Lansing Community College
Academic Senate Meeting
October 12, 2018, 9-11 am, Administration Boardroom

Senators Present: James Allen, Marvin Argersinger, Joe Barberio, Suzanne Bernsten, Matt Boeve, Ed Bryant, Kevin Bubb, Christine Conner, Michelle Curtin, Nancy Dietrich, Peggy Dutcher, Nikki Gruesbeck, Dawn Hardin, Jennifer Hilker, Jeff Janowick, Mark Kelland, Terrence King, Dylan Lack, Megan Lin, Melissa Lucken, Zachary Macomber, Vern Mesler, Elaine Pogoncheff, Kari Richards, Christopher Smelker, Tedd Sperling, TeAnna Taphouse, Ed Thomas, Pam Tobin, Joe Werner, Cathy Wilhm, Veronica Wilkerson-Johnson

Senators Absent: Tim Deines, Monica Del Castillo, Cheryl Garayta, Bo Garcia, William Gustin, Andrea Hoagland, Eliza Lee, Judy Leventhal, David Mattson, Denise Warner, Richard Williams

I. Call to Order – (9:06AM)
II. Roll Call
III. Approval of Agenda – Approved Agenda
IV. Approval of Minutes – Approved minutes
V. Public Comments
    a. No one signed up for public comment

VI. Small Group Discussion of Senate Improvement Questionnaire (Sen. Lee)
    a. Groups at each table discussed the results of two questions in the Senate Improvement Questionnaire. Groups were very engaged in conversation. Senator Mark Kelland had to bring the discussion to a halt to move on to other agenda items.
    b. Senator Mark Kelland asked if having these small group discussions were worth the time and it was unanimous that it was worth the time.

VII. President's Report
    a. New Committee – working on a "better name." Interest in the committee, Senators interested in the committee, including a member of the Executive Leadership Team – Tonya Bailey, Chief Diversity Officer
    b. Senator Mark Kelland gave a brief overview of the HLC peer reviewer training he just completed.
        i. Most Common Concerns
            1. 1st 43% Assessment
            2. 2nd 25% finances
        ii. Our Systems Portfolio is due next year and it is being worked on. CASL is an important part of this process related to assessment.

VIII.   Provost's Report
    a. No Report – Provost was at the Women's Networking breakfast

IX.   Action Item - Curriculum Committee SOPs (Senator Christine Conner)
    a. Development of Standard Operating Procedures (SOP) for all standing committees and the Academic Senate.
    b. SOPs would be available for anyone to see as to what the procedures are for the committees.
    c. Two DRAFT SOPs have been developed for the Curriculum Committee (CC)
        i. New Courses and revised courses – solely committee procedures, not what happens before it comes to the CC or after it leaves the CC
    d. Not on the consent agenda because Senator Mark Kelland wanted to present them to the Senate to be voted on later.
    e. Got the SOP form from Student Affairs. Moving forward this form will be used as a standard form for LCC, includes connecting process and procedures for the HLC.
    f. Senator James Allen – Two concerns that the SOPs would be too restrictive and regimented.
    g. Senator Joe Werner – If we don't know what the procedure are how can we follow them? Having a good procedure in mind is helpful. It is good to have them. Don't get hung up on the minutia. We don't want to get nitpicky.
    h. Senator Peggy Dutcher – Last year she asked all Standing Committees to start writing SOPs provide guidelines, for example, how to take notes for a Senate meeting. They are not meant to be restrictive. They always can be changed or adapted, but they are something to start with for new committee chairs and members.
    i. Senator Joe Werner – Mentioned that the idea of committees needing charters was meant to achieve this, not sure if charters have achieved this, but SOPs will help.
    j. Senator Jeff Janowick – Does the SOP on revised courses need to include what a revision is or is that part of the new SOP?
    k. Senator Mark Kelland indicated that the definition of what revisions need to come back to the CC is described in a separate CC document.
    l. Senator Jeff Janowick motioned to amend the 2nd SOP to include a reference to the document describing what course revisions need to come back to the CC. Senator Werner 2nd, Voted on the SOPs. They passed. The amended SOP on revisions to refer to the CC document on the Course Revision Process and not a separate SOP.

X.   Action Item – Accessibility Recommendations (Senator Peggy Dutcher)
   a. Final Draft of the Accessibility Support, Concerns, and Recommendation Paper – Senator Mark Kelland asked if there were any questions or comments on the paper.
   b. Senator James Allen raised the issue that the "Delinking" concern has not had an in depth discussion.
   c. Senator Peggy Dutcher indicated that in the Paper the recommendation for that concern was to have further discussion on this issue.
   d. Senator James Allan asked what we are voting on, whether to accept the final draft?
   e. Senator Mark Kelland responded with "yes"
   f. Motion to approve Accessibility Recommendation
       i. Two senators Opposed – Senator James Allen and Senator Cathy Wilhm
       ii. Approved.

XI.   Senate Committee Discussions
   a. Senator Mark Kelland indicated that Senators should be sitting at table of a committee that he/she is interested. Possibilities include Senate Standing Committees (CASL, CC, SAC, TAC), Bylaws Team, New Committee (Temporary name - Academic Quality and System Maturity), Strategic Plan Committees.
   b. Senator James Allen raised the issue that the Online Learning Committee was suspended because Mark disagreed with having the committee and wanted to know "Where do we go from here?"
   c. Senator Mark Kelland indicated that the committee was never chartered. The Committee seemed to be redundancy since online learning is being addressed by Strategic Plan committees, The Center for Teaching Excellence, and eLearning.
   d. Senator Mark Kelland indicated that Senator James Allen could send a formal recommendation to the Senate Executive Committee to consider Online Learning as an agenda item.
   e. Senator Joe Werner also mentioned that another option is amending the agenda with 10 or more of the Senators can compel a separate meeting.

XII.   CASL – General Education Assessment Plan (Senator Michelle Curtin)
   a. Senator Michelle Curtin – Provided an overview of the Plan. All Senators were emailed a copy of the DRAFT Plan for review and feedback.
   b. Director of Assessment Karen Hicks completed the Overview PPT – General Education Assessment Plan and the DRAFT General Education Assessment Plan.
   c. Senator Peggy Dutcher indicated that there was a Survey Monkey survey for the LCC Three Year Assessment Plan so Senators could share that URL with

constituents and asked if that could also be done for the General Education Assessment Plan?

    d.   Karen Hicks responded "Yes, that worked well before."

    e.   Senator Michelle Curtin closed with asking Senators if they should come back to discuss the Plan at the next meeting.

XIII.   Co-Curricular Activities Discussion

    a.   Assistant Dean of Academic Affairs Tracy Labadie was out ill. Karen Hick lead the discussion.

    b.   Senators were asked to discuss in small groups a handout that was provided with sample definitions of co-curricular from other institutes of higher education to use to start the discussion on how LCC wants to define Co-Curricular and what criteria we should use to determine if something is co-curricular.

    c.   Senators discussed what they thought was co-curricular. Once small groups were done there was some reporting out on some of the ideas how co-curricular might be defined and some possible criteria. The discussion on defining co-curricular and criteria for determining if something is co-curricular will continue when Assistant Dean of Academic Affairs Tracy Labadie is available.

XIV.   Potential Future Agenda Items – none were suggested

 XV.

XVI.   Motion to adjourn

    a.   Senator Zach Macomber motions.

    b.   Senator Joe Werner seconds.

    c.   Adjourn (11:00AM)

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 Peggy Dutcher, Academic Senate Vice President.