

Lansing Community College  
Academic Senate Meeting  
December 8, 2017, 9-11 am, Administration Bldg. Board Room

**Senators Present:** James Allen, Marvin Argersinger, Suzanne Bernsten, Ed Bryant, Kevin Bubb, Christine Conner, Michelle Curtin, Tim Deines, Monica Del Castillo, Peggy Dutcher, Ann French, Cheryl Garayta, Nikki Gruesbeck, William Gustin, Dan Harned, Jennifer Hilker, Leslie Johnson, Mark Kelland, Terrence King, Eliza Lee, Judy Leventhal, Megan Lin, Zachary Macomber, Christopher Manning, David Mattson, Vern Mesler, Sue Mutty, Randy Paape, Elaine Pogoncheff, Jill Reglin, Kari Richards, Christopher Smelker, Vaughn Smith, Tedd Sperling, Ed Thomas, Pam Tobin, Cathy Wilhm, Veronica Wilkerson-Johnson

**Senators Absent:** Matt Boeve, Nancy Dietrich, Bo Garcia, Andrea Hoagland, Jeff Janowick, Joe Werner, Haala Zaid

- I. Call to Order (9:03AM)
- II. Roll Call (9:05AM)
- III. Approval of Agenda (9:05AM)
- IV. Approval of Minutes (9:06AM)
- V. Public Comments
  - a. Jim Luke: As of Wednesday (12/6/17), the school has reached agreement on what the new Intellectual Property Policy will be. It still has to be approved by MAHE board and Board of Trustees. This new policy will support LCC OER efforts.
  - b. Senator Christine Conner: She noticed there is no charter for Online Learning Committee. It would have been nice to know that it was being disbanded. It was formed by the senate but the senate was not informed that it would be disbanded. It would be nice to know how we will cover the good work that the committee was originally doing.
- VI. President's Report
  - a. The Board has approved the new strategic plan. We are in the process of talking about the committee structure and aligning it with the strategic plan. There will be 5 committees pertaining to the 5 parts of the strategic plan.
  - b. Assistant Dean of Academic Affairs Tracy Labadie was supposed to be here to talk about AA and AS redesign, and transferability program. Both committees have had their directions changed. Because of this, her updates are being pushed back until next the Senate Meeting.
  - c. Meg Elias did StarTalks last year. College is currently looking for someone to run StarTalks this year. If anyone is interested in organizing StarTalks or in being on the selection committee please let President Mark Kelland or Secretary Eliza Lee know.

- d. Senator Leslie Johnson suggested an agenda item to discuss the new ADA compliance issue that will be coming soon. It is a committee for being ADA compliant. There has not been a formal announcement because there is not a plan for training and support yet. This should not be difficult implement but it will be time consuming. Our courses need to be ADA compliant. This is coming but college does not know the time frame. It is at least one year out. When we discuss OER we should be talking about OER materials being ADA compliant. Spring 2018 will have 4-5 workshops out of CTE. Please contact Senator Leslie Johnson or the CTE for more information.

## VII. Provost's Report

- a. Reminder that January "Charge Up" is January 4, 2018. 8:30AM-1:00PM at WEST Campus. Please wear comfortable shoes. Let Pam Blundy know if you need any type of assistance. There is a bus that will leave Main Campus at 8:15AM and has room for 44 people. The bus will return to Main Campus after lunch. BRING YOUR STARCARD. Registration will be done by StarCard. Program meetings will be in the afternoon. Full time faculty are required.
- b. Feedback on the evacuation: There was a debrief session to see what went well and what did not go well. There will be changes in the protocol, especially on West Campus. Main Campus went smoothly.
- c. Faculty are encouraged to apply for the third round of OER awards. The Spring 2019 semester round is due January 8, 2018. Please contact OER Project Manager Regina Gong for more information. If money is not used it will go back to the General Fund.
- d. The divisional operating plans have been created as well as the strategic plan. Program operating plans must align with the divisional operating plans.
- e. The LCC Baseball team is having a ring ceremony. 2016-2017 team are commemorating their Final Four appearance. Saturday Dec. 16, 2017. Gannon gym, at half time of the Men's Basketball game.
- f. The origin of StarTalks was with Senate. We honor 3 people across the campus who have demonstrated good values in their work. Senators are encouraged to continue to support StarTalks. Acknowledgement needs to be given to people who might not normally be acknowledge.
- g. The CTE has prepared trainings for faculty pertaining to accessibility and ADA compliance. It has to do with websites, communications, etc. It is a college wide initiative that is not only on the faculty. Every way we communicate needs to be accessible and ADA compliant. An action plan and time line have not been developed but everyone can anticipate to be involved.

- VIII. Consent Agenda – Action Item
  - a. Curriculum Committee Report
    - i. President Mark Kelland moves to accept all courses with no objection.
    - ii. Approved.
- IX. Standing Committees Report (Vice President Peggy Dutcher)
  - a. We have DRAFT charters for CC and TAC.
  - b. Vice President Peggy Dutcher is working with Internal Communications Coordinator Karen Tommasulo about how articles and information can be put in the Star. She is also working with Web Designer Nick Meyers for web pages for each of the standing committees. There will be commonality on charter, membership, meetings, agendas, minutes, etc. Some committees have additional information but all of this will be on their webpages. The hope is to have Charters approved at first meeting next year and to have webpages up. Increased communication with the committees is the goal.
  - c. We are piloting monthly reports from each committee. It will give Senators an idea of what is going on with each committee. Vice President Dutcher is looking for feedback on the forms.
- X. Finance 101 (Chief Financial Officer Donald Wilske)
  - a. The college’s revenue totaled \$133.3 million in fiscal year 2016-17. Thirty percent of that money came from property taxes, 25 percent from tuition and fees, 23 percent from state appropriations, 18 percent from grants and contracts, and 4 percent from other sources. As the economy recovers, the taxable value of properties within the LCC district has grown by nearly \$1 billion since 2013, resulting in increased property tax revenue to the college.
  - b. LCC’s revenue is distributed to five different funds:
    - i. Restricted funds, which come from outside the college, typically in the form of a grant;
    - ii. Designated funds, which the Board of Trustees has dedicated to a specific purpose;
    - iii. Plant funds, for buildings and maintenance;
    - iv. Auxiliary funds, for purposes outside the college’s core mission, which for LCC includes food service and parking; *and*,
    - v. General fund, for all other sources.
  - c. About 45.3 percent of all general fund expenses – or about \$55.2 million – go toward employee salaries and wages. Another 18.4 percent – about \$22.4 million – is dedicated to employee benefits. Other general fund expenses include services and supplies, scholarships for students, and transfers.
  - d. In fall 2017, about 69 percent of course sections are being taught by adjunct faculty, while 31 percent were taught by full-time faculty. In the fall of 2013, 73

percent were taught by adjuncts and 27 percent by full-time. Declining enrollment has driven most of this trend.

- e. A sound financial position is important for the continued education of our students, and HLC requires fiscal sustainability for continued accreditation. The next fiscal year budget development process will launch in late January 2018, at which time more details will be available.
- f. For more information, contact your Senator representative for the full PowerPoint.

#### XI. Student Engagement Report (Success Coach Director Carrie Gregg)

- a. The college is working through the setbacks. There will be a more official communication soon. The Student Engagement Report will now be known as “Early Alert.” Reports will not be due biweekly anymore. They will be 2 weeks, 6 weeks, and 10 weeks. There will be a website with guidelines up soon. Due dates will correspond to course start dates. The website will not be ready for Spring 2018 semester but hardcopies of all information will be given out at the “Charge Up” at the beginning of the semester. You can refer a student at any time throughout the semester. Any courses that are less than 12 weeks will not have to do the end week report.
- b. Changes to the form itself will be rolled out slowly. “Participation” will change to “Attendance” for Spring 2018 semester. A comment box will be added Summer 2018 semester. A checkbox at the bottom for no submissions will also be added in Summer 2018 semester. The progress report piece for faculty is in the works. If the student engages in the process, the faculty will be contacted and will be informed who the Academic Success Coach is for that student. Faculty are encouraged to speak with students to let them know they are being referred. The blind referral system seemed to only have about 25% of students engage with Success Coaches.
- c. Academic Success Coaches will have a metrics system that will be reported to the Board of Trustees. How is this working, what is working, are students improving, efficacy, etc.

#### XII. Lecture Capture et al. (Justus Rohlf/TAC)

- a. Kaltura is LCC’s YouTube. It is integrated with D2L under MyMedia. Instructors can upload media or videos and make their own videos. Once instructors record themselves it is automatically uploaded into MyMedia. This has been out for almost 2 years.
- b. Kaltura Classroom is new program. Installs on a basic level of any classroom. Records videos with a camera and mic in the room. It will auto-record screen, camera, and mic. If an instructor forgets to save, it gets auto-sent to IT and will be sent back to the instructor. TLC 040 is a lecture capture room for faculty use.

This room has an operator that controls everything for the instructor. This is a good way to get started for faculty that are new to making videos. Also, LCC has a Mini-Lecture Classroom if instructors want to capture small parts of a lecture for online classes. Mic, computer, and background are already set up.

- c. LCC has a brand new LightBoard. It works like a white board but it's a clear piece of glass that presenters stand behind. The image is reversed so the presenter doesn't have to write backwards. Presenters have to do the "Weather Man" thing and look at two monitors. The picture isn't in front of the presenter but students can see images. Can have images, gifs, or videos displayed.
- d. Closed Captioning is possible for Kaltura. Look under Actions, then Order Captions. This is computer generated closed captioning. It will not auto-publish closed captions, it must be approved. Keep ADA compliance in mind.
- e. Contact 5-Star Service Center or Rob Edwards ext. 1684, Justus Rohlf's ext. 1671

### XIII. Proposed By-Laws Changes (first read)

#### Article III – Section 2

H. Members representing an Academic Unit who are on extended leave (e.g., sabbatical, medical) shall be represented by an interim-senator chosen by the Academic Unit in consultation with and approval by the senate executive committee. Elected interim-senators will have voting rights.

Items H, I, and J become items I, J, and K.

#### Article V – Section 1. Regular Meetings:

B. The Senate will develop and publish a schedule for regular meetings for the following semester by the end of the current semester (fall, spring, and summer).

- a. Senator James Allen: Why does the executive committee have to approve the interim-senator?
- b. Secretary Eliza Lee: Agree, normal elections do not have executive committee approve each member.
- c. Senator Chris Manning: The secretary is in charge of the elections and should be informed of the decision or in charge of facilitating interim-senators. We should do what we normally do in an election.

### XIV. TAC and CC Charters (first read)

- a. Will be on the Agenda next meeting for a vote. If people have thoughts, concerns, or amendments please contact Vice President Peggy Dutcher.

### XV. Interim Provost Elaine Pogoncheff

- a. We need names for Co-Chairs for the 5 Strategic planning steering committees. Need those names immediately. Co-chairs do not have to come from Academic Senate.

XVI. Motion to Adjourn.

- a. Senator Zack Macomber Motions.
- b. Senator Veronica Wilkerson-Johnson Seconds the motion.
- c. Adjourn. (10:55AM)

***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.