Lansing Community College
Academic Senate Meeting
September 14, 2018, 9-11 am, Administration Boardroom

Senators Present: James Allen, Marvin Argersinger, Suzanne Bernsten, Ed Bryant, Christine Conner, Michelle Curtin, Tim Deines, Monica Del Castillo, Nancy Dietrich, Peggy Dutcher, Nikki Gruesbeck, William Gustin, Jennifer Hilker, Andrea Hoagland, Jeff Janowick, Mark Kelland, Terrence King, Eliza Lee, Judy Leventhal, Megan Lin, Melissa Lucken, Zachary Macomber, David Mattson, Vern Mesler, Kari Richards, Christopher Smelker, Tedd Sperling, TeAnna Taphouse, Ed Thomas, Pam Tobin, Denise Warner, Joe Werner, Cathy Wilhm, Veronica Wilkerson-Johnson

Senators Absent: Joe Barberio, Matt Boeve, Kevin Bubb, Cheryl Garayta, Bo Garcia, Dawn Hardin, Elaine Pogoncheff, Richard Williams

I.   Call to Order (9:06AM)
II. Roll Call (9:07AM)
III. Approval of Agenda
   a. Motion to add item XI, update on the preferred name policy from Senator Monica Del Castillo.
   b. Approved as amended with no objection.
IV. Approval of Minutes
   a. Under the Provost report, SI is not supplemental instructors, they are supplemental instruction leaders
   b. Approved as amended with no objection.
V.   Public Comments
   a. None
VI. President's Report
   a. Executive committee meetings are open to the public. They are held in the Arts and Science dean's conference room in A&S 1117 from 2:00-3:30PM on Mondays this semester. Please send potential agenda items by this time if possible.
VII. Provost's Report
   a. Academic Affairs Project Manager Rafeeq McGiveron gave the report because Provost Elaine Pogoncheff was out sick.
   b. Oct 5ᵗʰ Program Operating Plans are due and should include a plan for accessibility.
   c. Embedded Academic Support Team is meeting Sept. 20ᵗʰ. "Embedded" does not mean in the classroom, it means "embedded" in the college. This goes back to Operation 100%.
   d. Guided Pathways has some sections that need work. There were questions on narrowing and widening the Pathways. See Appendix I which compares old

pathway to new pathway. New Pathways is simpler and got rid of extraneous things. When guided pathways was first implemented we narrowed choices and made them hard required choices. Now we are widening choices. We suggest what is most useful especially for transfer students.

    e.   Senator Judy Leventhal: This is visually better, it would be better with pre-reqs but that would be too much. Business had three pathways, it should be more clear that they only need one pathway.

    f.   Senator Jeff Janowick: Since it says recommended, do students have the choice of these courses and will it still be covered by financial aid?

    g.   Rafeeq McGiveron: Yes absolutely. Instructors can go into their own student tab and choose any random degree and search what is required.

    h.   Senator Peggy Dutcher: How is this new format different from the old curriculum guides?

    i.   Rafeeq McGiveron: It's not that different but it's more descriptive. It incorporates more of the guided pathways things

    j.   Senator Peggy Dutcher: When you make the adjustment that was recommended will you send it to the senate?

VIII.   Consent Agenda – Action Item
    a.   Curriculum Committee Course Recommendations
    b.   Approved without objection.

IX.   HLC Systems Portfolio and Co-Curricular Activities (Tracy Labadie- accreditation liaison officer)

HLC Accreditation Criteria
AQIP Accreditation Categories – refer to Appendix A starting on pg. 13

    a.   Tracy Labadie is Assistant Dean of Academic Affairs. Her office is on the Administration Building second floor. LCC has a systems portfolio due June, 2019. Tracy Labadie, Mark Kelland, Martine Rife, Kelly Terrill, and Sally Welch are working on this. They would like to ask the Senate to take a more active role. The committee that Senator Mark Kelland proposed would be looking at the continuous quality improvement at the college. The efforts should be aligned with the HLC's criteria for accreditation. It should determine if we can be reaffirmed for accreditation. The accreditors hold us accountable for regulations by USDOE. That stamp of approval allows us to provide Title 4 aid to students. It also helps approve transferability. LCC is obligated to submit a report every once in a while depending on the pathway we are on. It tells HLC what we are doing to support accreditation. The portfolio tells HLC what systems LCC has in place to meet all five criteria for accreditation. There are only five criteria but

each criteria has a lot of sub categories. What we are trying to accomplish is find out what processes we have in place, provide evidence we are following those processes, and show data that the processes are working. HLC has defined process as a method by which faculty and administration complete their work. Just saying we are doing something does not mean we have a process. How do we follow through and go full circle with the processes? How do we learn from the processes? We need to support it with evidence and results. HLC is going to want to see data. We have to capture that information and capture how we are learning from these processes.

b. Senator Peggy Dutcher: What are some of the main questions you are responding to?

c. Tracy Labadie: There aren't really questions. We walk through the criteria of accreditation and show what were are doing to support that criteria. We need to provide evidence.

d. Senator Mark Kelland: We have standing committees like CC and CASL that meet the criteria listed.

e. Senator Michelle Curtin: Can you identify the areas from the last visit that we need to improve?

f. Tracy Labadie: LCC actually needs to identify what the processes are that we do. We talked about activities we do but they are not processes. Colleges are getting dinged from programs not having a process. There should be a well-established process through CASL and program review.

g. Senator Dave Mattson: We feel more disconnected from the developmental process than we ever have. Getting senate input early is good and kudos to Mark Kelland and Tracy Labadie.

h. Tracy Labadie: This is a good way to reflect on how we can do better and what our continuous quality improvement processes are. This group's primary goal is to look at the processes and procedures in place and make sure it is documented.

i. Senator Veronica Wilkerson-Johnson: How can faculty and administrators help?

j. Tracy Labadie: The biggest thing you can do overall is to support the processes and procedures in place and make sure that we are implementing them and improving them. If you know of anything in your area that is going on, please bring it to Tracy Labadie or Mark Kelland's attention. Also, we may be reaching out to people as well. Especially to fill in the gaps and collect the evidence that we are following those processes.

k. Senator Mark Kelland: Let people know that this is a priority. We are always getting things thrown at us but accreditation should be the priority.

l. Tracy Labadie: These things that we are asking of you will be carried forward in the future. We would like to not be scrambling in the future. We want to do

things at a high level and easily demonstrate any aspect of the criteria. This impacts everyone.

m. Senator Mark Kelland: We have an off campus site visit in a few weeks.

n. Tracy Labadie: We have a peer reviewer coming to make sure students are getting the same experience from an off campus site that they are having from main campus.

o. Senator Nancy Dietrich: We have the peer reviewer talking with students and faculty. We feel we have great communication and great extension centers.

p. Tracy Labadie: Criteria 4 outlines the necessity that required student learning assessment, at course program and institutional level. There is another piece called co-curricular activities. Co-curricular activities and program and learning experience that compliment what students are learning in class. They mirror the academic curriculum. We need to define co-curricular for our institution. What does it mean and what are our co-curricular activities for this institution? In four weeks we are going to brainstorm what co-curricular means and what activities we have.

q. Director of Assessment Karen Hicks: We addressed this in CASL. We had to think about student learning in different tracks. We started to approach this question and had a chart to help guide us.

r. Tracy Labadie: We wanted to take this opportunity to discuss and define co-curricular. Please digest this and talk with your people so we can have an in depth discussion with your areas.

s. Senator Monica Del Castillo: Does embedded academic support fall under this co-curricular idea?

t. Tracy Labadie: It could be. Some institutions have embedded support, libraries, and tutoring fall under this.

u. Senator Mark Kelland: That's what we are asking you. We want to define this at LCC.

v. Senator Monica Del Castillo: We seem to be going down two tracks. There's the thought that for high risk classes there would be embedded academic support. Then there is also a movement to help students with an intentional wrap around support like workshops for any student. However, they are geared for students who are not in those classes where embedded academic support is already there. How do these other intentional academic experiences fit in? How are faculty going to support those programs?

w. Senator Mark Kelland: The provost was going to discuss this today but she is sick. She is going to report to the board. EAS is an evolving process. With the idea of continuous quality improvement it will always be evolving.

x. Executive Vice President Lisa Webb Sharpe: Associate Vice President of External Affairs and Development Toni Glasscoe talked with USDOE people and

they were supportive of what we are doing with embedded academic support. We are on the right track for student success and it will continue to evolve.

y. Tracy Labadie: Some institutions classify clubs or athletics, field trips and study abroad as co-curricular. There is a wide opportunity with what to define as co-curricular. What is co-curricular and what is extracurricular? Anything that we identify as co-curricular must have assessment tied to it.

z. Senator Mark Kelland: We want the senate involved in making that decision and make sure it is not told to us.

X. Accessibility Recommendations (Senator Tim Deines)

a. Senator Tim Deines: Presenting the first draft that was begun at the end of Spring 2018 semester. Tim was asked to get feedback about the accessibility initiative. He received about 40 responses just from Arts & Sciences. The document identifies key areas where we (the senate) could make recommendations. There were four main areas: 1) Shared governance and representation in the process. Diversity of the body (adjunct and full time) seems to be an issue. 2) Prioritization. The feeling of a hard deadline is going to be much more difficult for some programs than others. There has been discussion of flexibility of the timeline and that needs to be clarified. 3) Potential linking of compliance to the standardization of curriculum. There is fear that diversity of curriculum will be squeezed out. How do we separate curriculum and content from compliance process? 4) Compensation isn't in our purview but things like professional development are. This applies to full time and adjunct. If people are asked to do a lot of work on top of what they are supposed to do, this could lead to faculty retention issues.

b. Senator Tim Deines: There is going to be a survey monkey or mechanism where people in other divisions can also respond to this issue. This will happen in the next couple days. So people in all divisions will be able to respond to this draft.

c. Senator Mark Kelland: Compensation is not completely unlinked but it is a MAHE issue. The biggest issue seems to be the decoupling of standardizing courses. That is a way to minimize the compensation issue, but it will affect academic quality. This should be ongoing processes. We need to support the areas that it is not easy to make things accessible. Concrete, positive, proactive suggestions.

d. Senator Megan Lin: CTE is planning to hire students to help with accessibility. Only 3 applied. And only 1 has been hired and is currently training.

e. Senator Zach Macomber: When asking different people with authority what is going on, we get different answers. We need to get everyone on the same page on what we are talking about. There is no standard set at other colleges. We need to come up with our standards. Everybody in different areas need to be on the same page. We can't give faculty different answers to the same question.

f. Senator Ed Bryant: Defining the process and consistent guidelines should be on the way?

g. Senator Tim Deines: The language of policy, not sure what is involved in that. It sounds like an important, good idea. Who is involved and how is it made? People say we need a policy, but what is entailed in that.

h. Senator Mark Kelland: It is more of an academic procedure. The policy is the law from higher up that we have to follow. The advantage of a procedure or process or a policy is that it doesn't have to go through ELT or the Board. That is what this new APAC committee is going to look at (maybe talk to Tracy).

i. Senator Dave Mattson: He has to separate Senate head from electrical tech head. What Tim and folks have put together would have been great to talk about a year ago. Reality is that if we have this kind of dialogue and had look at this thing a long time ago, we could have had more engagement and more ownership in the policy. We could have brought forth more opinions. We didn't know about the Oct. 5 deadline until recently. There is a lack of communication. We can talk about 32 days, we can talk about the form out there to get compensations, and the reality of when we are going to get this done. What is the prioritization and we have finite resources. We have to be realistic. The relationship between faculty and admin is going to be strained. Admin are under pressure to make this happen.

j. Senator Mark Kelland: Faculty are concerned if they do not meet the deadline they are in trouble. That is not the Provost's intent. If people are not done by the deadline, the ones who aren't will be assigned a mentor or support to make a plan to get it done. If you have done a majority of your work and you show continuous work, there will be leeway. Maybe we need to get something written up by the provost etc. on a reasonable approach for those who don't finish on time.

k. Senator Michelle Curtin: Every time we hear the term accessibility, it follows with stress. It is very disheartening and we have to remind ourselves this should be positive and we should be celebrating the fact that we are doing this. Because of a lack of a plan and lack of a reasonable deadline.

l. Executive Vice President Lisa Webb Sharpe: Don't feel sorry for administration, feel sorry for students who are disabled. As a person with a visual impairment, imagine the students who have a worse impairment. Administration doesn't minimize the amount of work that needs to be done. The plan that the provost has designed and the deadlines have been set, as discussion have been said, we realize that there will be difficulties. We can work with student employees, we can work with MAHE for compensation. We don't minimize the fact that this is a huge college wide initiative. It is disappointing that this has become a contentious point.

m. Senator Eliza Lee: This accessibility recommendation from the senate should have been talked about a year ago before the policy was put in place. No one

debates that this is a good thing for disabled students going forward. This issue is how it was presented, the limited communication, and the lack of set guidelines for faculty. We need to learn from this for the future. Hopefully there will be better collaboration by Admin in the future to involve the Senate earlier so their voice can be heard and the feeling of inclusion will be prevalent instead of frustration.

n. Senator Jeff Janowick: This is about our students. There has been a lack of consistency. The idea that everything I use has to be accessible by a certain date encourages people to take things down. Jessica Gordon suggested tactile maps for students who need them but not for everyone. So it seems if we have a plan to be accessible for those students that seems alright. On the other hand, we had a blind student this semester and we weren't ready. Individual faculty members cannot do this. We need institutional support. We need the college to clarify.

o. Senator Christine Conner: There is an undercurrent that we feel administration has not handled this well. This is not true. This issue was on the USDOE since 2010. It took to 2017 to give the final determinations. The government hasn't had this figured out. We just need to do the best we can possibly do.

p. Executive Vice President Lisa Webb Sharpe: The feedback mechanism is very important. The feedback process should not be the senate alone. Hopefully there are other mechanisms for feedback and a recognition that divisions are different. Customization is appropriate and required.

q. Dean Andrea Hoagland: The Provost cabinet met with MAHE and Eva really wanted a deadline for what is everyone's plans and what is everyone's needs. There are different areas with different needs. We don't have a good way to find that without hearing from you. You can identify areas or courses where we can help you. That is the information we are trying to get by Oct. 5th. We want that feedback to see areas where we can put resources.

r. Senator Pam Tobin: Wants to remind everybody that 80% of our faculty are adjunct. It's got to be reminded that a lot of us work on a very part time basis. Some areas every instructor is on their own.

s. Senator Nancy Dietrich: We have full time support for instructional initiative to do this for the faculty for the CEWD division. We are putting together a plan. It is not going to be on the back of faculty.

t. Senator Tedd Sperling: We need help. We are required that all software be complaint. Do we have to get v-pact contracts from all companies? There are many pieces of software and contacting companies is incredibly time consuming. Would like to see the college have some sort of submit, LCC should be sending the letter to the companies, and then LCC should process the reply.

u. Senator Ed Thomas: Wants to echo Michelle, it feels stressful. As a lead, we have to coordinate all the adjunct. Is July 19 a hard deadline? Do we have a

model of a college, university, community college, or someone that we can talk to about all these issues?

    v.   Senator Christine Conner: United States Department of Technology Accessibility.

    w.   Senator Veronica Wilkerson-Johnson: As we go back to our constituents, are we able to go out of LCC to get help? Do we have enough recourses budgeted?

    x.   Senator Mark Kelland: Even when things are budget for, we don't always have people.

    y.   Senator Tim Deines: We need to identify needs. We need to identify needs as programs. Communicate to constituents. Everyone shouldn't be acting as free agents. Communicate needs to the admin.

    z.   Senator Monica Del Castillo: There are external resources to help guide us. Tactile maps and graphs are available. They cost money. We also have people internally who can do things like that.

XI.   Preferred Name Procedure (Senator Monica Del Castillo)

    a.   Senator Monica Del Castillo: Preferred name procedure is being moved forward. It is a procedure that allows the admin to move forward without the Executive Leadership Team or the Board of Trustees. We can tweak it as needed. The committee met this summer and sent it to legal. The procedure is being submitted today to the Project Management Review Team for approval. Lisa Webb Sharpe has committed to helping get this along. Not sure how soon it will be implemented. It can't be done in Banner yet, but the college has made a commitment that this is the direction we go in. We are asking to start informing constituents to start following the procedure even though it is not in place officially yet.

    b.   Senator James Allen: Where is the problem? My name is James and I like being called Jim. Is that the problem?

    c.   Senator Monica Del Castillo: There are faculty who do not honored being called Jim when their legal name is Megan. Or international students who have tough names having the name being butchered. The name on student record does not match what the student would like to be called.

    d.   Martine Rife: Eliot Larson civil rights not to call a student a preferred is illegal. It could have to do with sexual or gender association. It could be illegal.

    e.   Executive Vice President Lisa Webb Sharpe: The larger issue isn't Alexandra versus Alex, it could be a divorced, domestic violence, or gender issue. We can't change a student's TUID but we can change what they are called. We are all in support.

    f.   Senator Peggy Dutcher: The issue isn't should we call them by what they prefer. My legal name is not what I go by. Margaret versus Peggy. We've asked for the

technology to be updated so a long tedious name can be shortened to whatever they want.

XII.   Senate Committee Assignments
   a. Tabled
XIII.   Potential Future Agenda Items
   a. Tabled
XIV.   Motion to adjourn
   a. Senator Zach Macomber motions.
   b. Senator Eliza Lee seconds.
   c. Adjourn (10:58AM)

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.