

Lansing Community College  
Academic Senate Meeting  
August 31, 2018, 9-11 am, Administration Boardroom

**Senators Present:** James Allen, Joe Barberio, Suzanne Bernsten, , Ed Bryant, Christine Conner, Michelle Curtin, Tim Deines, Nancy Dietrich, Peggy Dutcher, Nikki Gruesbeck, William Gustin, Mark Kelland, Terrence King, Dylan Lack, Eliza Lee, Judy Leventhal, Megan Lin, Melissa Lucken, Zachary Macomber, David Mattson, Vern Mesler, Elaine Pogoncheff, Kari Richards, Christopher Smelker, Tedd Sperling, Ed Thomas, Pam Tobin, Denise Warner, Cathy Wilhm

**Senators Absent:** Marvin Argersinger, Matt Boeve, Kevin Bubb, Monica Del Castillo, Ann French, Cheryl Garayta, Bo Garcia, Dawn Hardin, Jennifer Hilker, Andrea Hoagland, Jeff Janowick, TeAnna Taphouse, Joe Werner, Veronica Wilkerson-Johnson, Richard Williams

- I. Call to Order (9:01AM)
- II. Roll Call (9:03AM)
- III. Approval of Agenda (9:04AM)
- IV. Approval of Minutes
  - a. President Mark Kelland forgot to check the notes and minutes for accessibility.
  - b. Minutes approved as amended. (9:05AM)
- V. Public Comments
  - a. OER Director Regina Gong: The fourth run of the OER program coming. More information is available on the OER lib guide. The timetable depends on the semester you want to submit your course. There are still three categories for OER. Please remind your appropriate departments.
- VI. President's Report (Mark Kelland)
  - a. When senators are unable to attend meetings, let Secretary Eliza Lee (leee21@star.lcc.edu) and/or President Mark Kelland ([kellanm@star.lcc.edu](mailto:kellanm@star.lcc.edu)) know.
  - b. One new student senator from the paramedic program Dylan Lack. The Academic Senate is still looking for another student senator.
  - c. Executive Vice President Lisa Webb Sharpe: Ronda Miller is now serving as the Interim Dean of Student Affairs.
  - d. At the end of the 2017-2018 year, Senator Tim Deines agreed to work with a group on the recommendations for Accessibility and Compliance issues. A draft proposal will be available soon.
  - e. The Student Advisory committee needs a new chair. Megan Lin has taken a new position as the Head of the CTE and is no longer available. The Student Advisory Committee would like to take over student panels because they are so well received.

- f. The last meeting of the semester, Dec. 8, 2018, will be at West Campus.
- g. APAC is changing again. The Board of Trustees decided to go through all the college policies. They would like to eliminate procedure and processes. Then there can be change without having to go back up to The Board. The current plan is that APAC will routinely review the procedures and processes that are in place. We are looking for 2-3 senators to represent the Senate.
- h. A friendly reminder that all senators should be on a committee or team. We are expecting the By-Laws Team to be busy this year.

## VII. Provost's Report (Elaine Pogoncheff)

- a. HR update. We have selected someone to fill the Chief Diversity officer. Tonya Bailey is currently at MSU and there will be an email sent out shortly.
- b. Andrea Hoagland is now the Dean of Arts and Science and no longer interim.
- c. We have selected an Associate Vice President of Academic Affairs: Sally Welch from Marygrove College. She is a former Provost and Chemistry instructor.
- d. Enrollment and retention is important. Fall 2017 to Fall 2018 as of yesterday: our billable hours are down 7.1%, 132,900 last Fall and 123,412 this Fall. Getting students in the door is important but keeping them inside is more important. This is not unique to LCC. Everyone is down except for Bay de Noc CC and Gogebic CC in the Upper Peninsula.
- e. Encouraging students to withdraw because they do not have a good chance of passing is okay. But also, let's give them a hand to help raise them up.
- f. The Embedded Academic Support Team will meet Sept. 20, 2018. We want to be data driven.
- g. We added high school GPA as pre-req for college level courses to avoid placement sections. We've added more college level sections because now more people need college level. We have initiated a Social Sciences lab in the library. Specifically Intro to Psych and Intro to Sociology. We have refocused support for supplemental instructional leaders in our gateway courses. Instructors can require the extra hour of support. We are hoping to see changes in persistence and grades.
- h. We are using the American Associates of Community Colleges data base. We want to compare ourselves to the rest of the nation. We cannot over emphasize continuous quality improvement.
- i. The Strategic Planning Focus area committees would like to have senators in each focus area. We want senate representation on each focus area if possible.
- j. Sept. 11, 2018 there will be an astronaut on campus giving a talk in Dart Auditorium. Jack Lousma. His grandson works in the university center.

- k. The CTE is making a coordinated effort with E-Learning to make sure there are workshops and consultations for accessibility for your courses. Make sure to utilize them.
- l. Interim Associate Dean of Arts and Sciences will be posted soon. It currently is Dorothy Tappenden.

VIII. No Late Enrollment or Faculty-Initiated Withdrawals – Open Discussion

- a. Letters were sent in the mail and were received yesterday, August 30, but were dated August 20.
- b. Senator Mark Kelland: Enrollment is low, and some students are successful with late enrollment. He feels we should take the success hit to help with enrollment. He would like to see the senate make resolutions that are more advisory to the provost. Be more proactive.
- c. Senator Ed Thomas: We need to be there for the kids. We get kids sending desperate emails. It has been hard turning students away. Also the form wasn't working correctly at one point.
- d. Senator Zach Macomber: He understands the reasoning of no late enrollment because of success issues but it should be at instructor discretion. Some instructors can get students caught up after missing the first class. We should advise that we leave it more up to instructors. A blanket policy is not appropriate.
- e. Senator Tedd Sperling: Dwindling enrollment seems to be a big problem so late enrollment should be considered. If students want to catch up in the class, that is their prerogative. The reason behind no late enrollment should be further investigated. This is a way for the college to be successful but it's costing students our services.
- f. Senator Mark Kelland: Matt Fall states success rates went from 75% success for on time enrollment to 68% success for late enrolled students.
- g. Senator Peggy Dutcher: When did the committee talk about this? When LCC made a decision to do this it would have been nice to hear from the senators. Let's make sure Senators are reporting back to the senate when they are representing the senate.
- h. Senator Megan Lin: It started in April. She was on Embedded Academic Support Team. But did the committee vote on this? There wasn't a lot of voice against it.
- i. Senator Mark Kelland: Registration felt strongly about it and the Provost made the decision.
- j. Senator Denise Warner: When schedules change and courses are cancelled, sometimes people need to be switched. What is the difference between a student who misses the first few classes and is enrolled and a student who wants to be there every day and isn't enrolled?

- k. Executive Vice President Lisa Webb Sharpe: The resolution The Board of Trustees passed in January, the focus was student success. The provost embarked on several mission to give life to the initiative. The research shows that this is better for students. We can't say our enrollment numbers are more important than student success. We want to do what is best for students. Not our enrollment. Student Success is at the core.
- l. Senator Michelle Curtin: Is the way we are implementing this not the same across divisions? It seems like there is a little flexibility in the policy.
- m. Senator Christine Conner: Fashion is being taught out. Students are confused and using Christine's name for another instructor's name. So students can ask someone else for approval into your class. A little more clarification to the students might have been good.
- n. Senator Ed Bryant: Had a student miss class and another show up to try to get it. But first student never dropped the class and was confused when she missed the first week. This should be at instructor discretion.
- o. Senator Judy Leventhal: We could eliminate the need for late enrollment if we explained payment better. Many students get dropped for non-payment. Students also come rushing in after classes started clearly not ready for the semester. The better conversation with those students is to start them the next semester.
- p. Senator Zach Macomber: So 68% of students are successful, this means 68/100. This means 32/100 are unsuccessful. With this policy we are 100/100 unsuccessful. We want as many to succeed as possible.
- q. Senator Suzanne Bernsten: There was a late enrollment policy a few years ago. What happened to that?
- r. Executive Vice President Lisa Webb Sharpe: A new provost wanted to change that.
- s. Senator Tedd Sperling: What responsibility do we have for students who come in and enroll late? What can we do to help these students register early? We need to educate these students on what this college has to offer and what is expected of them.
- t. Associate Vice President Toni Glasscoe: Student engagement coordinators are in high schools informing students of orientation and registration many times a year. We are educating students consistently on what is offered and what is required.
- u. Senator Peggy Dutcher: We had Fall enrollment start later than it did in previous years. Usually it is done in Spring semester so high school students can be walked through and current students can be reminded. Do we plan on having Fall enrollment now start back in the Spring?
- v. Executive Vice President Lisa Webb Sharpe: Yes, it will be in Spring.

## IX. Faculty Withdrawals

- a. Senator Zach Macomber: When it comes to reporting, is there a difference between a 0.0 and a W (withdrawal)?
- b. Senator Judy Leventhal: If you get a 0.0 that is part of your overall GPA. You cannot get a degree with a GPA lower than 2.0. After the first week, if dropped then nothing is on the transcript.
- c. Executive Vice President Lisa Webb Sharpe: From Financial Aid point of view, they differentiate between 0.0 and W. A student earns a 0.0. A W can be given for other reasons. The USDOE (United States Department of Education) looks at them differently.
- d. Senator Zach Macomber: Some instructors are told to withdraw instead of give a 0.0. From the instructor perspective it is the same thing. But we don't want to accidentally withdraw a veteran because of the payback program.
- e. Senator Judy Leventhal: It's money too. If the student withdraws from the class in the first week they get money back and in the second week it is only half.
- f. Senator Peggy Dutcher: How are a 0.0 and W used for persistence and student success?
- g. Senator Dave Mattson: A long time ago one thing that played into the discussion was state reporting. 0.0s were negative and Ws counted differently. There was motivation to withdraw students who were failing. Why is it that the college has decided we cannot withdraw as faculty?
- h. Executive Vice President Lisa Webb Sharpe: This is a regulatory issue from the federal office. We are not allowed to do this anymore. We are cleaning up our practices to be in compliance with federal issues.

## X. Guided Pathways – Open Discussion

- a. Senator Eliza Lee: It is important to have communication between programs and departments when making pathways. Especially from the gen eds to other areas. Many pathways were made without consultation from gen eds. Open communication is the key to helping students find their correct path.
- b. Senator Judy Leventhal: As they are formatted currently, they are a nightmare. They are formatted for students who take 14-16 credits and finish in 2 years. These students are rare here. A student who sees these may feel they cannot do this and we might lose those students. We've been told there will be pathways for part-time students. The old curricular guides were better guides. They aren't super useful as they are right now.
- c. Senator Dave Mattson: Just received the new drafts for this year and they have changed. A gen ed forum would be good.
- d. Senator Zach Macomber: What are most students trying to do? 9 credits. Would it be useful to break these down into something useful for the part-time students?

- e. Senator Judy Leventhal: Most try to do 12 if they are full time. But many do 6-8 because they are working. We need something more palatable. When advising, we rely solely on what the pathways say. When you look at CORE and MTA there is a disconnect between what guided pathways says and what degree works accepts. If its CORE or MTA you can get away with fudging that because degree works will accept other classes.
- f. Senator Ed Bryant: When you see students who take 6-8 credits, what do you do when you see them here 3 or 4 years?
- g. Senator Judy Leventhal: We see students who stay that long and get degrees. But often they do what they need to do and go. The order on the guided pathway doesn't always matter. Also students miss the part where it says pick one and think they need to take 4 pages of classes.
- h. Senator Christine Conner: Older credentials have classes that don't exist. Students have to take classes that aren't on the pathway. Students are getting emails from Financial Aid saying they will not receive financial aid for these classes. Students come to instructors and are upset and panicking. Some classes aren't offered anymore after this semester. We need to look at this, some students will not think they can take your class because they don't have money. Part time pathways were explored, but it was decided to do the full time pathways to show that they can be done in 2 years.
- i. Senator Mark Kelland: Do we have an FAQ about possible roadblocks or complications not to freak out about?
- j. Senator Judy Leventhal: Yes. Orientation will be revised as well.
- k. Senator Ed Thomas: We need some sort of training with Financial Aid, degree works, and advising. Professional development. When we get questions and desperation from students we don't know how to answer these questions.
- l. Senator Mark Kelland: Would a Q&A presentation on Guided pathways be helpful?
- m. Chief Financial Officer Don Wilske: Financial Aid has no authority to override substitution. Students have to talk to an advisor or instructor for course substitutions. Otherwise they have to follow the road.
- n. Senator Judy Leventhal: Financial Aid is trying their best to have students follow the path and not waste money. We need to start addressing students who want to take a course that is educationally sound but financial aid will not cover.
- o. Executive Vice President Lisa Webb Sharpe: When we use the word "work around" in financial aid, we are talking liability to the college. We don't want students to obtain financial aid and pick their courses that way. Financial Aid should enable their education. We shouldn't talk about a work around of Financial Aid. When Financial Aid is disbursed to a student and it shouldn't have (for a variety of reasons), the college must pay it back. Return to title four. What

has been happening over 5-6 years, the 900 pages of financial aid rules have been changing. We have been trying to bring financial aid to the table. We want financial aid liability down.

- p. Senator Judy Leventhal: When I say work around, that is not what I mean. We need to make adjustments to the programs of study. We need to make our programs reliable for what students can take.
- q. Chief Financial Officer Don Wilske: Financial Aid is an entitlement program. If a student is taking 12 hours of study in their program of study, and they want to take a course outside their program of study chances are the student will have to cover it with their money (which could have come from Financial Aid). We can't make blanket statements. If students have extra money, the students can pay for the course with their own money.
- r. Senator Judy Leventhal: We need to be clearer with how we are getting this information.
- s. Senator Ed Thomas: Financial Aid needs to be at the table. Always have them around so they can answer the questions. We are not experts, they are.
- t. Senator Ed Bryant: This isn't entitlement. This is an investment in our future. Philosophically we need to be careful how we discourage students.

#### XI. Planning the Senate's Agenda for the Coming Year and Beyond – Open Discussion

- a. Senator Mark Kelland: Tracy Labadie will be coming next Academic Senate meeting. We should discuss what should be co-curricular activities at LCC. We are working on the systems portfolio. We don't do a good job of tracking this over time. The Board of Trustees used to keep track monthly of what they are doing in terms of the systems portfolio. We are already kind of aligned with accreditation criteria. Perhaps we should have a standing committee that is a quality oversight committee to work with academic affairs on accreditation criteria.
- b. Senator Peggy Dutcher: Let's not just be HLC, we need to expand to federal and state issues. We need to be proactive about things that could come into place at LCC.
- c. Senator James Allen: One thing that is frustrating, there are a lot of reports or reading emails. Doing things that do required specific senate action. If we are going to put something on the agenda, there should be an action taken by the senate. Presentations can be great, but should be sent to the whole college. If it's on the agenda, it should have an action from the senate.
- d. Senator Mark Kelland: We are implementing this now. Today, Regina Gong wanted to make a presentation and we asked her to make a public comment instead. Tracy Labadie will also be making a short presentation but only with senate input. We agree we need to be less of a reporting body.

- XII. Motion to adjourn
- a. Senator Zach Macomber motions.
  - b. Senator James Allen seconds.
  - 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.