online course, e-learning sends them an email. It includes how to used D2L, expectations, online learning course for students, etc.

xix. Senator Mark Kelland: Move to encourage CTE and e-learning to move forward with this proposal for a pilot only.

xx. Passed.

c. Statement of Student Expectations

i. Leave it out for comments.

VIII. Other Reports and updates

a. Student Senator reports

i. Senator Lucas: Thank you for the opportunity. When we are at Senate, we are doing this because we want to make sure the students are successful. Sometimes get lost in the debate. Gained a lot of insight on how things are figured out. Appreciate being here and seeing how things are decided.

ii. Senator Katie: Thanks for the opportunity. Insightful to see how things are working.

Other students can see other levels. It's nice to see how decisions are made and where they are made.

b. Program Review report - Karen Hicks
   i. Changed the schedule of program review. Used to do by semester and now do by academic year. Program review documents are all on Sharepoint. There are many documents that you work through. Have gotten feedback that faculty like this. Can see what others are doing and what is expected. Trying to reduce the silos.
   ii. Provost: Thank you to everyone who has been involved in this. As another next step, we are looking at choosing a few programs did well to demonstrate as models.
   iii. Senator Peggy Dutcher: Exit meetings that are new this year worked out really well. CASL, CC, provost, etc. are there. It allows for good discussion. Great idea to add those.

c. Online learning committee report—Dan Holt
   i. We were asked by Margie Clark, Provost, etc. What do we mean by online, face-to-face, hybrid? Committee came up with definitions for each. Face to Face: Instruction and participation takes place in a pre-determined physical space and time. May also requires use of one instructional resources and electronic submission of assignments. Hybrid: Instruction and participation are divided between an online environment and a pre-determined physical pace and time. While required use of online instructional resources and electronic submission of assignments. Online: Instruction and participation take place in an online environment. Some sections may require synchronous meetings. Some sections may require proctored assessments.
   ii. Martine Rife: What about classes that don't fit in these categories? Will they not run? Such as competency based courses. Some hybrid courses are competency based and won't fall in those categories.
   iii. Dan Holt: Not sure that is up to us. We tried to make them as broad as possible.
   iv. Martine Rife: Contract says for course development, it must be one of these. WE need another definition so that faculty as still compensated if they develop a different method that this.
   v. Provost: What is the intended audience? Will online students understand what "synchronous meetings" means?
   vi. Dan Holt: A really good point. But don't want to add more verbiage.
   vii. President Jeff Janowick: This could be an internal definition and get another one for students.
   viii. Katie (student senator): Attended audience is important. Hybrid versus face-to-face is tricky. Because face to face can still have online homework.
   ix. Senator Veronica Wilkerson-Johnson: Martine, if another category was added what would it be called?
   x. Martine Rife: Not sure but wouldn't it be fun to figure it out!
   xi. Senator Michelle Curtin: Teach face to face and hybrid. Had impression that 50% must be online. Is that still a practice?
   xii. Provost: That isn't a definition. That sounds like a program issue.
   xiii. Senator Leslie Johnson: It is more to the division and program.
   xiv. President Jeff Janowick: Need to look at contract. But we may have program and division requirements.

xv. Peggy: AS a standing committee, there are certain things that come to the Senate for approval. Will you be coming back with more formal definitions?

xvi. Dan Holt: Fine with doing it however the senate wants to do it.

xvii. President Jeff Janowick: If we don't accept it now, we probably won't accept it until the Fall. This seems relatively straightforward.

xviii. Senator Ed Bryant: Move to accept this.

xix. Senator Peggy Dutcher: Second.

xx. Passed.

xxi. Dan Holt: Chris mentioned the online learning course the LCC students are offered to take. 75 min course that is interactive and optional. Long time online teachers are looking to make this required.

d. MBS online bookstore update—Don Wilske

i. PowerPoint available.

ii. Trying to find lower cost textbook options for students.

iii. LCC receives no commission for MBS. This has amounted to $88,000 that is being saved by the students. Fall 2016 MBS included use of Financial Aid. Spring 2017 MBS not includes textbook rentals.

iv. Extensive choices, more students have textbook first day, reduce collections and outstanding balances, adopt OER, saving departments time by streamlining, compliance with Textbook Affordability Provision, and on campus book buyback.

v. Faculty members can go in and "shop around" for textbooks in their course. They can check the different publishers and prices for textbooks. Faculty Center Network and e-text builder are available. Can develop custom content from books, articles, OER, personal material, etc.

vi. MBS was purchased by Barnes and Noble. Looking at selling non-textbook items.

vii. Lisa: Textbook adoption, you can order different chapters from different books and MBS will take care of the copyright issues. Can make a custom textbook.

viii. If there is interest in August for MBS to do training, they will send in a representative.

ix. Katie (student senator): Why do some professors not use the textbook that on MBS says is required? Are they forced to put a textbook on there?

x. Don Wilske: That is not something in my range.

xi. Senator Leslie Johnson: This is something that needs to be addressed. Especially to associate deans. It needs to be dealt with other ways. This is not MBS problem.

xii. Katie: You should make a poll for students on how they like it, how easy it is to use. Because I've found that it is not worth it. Can find cheaper other places.

xiii. Don Wilske: One of the reasons we didn't is because we didn't have all 5 options until this semester.

xiv. Lisa Webb Sharpe: If you want to use financial aid before class starts you must use MBS. After financial aid is disbursed, you can use any option you want.

xv. Katie: It has not been easy to find $250 is for books or that there is $600 on my account. Students come up and have no idea why they have money in their account. Is there a way we can clarify where this money is coming from?

xvi. Senator Christine Conner: Some students were confused about the buyback

because they still have classes and need their books.

xvii. Senator Joe Werner: Buy book during Finals is not operation 100%.

xviii. Don Wilske: We can look at changing dates.

xix. President Jeff Janowick: tough because during finals students are here and need their books but once finals are over they are gone.

e. Centre for Engaged Inclusion report—Franchesca Cifuentes

i. Mission: Building an equitable and inclusive community at LCC and greater Lansing through intellectual exploration and collaboration. PowerPoint available online.

ii. How? 4 key competencies: Critical engagement, cultural competency, community building, civic engagement.

iii. 2600 students visited The Centre this year. 44% learned about events through faculty. Students agreed they learned something new, the presentation was engaging, and agreed it improved their experience at LCC.

IX. Officer election

a. Secretary: Eliza Lee (only candidate)

b. Vice President: James Allen and Peggy Dutcher

c. President: Mark Kelland (only candidate)

X. Discussion items

a. Timely, meaningful feedback

Purpose: *The purpose of the Academic Senate will be to provide faculty input and advice to the administration concerning issues of College-wide educational philosophy, College-wide academic policy, and priorities in the College-wide deployment of capital or financial resources, except as covered by the scope of collective bargaining. The Senate will be proactive and collaborative in its approach, seeking consensus whenever possible, and will foster and support effective and transparent communication with the college community. Student learning is the ultimate goal of this body.*

Respectfully submitted by Chris Manning, Academic Senate Secretary.