

**Lansing Community College
Academic Senate Meeting
January 31, 2020, 9-11 am, Administration Boardroom**

Present: Kabeer Ahammad Sahib, Marvin Argersinger, Alex Azima, Suzanne Bernsten, , Ed Bryant, Michelle Curtin, Tim Deines, Monica Del Castillo, Nancy Dietrich, Paige Dunckel, Bill Garlick, Gerry Haddad, Jennifer Hilker, Shalonda James-Garza, Leslie Johnson, Mark Kelland, Eliza Lee, Judy Leventhal, Megan Lin, Joseph Long, Melissa Lucken, Zachary Macomber, Larissa Miller, Ronda Miller, Dakeyia Scott, Christopher Smelker, Tedd Sperling, Charlotte Steiner, Mark Stevens, Matt Van Cleave, Carlotta Walker, Denise Warner, Nancy Weatherwax, Sally Welch, Cathy Wilhm, Veronica Wilkerson-Johnson, Richard Williams, Melinda Wilson

Absent: Joe Barberio, Matt Boeve, Jeremy Davis, Sydney Duncan, Dawn Hardin, Tamara McDiarmid, Vern Mesler, Connie Smith, TeAnna Taphouse

- I. Call to Order – 9:03AM
- II. Roll Call – 9:03AM
- III. Approval of Agenda – 9:05AM
 - a. Amendment: Move Meaningful feedback before StarTalks.
 - b. No objections
 - i. Approved as amended.
- IV. Approval of Minutes – 9:05AM
 - a. Senator Bernsten – TLC 1st and 2nd floor closed.
 - b. Senator Williams – suggested changes emailed.
 - c. No objections – approved with amendments.
- V. Public Comments – 9:05AM
 - a. None.
- VI. President’s Report – 9:06AM
 - a. Senators updates, positions
 - b. Housekeeping notes – minutes process
 - c. Update – policies and procedures, contact Michelle Curtin regarding SOP work team interest. Those already advised, will be contacted.
 - d. President Search Update: Senator Curtin and Scott appointed to Search Committee.
- VII. Provost’s Report – 9:10AM
 - a. Request individuals who are interested in drafting SOPs for Timely Feedback and D2L Gradebook resolutions: encourage those who have not volunteered yet.
 - b. Strategic Planning, February 14 (Michigan Room), Feb. 21 (UC), Feb. 28 (West Campus), 11:30AM-1:30PM. Matt Fall will speak at Feb. 14th & 21st regarding climate survey.

- VIII. Consent Agenda – 9:12AM
 - a. Curriculum Committee Recommendations
 - i. COURSE CANCELLATIONS:
 - 1. PFHW 105
 - 2. PFKN 105
 - ii. COURSE REVISIONS:
 - 1. LEGL 115-Paralegal Career/Ethics
 - 2. LEGL 218-Litigation Specialties
 - 3. GSCI 100-GIS Principles & Applications
 - iii. NEW COURSES
 - 1. PHOT 120-Still/Motion Capture & Editing
 - 2. PHOT 190-Film Capture/Hybrid Imaging

- IX. Communications - 9:12AM
 - a. None.

- X. Elections- Eliza Lee – 9:13AM
 - a. Update on Senator Elections – See Appendix I. Minimum openings, last year were 20 position, this year 9 positions. Can self-nominate. New members begin April 10th.
 - i. Senator Mark Kelland reminds everyone that a nomination is necessary if interested in participating.
 - b. Email from Senator Lee will be coming with detailed information.

- XI. OER- Amy Larson – 9:16AM
 - a. Announcement –See Appendix II. Award committee approved a new round of awards, open Feb. 17th, handout given. Closes on April 13th.

- XII. Meaningful feedback – 9:18AM
 - a. See Appendix III.
 - b. Senate recommends that Departments make the decision.
 - c. Added guided questions at program level.
 - d. Added suggested timeline to discuss with faculty and return to Senate
 - e. Discussion opened
 - i. Response for communication time, finalized in prior resolution, this regarding assignments.
 - ii. Senator Richard Williams discussed a study from 2011.
 - iii. Senator Nancy Weatherwax discussed the differences by discipline.
 - iv. Senator Matt Van Cleave sent email for feedback and discussed colleague’s responses.
 - v. Senator Eliza Lee states Senate agrees that timely feedback and meaningful feedback is different by disciplines, but discuss the proposed timeline.

- vi. MAHE President Eva Menafee, Program Operating Plan reviewed yearly, include within to alleviate future issues.
- vii. Senator Zachary Macomber confirming this will be taken back to constituents, discuss, and return information to Senate. Is each program necessary to provide information, being a decision making body, want to include all interests.
- viii. Senator Richard Williams inquired about defining timeline. Just the response to Senate timeline to receive information from programs.
- ix. Senator Tedd Sperling requests the type of questions to provide to programs. Senator Lee will provide a document.
- x. Senator Ed Bryant concern of length of time this matter is being discussed.
- xi. Senator Kabeer Ahammad Sahib discussed about faculty making meaningful feedback time and Senate implements.
- xii. Senator Mindy Wilson clarify discussion of Resolution.
- xiii. Senator Jennifer Hilker believes it's a course by course issues, put on syllabus in Concourse.
- xiv. Senator Gerry Haddad discussed that it appears to be by type of assignment, not course.
- xv. Senator Denise Warner discussed about best practices and too prescriptive.
- xvi. Director of Academic Quality Cheryl Garayta discussed about implementing within program operating plan.
- xvii. Senator Mindy Wilson proposed not to have timeline language in Resolution, reviewed a colleagues feedback.
- xviii. Senator Leslie Johnson, guided questions about authenticity and the roll out of information to faculty and to assist with student complaints.
- xix. Provost Sally Welch stated the timeline was not in Resolution, must be put in program operating plan part of the resolution to help faculty know where information is.
- xx. Senator Mark Kelland proposes language for Resolution.
- xxi. Senator Eliza Lee suggestion of modified language.
- xxii. Senator Michelle Curtin reads proposed written Resolution statement.
- xxiii. Motion to approve as written – Senator Veronica Wilkerson-Johnson
 1. One nay (Senator Tedd Sperling).
 2. Motion approved.
- xxiv. Discussion:
 1. Senator Mindy Wilson, wording-review as best practices.
 2. Senator Mark Kelland, point of order.
 3. Senator Michelle Curtin, will allow discussion on wording.
 4. Senator Nancy Weatherwax, change collaboration to Leadership.
 5. Alex Azima believes it is HLC.
 6. Senator Leslie Johnson leadership important.
 7. Vote for 1st resolution.

8. Vote for 2nd resolution – approved.
9. Senator Michele Curtin reads resolution.
 - a. Motion to approve-Senator Mark Kelland.
 - b. Further discussion:
 - c. Senator Gerry Haddad, remove guidelines as punitive,
 - d. Senator Michelle Curtin agrees.
 - i. One nay (Tedd Sperling).
 - ii. Motion approved.

XIII. StarTalks Update- Leslie Johnson – 10:09AM

- a. Question for Senate, Are alumni included in the LCC community for StarTalks?
Do we extend to alumni?
 - i. Discussion:
 1. Senator Bill Garlick, clarification of alumni.
 2. Senator Mark Kelland, once a student it is understood they are alumni.
 3. Senator Michelle Curtin, expand students to alumni and use LCC experience.
 4. Senator Monica Del Castillo, are retirees included?
 5. Any objections to include faculty and students to employees and alumni?
 - a. Senator Gerry Haddad, concern of why faculty no longer at LCC.
 - b. Senator Michelle Curtin, candidates are screened.

XIV. Update/discussion Student Senate- Monica Del Castillo – 10:14AM

- a. Two meetings with students/clubs – a lot of interest and enthusiasm.
- b. Moving forward as a student senate rather than student government.
- c. Asking Senate for a go ahead in a form of a Resolution to move forward with a creation of a student Senate. Supported by Provost and Dean of Student Affairs Ronda Miller.
- d. Discussion:
 - i. Senator Gerry Haddad could Student Senate president join Academic Senate?
 1. Senator Monica Del Castillo, yes.
 - ii. Senator Mindy Wilson, positive for student success with Senate.
 - iii. Senator Rick Williams, in favor, but represent all student body.
 - iv. Senator Tedd Sperling, establish to guide students.
 - v. Senator Matt Van Cleave, continue change and will need to start with students engaged already, but continue to include all students.
 - vi. Senator Veronica Wilkerson-Johnson express excitement of idea and how the student senate can put input into Academic Senate discussions.

XV. Discussion Committee Charters- Mark Kelland – 10:27AM

- a. Discussion of Chair and Co-Chairs – Language for three standing committees. Move that the Chair language in the charters for the CC, CASL, and the SAC be changed to the following:

“The Chair must be an Academic Senator who is also a member of the faculty. A Vice-Chair, if needed, will be appointed by the Academic Senate President from amongst the membership of the committee.”

b. Discussion:

- i. Senator Zach Macomber, would that cause changes in current committees?
 1. Senator Mark Kelland, It should not.
- ii. Senator Matt Van Cleave, what is the distinction between Co-Chair and Vice Chair?
- iii. Senator Mindy Wilson, complicate committee structure for 3 of 5 committees.
 1. Senator Eliza Lee, Senate is under the “guidelines” of Robert’s Rules not strict adherence to follow them.
 2. Senator Denise Warner, language clarification for vice chair appointment not the chair.
- iv. Senator Tim Deines, why is TAC committee exempt from this change?
 1. Senator Leslie Johnson, TAC does more problem solving
 2. Senator Tim Deines, should we discuss TAC as chair?
 3. Kevin Bubb, co-chair of TAC, discussion of TAC information. TAC was before Academic Senate.
 4. Senator Megan Lin also on TAC committee.
- v. Senator Mindy Wilson wording regarding vice chair appointment.
- vi. Senator Zach Macomber, wording vice chair appointment-procedure established.
- vii. Senator Mindy Wilson, wording about vice-chair “if needed”.
- viii. Motion to modify and add “if needed”- Senator Mark Kelland
 1. Discussion:
 - a. Senator Bill Garlick, change “may” to “will”
 - b. Secondary amendment from “may” to “will”
 - c. One nay (Eliza Lee, sarcastically)
 - d. Motion approved.
- ix. Motion to approve first amendment-Senator Michelle Curtin
 1. One nay (Mark Kelland, ironically).
 2. Motion approved.

XVI. Potential Future Agenda Items – 10:46AM

- a. Discussion of TAC chair position as faculty.

XVII. Motion to adjourn

- a. Motion by Senator Zach Macomber.
- b. Second by Senator Chris Smelker.
- c. Approved without objection (10:49AM).

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, with special thanks to Penny Tucker.

Appendix I

Senate Elections 2020

1. Advising
 2. Communication, Media and the Arts
 3. Health and Human Services (2 At-Large Positions)
 4. Library Instruction
 5. The Early College
 6. Transportation Maintenance Technology
 7. Utility and Energy Systems
 8. Member At-Large
-
- Feb. 7th – Feb. 21st Call for nominations
 - Feb. 21st – Feb. 27th Acceptance of Nominations
 - Feb. 28th – March 20th Ballots Available
 - March 21st – March 26th Acceptance of Position
 - March 27th Announcement of New Senators
 - April 10th First Meeting of New Senators

Appendix II

	Category 1 Level 1 or 2 Category 2 Level 2	Category 1 Level 1 or 2 Category 2 Level 1 or 2 Category 3 Level 1 or 2		
	Implement Fall 2020	Implement Spring 2021	Implement Summer 2021	Implement Fall 2021
Call for proposals opens	February 17, 2020	February 17, 2020	February 17, 2020	February 17, 2020
OER Award Program LMS training available	Training now available	Training now available	Training now available	Training now available
Deadline for submission of all applications	March 16, 2020	March 23, 2020	April 13, 2020	April 13, 2020
Awardees notified	March 27, 2020	April 17, 2020	May 8, 2020	May 8, 2020
Kickoff training/implementation meeting for awardees	April 2020	April 2020	May 2020	May 2020
As Requested - Training workshop(s) – this will be up to the Faculty if they would like specific training	As requested	As requested	As requested	As requested
Submit mid project report for Category 2 or 3 only	May 8, 2020	August 21, 2020	October 7, 2020	December 7, 2020
Deadline to give Bookstore Messaging to Textbook Updater to indicate OER materials	April 8, 2020	September 24, 2020	March 25, 2021	April 8, 2021
Implementation of OER	Fall 2020 Semester	Spring 2021 Semester	Summer 2021 Semester	Fall 2021 Semester
OER Award payment to Faculty (Category 2 and 3, Level 1 must have time logs submitted to receive payment).	October 12, 2020	March 1, 2021	July 5, 2021	October 11, 2021
OER Project Manager will administer Faculty and student surveys	November 2020	April 2021	July 2021	November 2021
Submit final Assessment report to the OER Award Committee	January 15, 2021	May 31, 2021	September 14, 2021	January 14, 2022

Appendix III

Academic Senate
Lansing Community College

Resolution on Timely and Meaningful Feedback

Whereas, clearly communicated, timely and meaningful feedback supports student success; and

Whereas, faculty leadership in defining timely and meaningful feedback is essential;

Therefore, be it resolved, that the Academic Senate recommends all academic programs review and establish best practices that meet the learning needs of students in their courses and include those timely and meaningful feedback expectations in their program operating plans.