Lansing Community College
Academic Senate Meeting
September 15, 2017, 9-11 am, Administration Building Board Room

Senators Present: James Allen, Suzanne Bernsten, Ed Bryant, Christine Connor, Michelle Curtin, Tim Deines, Nancy Dietrich, Peggy Dutcher, Cheryl Garayta, Nikki Gruesbeck, William Gustin, Dan Harned, Jennifer Hilker, Andrea Hoagland, Leslie Johnson, Mark Kelland, Terrance King, Eliza Lee, Judy Leventhal, Megan Lin, Zachary Macomber, Christopher Manning, David Mattson, Vern Mesler, Randy Paape, Elaine Pogoncheff, Jill Reglin, Kari Richards, Christopher Smelker, Ed Thomas, Joe Werner, Vaughn Smith

Senators Absent: Marvin Argersinger, Matt Boeve, Kevin Bubb, Monica Del Castillo, Ann French, Bo Garcia, Jeff Janowick, Sue Mutty, Tedd Sperling, Pam Tobin, Cathy Wilhm, Veronica Wilkerson-Johnson, Haala Zaid

I. Call to Order (9:05AM)
II. Roll Call (9:07AM)
III. Approval of Agenda (9:08AM)
IV. Approval of Minutes (9:10AM)
   a. April 28, 2017, May 12, 2017, and July 14, 2017 minutes approved.
   b. Amendment to 9-1-17 Minutes. Discussion on preferred names on 9-1-17. Senior Vice President Lisa Webb Sharpe: There were issues raised such as concern about students and faculty, and is there really a desire for this on campus. This was not said by Lisa but rather relayed by her. Approved with this change.
V. Public Comments
   a. Senator Leslie Johnson: Expressed concern about the CTE budget. The CTE will no longer be working towards goals approved by Senate last year due to budget decrease. CTE had 5 ¾ positions and now has 4 ½ positions. Cuts came on July 12, 2017 without notice. Lack of staffing causes CTE to close early this semester. Cannot maintain the same level of service with current cuts. Looking to the Academic Senate for support to help roll back cuts the CTE has made due to the budget decrease.
   b. Meg Elias: Idea last year was to have a mentor faculty member for new online instructors. They would meet before instructors taught their first online course. Committee has integrated Senate suggestions from last year. We want better online experience for students. This is at a standstill because of funding. The hope is that mentors and mentees should be paid. Asked for $3000 to pilot this Fall but was denied. Feels it's unfair to ask CTE to foot this bill.

VI. President's Report
   a. Ongoing questions from previous senate minutes. Repeatedly in the minutes is a desire for the senate to be involved sooner in the process of college wide initiatives. The Senate wants participatory governance.
   b. Vice President Peggy Dutcher is coordinating with chairs of standing committees.
   c. The Senate bylaws committee will need to get back together to address possible changes/additions/deletions, such as electronic meetings, non-voting senator for people on sabbatical.
   d. A Senate Policy Team to coordinate with APAC will be developed.
   e. OER Project Manager Regina Gong is coming to the next Senate meeting (Sept. 29, 2017).
   f. The Oct. 13, 2017 will be at West Campus and President Knight will be the guest speaker.
   g. Senate Executive Committee discussed having brief reminders at each meeting about different aspects of Robert's Rules of Order:
      i. 1604 – "regarding decorum and personalities – He that digresseth from the Matter, to fall upon the person, ought to be suppressed by the Speaker…No reviling or nipping words must be used."
      ii. 1610 – "regarding keeping the debate pertinent to the issue – A member speaking, and his speech, seeming impertinent, and there being much hissing and spitting, it was conceived for a Rule, that Mr. Speaker may stay impertinent Speeches."

VII. Provost's Report
   a. Elaine Pogoncheff, is interim Provost while Richard Prystowsky is on extended medical leave.
   b. Former Academic Senate President Alex Azima, Elaine, and many others designed Senate Charter originally as faculty members. Elaine hopes to keep to the spirit of the Charter. Collaboration with administration and innovation is key.
   c. She has been the interim provost since Monday.
   d. Elaine indicated that she will research the issues raised related to the Center for Teaching Excellence (CTE).

VIII. Consent Agenda – Action Item
   a. Curriculum Committee recommendations for 7 courses:

ISCI 275 - course title change from *Advanced Technology Workplace* to *S.T.E.M. Workplace Practices* and course code change from ISCI 275 to ISCI 245
ASTR 201 – one sentence removed from one outcome
CHEM 125 – prerequisite change
GEOL 221 – very minor outcome change, evaluation criteria change
GEOL 222 – evaluation criteria change
GEOL 230 – evaluation criteria change
LEGL 219 – prerequisite change so the course requires a 2.0 minimum (from a 1.0)

   b. Approved without objection

IX. Report – AA/AS Degrees, Transferability Study, other projects (Tracy Labadie – Assistant Dean Academic Affairs)
   a. AA/AS redesign project. Goal is to provide a simple and clear transfer degree program for students. 1 AA and 1 AS degree as a base to transfer. Then will take it further and have concentrations. Would like to map the concentrations to 4 year schools. Want this done for Fall 2019. Faculty input is going to be needed. Tracy will let the Senate know how faculty can provide input.
   b. Transferability study. Initiative of Guided Pathways. We want to support our transfer students' needs. Need to still define what the study will look like. Looking for a lot of faculty input. Working with Senator Christine Conner. This needs to be done Dec. 2019.
   c. Focusing on Articulation Agreements. Need to clean them up. Some have expired, some don't meet MTA, and some aren't valid with the new program apps we have. Will be reaching out to faculty for assistance to design and update agreements.
   d. HLC systems portfolio. Critical report that is submitted to the Higher Learning Commission to show how we are meeting the 6 AQIP areas and 5 accreditation requirements. Need writing teams. Asking for faculty input on this also.

X. Update and Discussion – Student Engagement Report (Carrie Gregg – Director of the Academic Success Coaches)
   a. The Student Engagement Report is something that is evolving. Looking for a lot feedback. Approaching the project proactively and reactively. Want to partner with faculty and staff at LCC.
   b. Started with 750 online referrals (different than Student Engagement Report referrals). 2000 first time students, H.O.P.E. scholars, financial aid warning students, etc. 3054 referrals from first Student Engagement Report. Concerns: 51 instructors who have sent their entire class list. Went into semester thinking they would contact student and instructor within 48 hrs. But spending a lot of time on processing. Hoping to have faculty engagement as well. Want to troubleshoot some of these processes.
   c. Whole process takes about a month and has a series of points of contact. Including an email, then text message, then phone call, then circle back around and hope for a face-2-face contact. Current volume of students is a lot.
   d. Senator Chris Manning: Is there a plan to put this into D2L? As departments and programs do we have a goal? Is there a specific number of students we should be referring? We should be looking back at our success data to determine these numbers. We need to know how to use this valuable service.
   e. Senator Dan Harned: Is there a plan to contact instructors who refer all their students? Or to help instructors who may need help in discriminating who should be referred?
   f. Chief Diversity Officer Paul Hernandez: Yes. We don't want faculty confused because that makes students confused. How effective is it to have a faculty

member report every two weeks? We know who is doing poorly as instructors. But need to count on faculty to actually submit. If we don't, we will have confusion for far too long.

g. Senator James Allen: Relayed from his department. In the Student Engagement Report they would like an option to report why the student is being referred. This is on the online referral form but not the Student Engagement Report. What about students who don't have textbook? When things like this get tabulated, will this be reported? Are there bigger discussions problems such as this? What about students who are in clinical? LCC instructors are required to do the Student Engagement Report but they don't see these students because they are in clinical. There is no immediate supervision from an LCC instructor.

h. Carrie Gregg: They have lost the ability to use text boxes so there is not a spot at the moment to put comments about why students are being referred. Yes there are bigger discussions about continual and repeated problems, and that is good feedback. There will be (has been) discussion with Dean of Health and Human Services Margie Clark to talk about Clinicals.

i. Senator Leslie Johnson: Some faculty don't understand what the categories are or which to use. Also some faculty are confused when there are no students to report. The Student Engagement Report could use a box to click that says "no problems at this time."

j. Senator Peggy Dutcher: Faculty need a formal place where they can send in comments or suggestions or questions. Then these can be turned into a FAQ.

k. Senator Kari Richards: For Foreign Languages Department they set guidelines as a department. Below 2.0 is marked as academic on the report, participation is less than 50% will be marked attendance on the report, etc. They have clarified definitions within program.

l. Senator Jill Reglin: Adjunct faculty have expressed fear if they don't fill this out. Though it's not punitive, people are thinking it is. "What if students aren't referred and then fail?" It is important to reiterate that faculty will not get in trouble.

XI. Update and Discussion – Online Tutoring BrainFuse (Martine Rife – Operation 100% Project Manager)

a. 1985 tutoring sessions on BrainFuse, over 33 subjects, 62 writing papers submitted, have used 700 hours.

b. Courses Enrolled in 24/ Online Tutoring Courses include all courses in the Math and Science Department, all Courses in the English, Humanities, and Social Science Department (except ENGL 121 and 122), and all Courses in the Center for Transitional Learning (except ACAD and ESOL), all ACCG classes, all SPAN classes, CITP 110, CHSE 117, CHSE 120, and CJUS 110.

c. There is live help, 24 hour writing lab where students can submit a paper, or ask a question and get response within 24 hrs. Each student gets assigned 32 hours but if they need more they can ask the Learning Commons.

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d. Currently have a link to BrainFuse in the D2L sections that are using BrainFuse. Would like to have a widget. Hours are assigned to CRN and specific student. Would like a better way to offer this but want everyone to have equal access.

e. There will be training Friday, Oct. 27, 2017 1:00-2:00 PM LCC Main Campus, room TBA. There will be another training in the Spring.

f. Senator Cheryl Garayta: When will the product be reviewed? When will the product be renewed? Who will be involved in the review and renewal? What will the cost be?

g. Martine Rife: It is currently being reviewed. The Senate decided to be involved in the review and renewal so it's up to the Senate. (Committee will be formed by Mark Kelland, Fall 2017).

h. Senior Vice President Lisa Webb Sharpe: We have it in the budget to be renewed. When will this be available to all students?

i. Martine Rife: Soon. Want this to happen ASAP.

j. Senator Peggy Dutcher: Is there a study to see if this is affective? Volume of students doesn't tell us everything. Information on if it helped the students do better would be helpful.

k. Martine Rife: We have 3 courses that are G2C courses Accounting 210, Math 121, CITP 110 that have had consistent use of it. We compared students who used the service and those who didn't. We compared grades and withdrawals. Need more time to get more data. It isn't a huge percent of students who are using it, but it is filling a need for students who didn't have any tutoring. Students study on Friday nights and after midnight when we cannot be available.

l. Senator Jill Reglin: Does it expire after the 5000 hours? Is there a way to purchase it without the writing lab piece?

m. Senior Vice President Lisa Webb Sharpe - It expires in 3 years. It is a 1 year contract with 4 one year renewal options. It's a pay as we go. It is not 3 years with a 1 year option.

n. Martine Rife: We don't know if we can purchase it without writing.

XII. Standing Committees (Academic Senate Vice President Peggy Dutcher)

a. Working with the 5 standing committees to make sure they all have charters. The Charters will be coming to the Senate for review and approval.

b. Each standing committee has been asked to do a very brief report at the next Senate meeting on what the committees' major tasks/focus and/or projects for the 2017/2018 academic year.

c. Also, the Senate will be getting written reports from the committees regularly.

XIII. Planning Session for the New Academic Year

a. Broke into small groups to brainstorm ideas the Senate may want to address this year. What is being covered? What isn't being covered? What should be covered?

b. 15 min group discussion

       c. Small Group Reports
           i. Senator Jill Reglin: Senate needs to talk about writing support pedagogy. There are contradictory issues with the Writing Center and BrainFuse.
          ii. Senator Suzanne Bernsten: How can the library share information? Questions on Concourse? Questions on the website refresh? Discussion of OER. Textbook policy.

XIV.   Senator Joe Werner: Motion to Adjourn
       a. Senator Chris Smelker: Second.
       b. Adjourn (10:51AM)

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 Eliza Lee, Academic Senate Secretary.