

Lansing Community College
Academic Senate Meeting
December 7, 2018, 9-11 am, West Campus

Senators Present: Marvin Argersinger, Joe Barberio, Suzanne Bernsten, Matt Boeve, Ed Bryant, Kevin Bubb, Christine Conner, Michelle Curtin, Monica Del Castillo, Nancy Dietrich, Peggy Dutcher, Cheryl Garayta, William Gustin, Dawn Hardin, Andrea Hoagland, Mark Kelland, Terrence King, Dylan Lack, Eliza Lee, Judy Leventhal, Megan Lin, Zachary Macomber, Vern Mesler, Ronda Miller, Elaine Pogoncheff, Kari Richards (by phone), Tedd Sperling, TeAnna Taphouse, Ed Thomas, Pam Tobin, Joe Werner, Cathy Wilhm Veronica Wilkerson-Johnson, Richard Williams

Senators Absent: James Allen, Tim Deines, Bo Garcia, Nikki Gruesbeck, Jennifer Hilker, Jeff Janowick, Melissa Lucken, David Mattson, Christopher Smelker, Denise Warner,

- I. Call to Order (9:10AM)
- II. Roll Call (9:12AM)
- III. Approval of Agenda (9:12AM)
- IV. Approval of Minutes (9:13AM)

- V. Public Comments
 - a. None

- VI. President's Report
 - a. Senator Joe Warner will be retiring at the end of the calendar year. This will be his final senate meeting. We appreciate his work as the parliamentarian.
 - i. Senator Joe Warner – Thank you to everyone. It's been a privilege to work with you. I've seen the senate from day one and it is an honor to be a member and officer. I would like to see it continue to grow in influence and ability. We have some very good people here.
 - ii. Provost Elaine Pogoncheff – Would also like to say something in honor of Joe. Joe has been there since the beginning with first Academic Senate President Alex Azima and fellow founder Elaine Pogoncheff. Joe helped make the charter and the by laws. He was our parliamentarian since the beginning and vice president. Kuddos for everything that he has given to the academic senate. Elaine hopes that the Academic Senate stays true to the original intent as well.
 - b. One thing to look at. We do not comment on Public Comments. However, we do not ignore them. There was a comment at the last Senate meeting that the executive committee took seriously and discussed with the provost over the last few weeks. They are never ignored.

VII. Provost's Report

- a. Denise Warner addressed the senate with concerns about the Curriculum Committee and different things with ESOL. Just to assure all of you, CC has been doing its duty and following protocols. We have looked into the concerns into ESOL. There is a plan for level 1,2 3, to move over to CEWD since the students who take those levels are looking to learn enough English to get a job. There is a small percentage that go on to continue a college education. In order to remain an ethical institution in terms of the Department Of Education we will be moving those to CEWD. ESOL level 4 and 5, since we are looking at embedded academic support, they are to require co-enrollment into a college level course. There are meetings scheduled to address the concerns of the students.
- b. There will be a letter going out today. December PD days are Dec 19 and 20th. Two days of work sessions devoted specifically to making courses accessible. Every full time faculty member is required to attend and required to work on the courses they teach. Courses should have already determined who is responsible for working on specific courses. Bring your StarCard. There will be a check in. There are 4 machines. Adjuncts to qualify for pay they must be assigned by dean and associate dean. If you are working on audio please bring your headphones. There will be computers on wheels but please bring your own laptop. We will have help available. Will start in the Gannon Commons. Programs will go to specific classrooms. Help will be available in the Gannon Commons. Lunch will be provided each day in the Gannon Commons. There will be a break area as well. Email will be going out to all faculty. Associate deans make sure you have listed who you have approved so the adjunct faculty get paid.
- c. Ronda Miller is the permanent Dean of Student Affairs.
- d. W-2 forms are coming soon. Make sure you have the correct address on your profile. You can get them electronically on banner.
- e. For new faculty, new faculty orientation is January 8th and 11th.
- f. If there is a colleague that has done a good job, don't forget about AppleGrams through CTE. Say thanks to somebody at the end of the year.

VIII. Consent Agenda – Action Item

- a. Curriculum Committee Course Recommendations
- b. Approved without objection

IX. CASL Report on Survey (Senator Michelle Curtin and Director of Assessment Karen Hicks)

- a. Gen ed plan is going forward. As for responses from faculty, not a high response rate but we need to do some work on the document. The document is very detailed and lengthy. It is what we use for HLC accreditation. When faculty are

doing actual assessment, it is too long. Phase two, we went to visit Social Sciences and Humanities faculty. After first round of feedback, would focus on the process. What does this mean as a faculty member? Did a workshop with scenarios. What are the decisions faculty will need to make, here are the results, here is how you report them. Then did another round of surveys. Asked the people who attended the workshop what they thought. They got good feedback. We have a well defined reference guide starting next spring. Social Sciences and Humanities Faculty will be receiving this next semester. We offered to come to department meetings to help walk through this. There will be some concurrent session at May Days. Expect to see us early in the Fall with a report and interpretation of the data. We are going to assign mentors to SSH for programs of study.

- X. Student Panel (Senator Monica Del Castillo)
- a. Olera Brooks, Criminal Justice, enrolled 3 semester
 - b. Kenneth Monak, Aviation Tech, finishing 4th semester
 - c. Steven Lynch, Manufacturing and Engineering, off and on 2012 was first year at west
 - d. Thomas Sims, Megatronics program, third semester here
 - e. William Swoards , Electrical Technology, 3rd year

Please describe your best and worst experiences at LCC.

William Swoards – The best experience is how I got here, became unemployed after a stroke. Was at main campus and there was nothing on map that said advising. A woman on a smoke break directed him to success coaches. Went through a program through Michigan works. First 2 semester were paid for. Worst experience is the Wifi and D2L. It slows everything out. Student Wifi is horrible.

Thomas – Best experience is the support received coming into the program. There were a number of companies coming to recruit. Support from instructors and staff to make sure resume was structured and had references. Felt confident in interviews and take steps forward. Worst experience, coming into this semester filled out FAFSA in February 2018, when came to sign up for classes in the summer and then got a call that there was a problem with FAFSA and it wasn't ready.

Apparently, it was sent out that there was a FAFSA verification and it was sent to him and there was no email sent to him personally. Only sent to banner or D2L. Didn't know until right before the deadline, fortunately the staff worked with him to get it taken care of. Also, on West campus there is a lot of lab time. Instructors are working very hard though make sure we can get into the lab. A lot of labs take longer than the allotted time. It makes it hard to work on your schedule.

Steven – This semester and coming to West Campus is great. Parking is great. Coming to this campus versus main give me an opportunity to work hands on. It was

helpful to come to west to see what careers I can look forward to. Working for GM and getting laid off, had been looking for a job for tech careers and couldn't find any jobs available. Worst experience was when I was looking for a course of education and finding courses for the tech field. A lot of the links on the website were broken and it became frustrating.

Kenneth – Worst experience, the first semester the hours are demanding for this program. Had 3 different jobs and had some days in car sleeping. Best experience was this semester. Had problems with FAFSA. Monica Del Castillo helped get scholarships and got most of college paid for through scholarships

Olera – Best experience is being directed on the right path. When you walk into the Gannon building they take you straight to the StarZone which has everything, scheduling, advising, etc. They also make sure you have your pathway. It is very appreciated because as a nontraditional student I didn't understand even enrolling and getting started. Worst experience was with financial aid, did not pass math and had to pay for financial aid because had to pay out of pocket. Was directed to success coach who was very encouraging and try to do an appeal. Feeling good and more confident. Nontraditional students who are not in a field who need math, it is a hindrance for us and a big fee.

What LCC resources have you used (i.e. student success coaches, tutors, counselors, advisors, librarians, etc.)?

Olera – Success coaches, Academic Advisors, professors, StarZone, etc. All have been very helpful. Advisor helped with my path, StarZone helps with schedule. I was taking classes all over the place and wasting money and advisors help me get focused. Got help getting into volunteer work. Professor directed her to Michigan Works. Career and employment services helped get resume in order and revise and attack it. Library is very helpful with doing resource reports and they are very patient. The writing lab was helpful to structure essay and how to format essays. Used the Math tutoring lab.

Kenneth – Financial aid people helped as much as could when resubmitted FAFSA. Counselor Monica Del Castillo really helped get things together financially and getting scholarships. Program Advisor Mike helped introduce to Michigan works and scheduling. Made it a lot easier as a student to just focus on classes. Do plan on using the success coach.

Steven – Used the VA quite a bit. Used the Academic Advisors. Used the library and writing lab have been helpful for writing classes and English classes.

Thomas – Haven't used specific resources because resources are all around. Instructors are very helpful. Can walk into the tech careers office and will get something sorted out. Same with student services. Before started, was able to come in and try to figure out what to do in the tech careers office. One thing that has been really positive was able to be a student employee as well. Most people on West campus are problem solvers.

William – Got introduced to a lot of resources because I was student here. StarZone people helped, especially with nontraditional students. Everybody on West campus is fantastic. It doesn't have to be formal. All textbooks are available in the Learning Commons to do your work in between classes. The StarZone is phenomenal. They are very well versed. You can check out laptops and calculators. These are huge benefits. The instructors are unbelievable. They will take time after class and after school hours.

How did you become aware of college resources?

William – Asked a lot of questions and not afraid to talk to people. In a round about way can find answers. Self advocate. Pass on information with others. In a matter of two weeks, was registered, had funding, a note from Michigan works. Was ordering textbooks right before classes. Just ask and it's there. The library keeps coming through, the electrical lab keeps coming through. There are postings on banners and around campus.

Thomas – When came, wasn't aware of resources. Most resources came from word of mouth. Instructors or fellow students. Didn't know a lot. The way of communicating has been successful. There probably has to be a better way then word of mouth

Steven – I have found online a lot of sources. LCC actually sells their own books (did not know). Most of the time when find something it is usually online.

Kenneth – Program has a separate facility in Mason. Our advisor gave us books, when to registered, what classes to take. Everything was handed to us. Have a success coach come out every week. Counselors got introduced this year. Monica and everyone helped get through a rough semester. As soon as people ask for help, they have many resources available. They try to reach out their hand for you.

Olera – The LCC website. D2L and Banner, if you log into your website they have information. The StarZone can answer any question you have.

Senator Monica Del Castillo – Who did orientation?

All- online

Senator Monica Del Castillo – was there information about the resources in the orientation?

Thomas – It was a long time ago and there were things but don't remember.

Senator Eliza Lee – Would a follow up of information a few weeks after be better?

Thomas – Yes, once start and things have died down it would be better.

What would you recommend to improve LCC resources?

Kenneth –If I could email an Success Coach a question I have. Be more accessible without being face to face. Would be more apt to do an email session than face to face. For this program, have to go to Main or West campus which is hard. More communication over email.

Steven – The website is frustrating to navigate. Puts you off wanting to search for things. Clean up broken links.

Thomas – Support as far as open lab time to students, especially on West campus. Make sure students have support to do that. As a student employee, trying to help students where to look over degree programs and pathways on the website. There are too many steps. It is not very accessible.

William – It has to be more straightforward. Why does it need to open a new window every single time? The lack of a strong internet, even if you do use the e-book, if you walk from one classroom to the next you lose your book. Tried calling a success coach. Do they have school issued phones that don't get service (see them running outside)

Senator Tedd Sperling – Brought up the website and the ease of website. Would you consider something as simple as a help button on the front page? Have you used the search button?

Steve – Yes that would be much less frustration

Thomas – If someone has time to explore the website they are going to find it. I like to see the option quickly. It wasn't very clear. It was not particularly helpful to use the search option as well.

Senator Mark Kelland – Should front page just be a search?

Steve – Yes that is how I find things on the website. That's how I found my classes.

Senator Monica Del Castillo – Follow up question. Sometimes have problems with timely resources on West Campus. Can you speak to this?

Kenneth – Have 32 credit hours, required to be in class because of FAA. Timely resources things is important. Having the resources there for the right time and right program. If it was also more approachable it would be better for students.

Thomas – MW get in at 8am and leave 8PM. There is little time to be able to look into things. Have to schedule something.

Trustee Samantha Wilber - If there was a live chat to the success coaches would that be a good option?

Kenneth – If there was a way to quickly access them that would be helpful.

William – Seen at StarZone, it would be nice if we had a way to contact success coaches, advisors, etc all at once that would be fantastic.

Senator Ed Bryant – How many of you are expecting to having the same field of career for next 40 years?

Thomas – I could foresee that.

Kenneth – After this, want a higher education or masters.

Senator Ed Bryant – Do you feel you have the foundation educational skills to be life long learners. Have you gotten the math, writing, and composition skills to do other things?

Kenneth – At least from aviation program, the instructors do a great job. They compare us to the large universities. They set me up to be in the field I want to be in. I'll be able to use all the resources I have here to be successful.

William – I have no idea where I'm going but I know the education I'm getting here is going to advance me further in life. It is building a huge foundation that I never

had in 4 years as Western Michigan University. The instruction is phenomenal. Its opening broad horizons where now I'm looking farther ahead.

Olera – This is like a second career. I don't know how many years I'll be in the field but feel directed and broadened. I always speak highly about LCC. They have everything ready for you to walk. It is a pathway, and everything is set out for you. They send you exactly where you need to go. They don't put you in classes that you don't need. It's a smooth ride. And I'm loving the ride.

Thomas – Technology is always going to be changing. Engineers are constantly learning. West campus is constantly trying to change and develop. Did an internship at GM over the summer and felt incredibly capable. Many engineering students didn't have the practical application that I had. Planning to do a 3+1 with Ferris. Identifying schools and pathway to a new school hasn't been great but connecting the dots to higher education is still needed development.

Steven – Wasn't sure how far could take a program. Once I was introduced to the pathway, I was confident I would have what I need for the long term.

What has been your most difficult barrier at LCC?

Olera – Challenge is math. Everybody is right here for you, with the right answers and direction. Going to take it again and going to conquer it.

Kenneth – Financial Aid. It is a high cost degree program. Didn't have enough money. But with the help of counselors was able to find financial aid.

Steven – Haven't had too much trouble thanks to the VA and resources. Recently teachers are helping with obstacles.

Thomas – A lot of obstacle removing has been done which is a great experience. Pretty practical person, most of the classes are practically oriented and stress practice. Found that some of the gen eds are set up to people who are going to be taking more courses within that (communications, or psych, or writing). Not set up for someone who is thinking about "I'm going to be in a job next year." Hard to stay focused if don't see the end goal in the course. Connecting the non-technical class with the technical classes.

William – Financial also. When Michigan Works funding ran out, and doing FAFSA. Divorced, twins, paying child support. Application for student employment has been sitting for over a year. Making it possible for people to work while they are going to school would be wonderful. Making it more available. Here almost as much as my instructors.

Executive VP Lisa Webb Sharpe – Difficulty of knowing about resources. What are the best ways for us to communicate all the time?

Olera – Email works for me, text works for me.

Senator Mark Kelland – Does it bother you if you get email, text, and D2L?

Thomas – Never too much information. D2L list of requirements from instructor that includes links to all the LCC resources.

Kenneth – Send questions to success coaches. FAQ from success coaches. Text would be a good idea. Simple with a number to reach.

William – Text, email and D2L please continue. In class, don't get text or email on West Campus.

Senator Monica Del Castillo – Would sending a question to a general pool of people who can connect you to the appropriate resource be helpful? Send a question to the pool and they can direct you to advisors or adult resource center.

William – Yes absolutely. If we could shoot our questions and then they can direct us that would be very helpful.

Olera – I have one go to success coach and one go to advisor. After that I go to the resource center but I'm on main campus.

Thomas – When I was trying to figure all this stuff out, I have the program improvement manager to help me. If there was someone online that could help that would be a lot faster.

Senator Dawn Hardin– You mentioned one of the challenges is the gen eds. Would a class such as a tech writing be helpful instead of writing 121.

Thomas – I took tech writing after the gen writing and it was much more helpful and practical. Instructor approached it knowing what your audience is. Started the class knowing what degrees each student wanted. If I could see that in more class, that would definitely be the right approach. Incorporating and stressing to use something in your field.

Final Thoughts

Kenneth – Love my program. Resources I have are incredible beneficial. Can improve communication. Not so many steps to get to the student. Make it accessible to students. Live in the age of the text. The quicker I can get to a resource the better.

Steven – When I was on Main Campus, never knew West campus existed and that these classes are here. Need to get the word out.

Thomas – The soft skills are always stressed. People are working in teams, and using the resources. Doesn't matter your field, these skills will be used no matter what. More people who are trying to connect the job to the class. Making it real.

William – Agree with Thomas. Making it real. Our instructors make us do a capstone where you're forced to work with a group you don't choose. You have to make that project work like in real life. We're all students, cafeteria prices are way too high. If it wasn't for gas prices, you'd see more people leave campus for food.

XI. Motion to adjourn

- a. Senator Zach Macomber motions.
- b. Senator Peggy Dutcher seconds.
- c. Adjourn (10:59AM)

***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 Academic Senate Secretary, Eliza Lee