

Lansing Community College  
Academic Senate Meeting  
September 29, 2017, 9-11 am, Administration Building Board Room

**Senators Present:** James Allen, Marvin Argersinger, Suzanne Bernsten, Ed Bryant, Kevin Bubb, Christine Conner, Michelle Curtin, Tim Deines, Monica Del Castillo, Nancy Dietrich, Cheryl Garayta, William Gustin, Dan Harned, Jennifer Hilker, Andrea Hoagland, Leslie Johnson, Mark Kelland, Eliza Lee, Judy Leventhal, Megan Lin, Zachary Macomber, Christopher Manning, Sue Mutty, Randy Paape, Jill Reglin, Kari Richards, Vaughn Smith, Tedd Sperling, Ed Thomas, Pam Tobin, Joe Werner, Cathy Wilhm, Veronica Wilkerson-Johnson, Haala Zaid

**Senators Absent:** Matt Boeve, , Peggy Dutcher, Ann French, Bo Garcia, Nikki Gruesbeck, Jeff Janowick, Terrence King, David Mattson, Vern Mesler, Elaine Pogoncheff, Christopher Smelker

- I. Call to Order (9:01AM)
- II. Roll Call (9:03AM)
- III. Approval of Agenda
  - a. Provost is at the Student Success Conference so there is no Provost Report.
  - b. Carrie Gregg is giving a short presentation on the Student Engagement Report.
  - c. Approved without objection (9:04AM)
- IV. Approval of Minutes
  - a. Approved without objection (9:05AM)
- V. Public Comments
  - a. Senator Cathy Wilhm: Monday, Oct. 2, WILX 5 and 6 news will broadcast from new lab. Wednesday Oct. 4 is the grand opening for manufacturing excellence 8:30-10:30AM on Tech Careers website. Friday, Oct. 6 is Manufacturing Day, there is a press conference at 9:30AM. Throughout the week there will be students talking about programs on west campus on WILX. There will be an 8:00AM tour of West Campus at the next Senate meeting.
- VI. President's Report
  - a. Next meeting Oct. 13, 2017 will be at West Campus. President Brent Knight will be joining the meeting.
  - b. Senator Monica Del Castillo, without objection, has taken point on the Preferred Name Resolution. She will be working on getting data to satisfy the Senate and the Provost Executive Leadership team to constitute moving forward.
  - c. Past President Alex Azima has been sitting in on Senate Executive Leadership Committee meetings as well as Interim Provost Elaine Pogoncheff. They were original academic senators. Looking to align committees with the new Strategic Plan.

- d. Would like to officially put the bylaws committee back together. Electronic meetings, senators on sabbatical, etc are issues that need to be addressed. We need to look at proxy voting especially. Anyone who is interested in being on the bylaws committee should contact Senate President Mark Kelland.
- e. Would like to put together a team to look at all tutoring and writing support, in house or Brainfuse. This is meant to be an even handed and open minded look at all tutoring. Without objection, will make that an official group. Looking to make a recommendation to the senate. Contract date for Brainfuse is December 1st. Contact Senate President Mark Kelland if interested.
- f. How things get on the Agenda: The Senate Executive Committee assists the president on the agenda, can send suggestions to the Senate Executive Committee, 10+ senators can call a special meeting or ask for something to be put on an agenda. Consent Agenda is routine business that is normally approved without objection. If someone objects, then it is moved to the normal agenda. Point of privilege can be personal or assembly. Point of privilege for the assembly is for the whole (such as not being able to hear).
- g. 1592 – ““It was made a rule, that the chairman shall ask the parties that would speak, on which side they would speak ... and the party that speaketh against the last speaker, is to be heard first.”

VII. Provost's Report

- a. None

VIII. Discussion of Engagement Report (Carrie Gregg- Director of the Academic Success Coaches)

- a. Barriers have helped inform changes in the process. The process has made it difficult to fully engage with faculty. Coaches are a resource or tool for faculty to use, not just the students. Referrals ended up being a blind referral process. It has caused a trust issue for students. Students don't know who recommended them or why. We have a mass referral system but want the referrals to be meaningful. Currently working with Faculty and IT to change/update the current referral form. Expected Fall 2018.
- b. (Proposal) Faculty responsible for Early Alert Report 2, 6, 10 weeks.
  - i. Student receives an email to inform them that an instructor has referred them to a success coach. Instructor receives a thank you to acknowledge submission.
  - ii. New student- outreach procedure. If student engages with coach then will initiate progress report. Idle students remain in "idle" group.
- c. (Proposal) ASC responsible for Progress Report 4, 8, 12 weeks.
  - i. Instructor will receive a progress report about the student. Report will include name of assigned coach and supports received.

- ii. Instructor will have the opportunity to give an update on the student's classroom progress.
  - d. Senator Jill Reglin: While this is being worked out, what is the easiest way for faculty to figure out if their student has been contacted?
  - e. Carrie Gregg- As soon as a referral comes in they get a welcome email. This is happening now. After the first week they get a text message and phone call.
  - f. Senator Zach Macomber: Why can't we share who referred them?
  - g. Carrie Gregg: We can. That is why this new process is being made. We got behind with 3500 students because we were doing it manually. Now we are trying to streamline the process and include faculty as much as possible.
  - h. Senator Joe Werner: There is the concern that this is confidential and we are not meeting FERPA. We cannot say sensitive things in front of other students. Cannot discuss this with people outside the education community. Email subject line needs to be clear or people will not read it.
  - i. Senator Tedd Sperling: Why 2, 6, and 10 weeks? Is there any leeway or tolerance to how we are reporting on the second week? Classes start at different times so 2 weeks means different things.
  - j. Carrie Gregg: Speak with your Dean about the leeway. 2, 6, 10 weeks is just a recommendation based on research. You can recommend students at any time in between.
  - k. Senator James Allen: Will there be an instructor notification system letting instructors know when they should be reporting?
  - l. Carrie Gregg: It is in the process. The Deans need more input on this. It is a struggle because of all the different start classes.
  - m. Senator Monica Del Castillo: Counseling update. Counselors are being inundated with referrals which is great. Seeing a large number of students following through. May be dealing with a capacity issue which is a good thing.
- IX. Report on OER (Regina Gong- Librarian and OER Project Manager)
- a. OER Pilot Award Program
    - i. Eliminate barriers of high textbook costs. Reduce educational costs for students. Enable students to stay on track with completing their courses and their chose degrees or certificates.
    - ii. Encourage faculty exploration and innovation in finding new, better, and less costly ways to deliver learning materials to students.
    - iii. Categories –
      - 1. Adoption (level 1 \$500-\$1500, level 2 \$200)
      - 2. Revise/Remix (level 1 \$1500-\$4500, level 2 \$300)
      - 3. Creation/Development (level 1 \$3000-\$9000, level 2 \$300)

- iv. Full and Part Time Faculty eligible. This is above compensation for base and overload work assignments. Faculty must perform this work outside of all assigned LCC working hours.
- v. <http://libguides.lcc.edu/oer/award>
- vi. Timelines
  1. Round 1: Applications due Oct. 13,2017 for implementation Spring or Summer 2018
  2. Round 2: Applications due Nov. 3, 2017 for implementation Fall 2018 or Spring 2019.
  3. Round 3: Applications due Jan. 8,2018 for implementation Spring 2019
- vii. Board of Trustees approved \$500,000 for faculty.
- viii. Don't forget to contact your assigned textbook adopter to change your book for MBS.
- ix. Jim Luke: Be careful on copyright issues. Can we get clarification on intellectual property? It's been a slow process for this policy. Supplying a CC by license is required. Faculty member cannot be held responsible. Only CC owner has authority to supply CC license and the action must be taken by the college. "Regarding the CC of materials created, it is not clear in what was laid out. There is a goal of having material openly licensed. But to do that the CC owner has to assign the license. And under the existing intellectual property license of the school, LCC owns the CC not the faculty. So the faculty cannot assign the license. There was not a statement of how the college was going to assign the CC itself."
- x. There will be quality checks on creations. Regina will be working closely with faculty. Hoping for Peer Review as well.
- xi. Senator Christine Conner: What if two submissions come for the same course?
- xii. Senator Mark Kelland: The Awards Committee will have to make a judgment call. If there is the money, both could get approved.
- xiii. Regina Gong: This isn't meant to be a competition. It is meant to be an award. There can be more than one OER for courses. All details are on the website as well.

X. Discussion of Participatory Governance Process

- a. Postpone vote until next Senate Meeting barring Senators review of the document.

XI. Discussion of Program Review and "Fiscal Responsibility" Question

- a. "The financial worksheet you received outlines various cost components of your program. Based on your analysis of these costs and the associated revenues, what recommendations might you make for continuous improvement? Please support your answer with a summary of your analysis."

- b. Example: Psychology program makes large revenue which may help other programs who do not make a large revenue but are still very important.
  - c. Senator James Allen: Who is getting these questions?
  - d. Senator Mark Kelland: No one has gotten these yet. These will be presented in the new Program Review Process. If you're not going through program review this year you may not see this.
  - e. Senator Jill Reglin: It would be hard as a faculty member to answer that. We may not know the cost compared to other programs or courses.
  - f. Don Wilske- Chief Financial Officer: We've been going through RER, revenue expense ratio. We come up with a ratio of cost to run the department to how much they make. Some departments are above 1 like psychology. Some departments are below 1. Direct instructional revenue versus direct instructional cost. Don is happy to work with programs that are under review.
  - g. Senator Veronica Wilkerson-Johnson: What is the responsibility of individual faculty?
  - h. Senator Mark Kelland: This is not necessarily an individual assignment. This is for the whole program. Some departments are simple; some are harder when they include more materials (i.e. welding and robotics). Only interested in the program as a whole.
  - i. Matt Fall- Center for Data Science Executive Director: This is a chance for you to tell your whole story. Explain how your program is beneficial in the work force. But we always need to keep in mind the fiscal side.
- XII. Standing Committees Report (Vice President Peggy Dutcher)
- a. Introduction of the Standing Committee Chairs.
  - b. Postpone discussion for next Senate meeting since Senator Peggy Dutcher is absent due to illness.
- XIII. Motion to adjourn
- a. Senator Joe Werner: Motion to adjourn.
  - b. Senator Veronica Wilkerson-Johnson: Second.
  - c. Adjourn 10:56AM

***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.