

Lansing Community College
Academic Senate Meeting
December 6, 2019, 9-11 am, Administration Boardroom

Attendance: Kabeer Ahammad Sahib, Marvin Argersinger, Suzanne Bernsten, Edwin Bryant, Kevin Bubb, Michelle Curtin, Tim Deines, Monica Del Castillo, Nancy Dietrich, Sydney Duncan, Paige Dunckel, Gerry Haddad, Leslie Johnson, Eliza Lee, Tamara McDiarmid, Vern Mesler, Larissa Miller, Ronda Miller, Kari Richards (by phone), Dakeyia Scott, Christopher Smelker, Connie Smith, Tedd Sperling, Mark Stevens, TeAnna Taphouse, Matt Van Cleave, Nancy Weatherwax, Sally Welch, Veronica Wilkerson-Johnson, Richard Williams, Melinda Wilson

- I. Call to Order – 9:04AM
- II. Roll Call – 9:04AM
- III. Approval of Agenda – 9:05AM
 - a. Move communications
 - b. Approved as amended
- IV. Approval of Minutes – 9:05
 - a. Senator Eliza Lee: November 8th minutes, attendance missing-will be added
 - b. Senator Nancy Dietrich: Correction of name from Eva Murphy to Eva Meniffee
 - c. Senator Matt Van Cleave: 15.C.3, one example, should apply to all A&S programs
 - d. Approved as amended – no objections
- V. Public Comments – 9:06
 - a. None
- VI. President's Report – 9:06
 - a. Senator Kevin Bubb's last meeting, replaced by Bill Garlic. Kevin actually volunteered for this role and is greatly appreciated.
 - b. No official report, but last meeting this semester, reflect on accomplishments:
 - i. Made a plan with the Board of Trustees to have active involvement with President search, involvement for faculty and students. President Dr. Brent Knight is quoted, "very proud of Senate and what they are doing", reason for celebration

- ii. Board is very happy with the Academic Senate and has invited the Senate to report regularly to what the Academic Senate is completing
- iii. Conversations have been robust, but stayed strong, compromised and come together, invaluable conversations to input into sections
- iv. Make recommendations that student success is important that faculty be responsive to timely emails.
- v. Recommendations to involvement in academic matters, very impactful.
- vi. In celebration, give yourselves a hand.

VII. Provost's Report – 9:10AM

- i. No official report, but acknowledge Senator Michelle Curtin's statements of accomplishments by Senate this past semester.

VIII. Consent Agenda – 9:10AM

- a. Curriculum Committee Recommendations
 - i. NEW COURSE PROPOSALS for MTA: ENGL 200: Introduction to Literature
 - ii. NEW COURSE PROPOSALS not for MTA: MUSC 109: Studio Class
 - iii. REVISED COURSE PROPOSALS: COMM 200 –Small Group Communication; COMM 130 –Fundamentals Public Speaking; RELG 150 - Intro to World Religions; RELG 211 – Asian Religions and Traditions; HUMS 140 – The Art of Being Human; COMM 120 – Dynamics of Communication
 - iv. Approved without objection.

IX. Communications – 9:11AM

- a. Senator Gerry Haddad: Meeting with COP committee, determined a little more organization is necessary, definitions necessary, policy vs procedure/rule, misunderstanding what might be, what is, etc. Determine a reorganize, work on necessary adjustments to college catalog. Determined to define more. 3rd meeting, but his first.
- b. Senator Ed Bryant: Met with Michelle Richard, Deputy to the Senior Advisor to the Governor for Michigan Prosperity, about how to reach students who are in the lower quadrant. Preliminary and fact findings. Encourage faculty to ask students what students need. How to provide students who have been out of education for 10 years, how to leverage the services provided. Counseling, mentoring suggested. Classes simply for adults to help, he doesn't believe so. Are we developmental education? Meeting tonight in Flint with Higher Education.

- X. Standing Committee Reports- Q & A
 - a. None

- XI. Update on LCC's Institutional Learning Outcomes- CASL-9:15AM
 - a. Director of Assessment Karen Hicks, view PowerPoint, working on essential learning outcomes. Work on outcomes from 2015 visit. Work with CASL and AA to work on outcomes into one set of institutional outcomes. Finish draft of ELO's this semester, next semester receive feedback from Staff. Next is Learning Goals, not established yet. Where should we expect our students to be? Visit these cycles regularly for review (every 4 years).
 - b. Co-curricular assessment, discussed definition last year at Senate. What, how could be reviewed. Focus on design, round up committee and goal is to implement next fall.
 - i. Q&A:
 - 1. Senator Richard Williams: Wondering if the CASL assessed non-credit student learning,
 - a. Karen Hicks: Not yet, review after co-curricular.
 - 2. Faculty Jim Luke: Institutional essential outcomes, not statements, are we also taking a look at ELO2 sub items, took from ASSCU, they are dated, is the opportunity to re-evaluate them.
 - a. Karen Hicks: Reviewed all Michigan colleges and reviewed ELO's and these outcomes are as is and in alignment. This cycle happy where they are at.
 - b. Senator Michelle Curtin will reach out to Jim to review further.

- XII. Curriculum Committee Process- Senator Larissa Miller 9:21AM
 - a. Update and new processes, prizes for participation. FT in nursing, 14th year in January, 1st yr. on Curriculum Committee and first year with Academic Senate, thank you to achieve this position and enjoying the opportunity.
 - b. Review PowerPoint. 20 individuals on committee, faculty input, representing all divisions and programs. Tami McDiarmid and Tracy Nothnagel are the newest thanked for strength by divisions representatives, Kelly Ellis and Laure Kinne. Kari Richards is past chair and current chair of TRT, huge voice and support. Penny Tucker for keeping updated with organization. Karen Hicks, handle with curriculum, helps keep Curriculum Committee moving along. Meetings twice a month, 1st and 3rd, in Admin 200. TRT is a sub-committee of the Curriculum Committee and are the individuals who dig deep into new course

proposals/programs and revised courses. What do we do? Review all new course proposals, revised courses, and courses for General Education and MTA requests, approve course cancelations. Rafeeq is keeping all updates in single documents, one step in approval of courses/pathway and do vote. Only vote to move forward to Academic Senate and Provost Cabinet. How many courses have been reviewed this semester? 178 courses so far this semester, courses interacted with (moved, changed, new, canceled)

- c. Curriculum Committee Flow Chart reviewed: New and revised courses, one link of chain of professionals. Review process flow chart. New in process, instead of filling out paper form, we are switching to on-line systems-new big pieces. Big shout out to Karen Hicks for her assessment knowledge. At meetings, checking for typos, outcomes, etc. Helps us identify the experts along the way, revise curriculum committee, and to HLC, external auditors.
- d. Q&A;
 - i. Senator Tedd Sperling: Error on edge of forms being lengthy and tedious.
 - ii. Penny Tucker: New forms will reduce information visible. Will limit your choices to drop down items. Able to see who has approved.
 - iii. Campus wide, check points, asked to bring back to next meeting as unable to view on screen.
 - iv. 5-star ticket portal will be an upgrade for campus, more to come
 - v. Took on initiatives, communication from CC to community, to help fellow faculty to understand. Maybe during future PD days, provide visuals.
 - vi. Follows Robert Rules (Lite), really good chocolate-multi international chocolates, Bloom's, Cricket-team effort
 - vii. Senator Melinda Wilson: How long does it take to complete process? Submitted revisions, one piece not approved.
 - 1. Two week interval. Handful sent back due to clarification, updates out of 178
 - 2. If vetoed, with new work flow, courses can be revised through the process.
 - viii. Senator Veronica Wilkerson-Johnson: Copy for faculty of Flow Chart?
 - a. Yes, once final document authorized by Provost Cabinet, we will forward.

XIII. Student Advisory Committee Update- Senator Monica Del Castillo 9:48AM

- a. Coolest committee on campus, discussed at round table set up for the students advisory to take up, anyone remember one recommendation sent on? No response, student government? Why we do not have one? Follow up on for

need or interest. First, meeting with members invited 4-5 stakeholders to start conversation. Student senators at meeting, after discussion, there might be interest. Discussion went to add another student club, have equal to an Academic Senate, and have a student senate, invited club/student organization advisors and their officers, as those are students already engaged in their particular club. 32 attended meeting, mostly students-handful of advisors. Week before meeting, article in The Lookout about student engagement.

- b. Senator Chris Smelker: Student Advisors, great to see, shocked how many, bring forth to a student government, didn't know how many organizations
- c. Senator Mark Stevens: Had student government years ago, provided nice things for students. 1 if you have, probably going to need a budget, talked about not reinvent the wheel, look at past, and look at a model-MSU to go forward. Voice is critical, not much currently. No spirit shop available. Need some representation from student body.
- d. Student Senator DaKeyia Scott: President of student advisory, not surprised by what organizations attended. We don't have a voice here, limited to what we can do with our group, limited. Herself and others who want to be heard.
- e. Senator Monica Del Castillo: Leadership, coordinator, resources (room to meet), clerical type support, tech support, potential of a standalone Student Senate with guidance-leadership from this body; looking at rotating door of students, how to accommodate. Net meeting, January 24th, with all groups and others, review the recommendations that came out of brainstorming and prepare next steps. Will report back to what direction will be taken. Did research, student senate are not a lot at 2 or 4-year schools. If move forward, we will be cutting edge on student input for what the college does.
- f. Senator Michelle Curtin agrees that this body can be involved in future generations at LCC.

XIV. Counseling- Monica Del Castillo – 9:57AM

- a. Pass around an article, front page, MSU paper few weeks back, "Its more common than you think...", why talking about counseling?
 - i. Changes in Counseling, location changes-previously three counselors around campus, all now located in the Center for Student Support in StarZone.
 - ii. Staffing adjustments, 4 licensed professional counselors on campus, Carlotta Walker working with TRIO program, required a full-time counselor in program.

- b. Changes in Local and national requirements. What is the role of counseling at LCC? Especially with 18 success coaches-what are the differences from counseling? Lack of mental health and increase of suicides and mass shooting across country.
- c. Who do we see in counseling? Viewed PowerPoint picture
 - i. Who we are, 3 license professional counselors.
 - ii. Frequently asked questions, see PowerPoint
 - 1. Cost, free to students
 - 2. Types, anxiety, Poor coping skills
 - iii. Co-parenting, helicopter parent, fighter jet parent-students don't know how to problem solve. A lot of trauma has occurred
 - iv. Depression, grief and loss, relationship loss, adjustment to issues, adjustment to gender identify, suicide and risk assessments.
 - v. Counselors see via appointments or emergency walk-ins (or go to situation)
 - vi. Examples of situations:
 - 1. Student harming self in class due to mental break down, called by instructor, able to assist student and instructor.
 - 2. EMT class, reviewing a scenario a suicide, roll play, Marine was going to be EMT to provide service, walked into situation and lost it, student had found Sgt. Hung himself 5 yrs. before.
 - 3. Student arrived admitting to taking a handful of pills an hour prior, EMT was called.
 - 4. Students struggle with test anxiety. Fear of not being successful
 - vii. Provide Psychological evaluation, loss of students and staff, counselors called to class rooms to talk about peers and talk, provide handouts on grief and loss.
 - viii. Counselors consult with faculty and staff to discuss students of concern. Attend conferences to learn best practices to assist faculty/instructors/students.
 - ix. Facilitate community events to help
 - x. Possible active shooter on campus: roommate of possible shooter was an LCC student. Counseling was able assist student through the process and get through to graduate from the Fire Academy.
 - xi. Enrollment trend/statistics: continue to decline, funding shifting to help review enrollment success. Success coaches added to assist with matter. Counseling assessment of students in mental health can assist the college's liabilities and safety of others.

- xii. Stats: January-October 10th data (PowerPoint)
- xiii. Despite overwhelming data, associate dean and dean aware of the need and are working very hard to get additional support. Since beginning of planning and budget cycle, are positive for more support in the upcoming semester or two. Big difference to where we are, the acknowledge and commitment to provide more counselors for our students
- xiv. Q&A:
 - 1. Executive Vice President Lisa Webb Sharp: This is beyond students, we are marketing as a college on a broader effort, with the determination, we think it's important that employees learn to recognize when someone needs helps, no matter what role is on campus. Does this person need other support other than our self, student focus? More to come in January about a broader effort to help staff/faculty to identify and recognize student in need.
 - 2. Senator Ed Bryant: If we are going to provide services, students advising of problems, talk about needs of counseling and hope that in the budget process to put the money where our priorities are.
 - 3. Senator Leslie Johnson: Those in classrooms, know the issues. With senate having influence on budget recommendations, I believe it's important to make that recommendation.
 - 4. Senator Monica Del Castillo: Recognize the issues and ask the admin to encourage and support. Our leaders are aware and are looking to get the support needed. Mental Health is about all of us, not just students.
- xv. Senator Michelle Curtin: Thank you for raising awareness. If want to obtain further information, reach out to Monica Del Castillo.

XV. Small Group Discussion- Meaningful Feedback – 10:20AM

- a. See Appendix I.
- b. Non senators are welcome to leave, but would love for them to stay and discuss.
- c. Gather input and information in developing those policies and procedures we are drafting.
- d. Discussions begin at tables: 10:21AM
- e. Reminder by Senator Michelle Curtin to get through all questions: 10:35AM
- f. Called to order, with possible follow up at future meeting: 10:53AM

XVI. Potential Future Agenda Items – 10:53AM

- a. Senator Leslie Johnson: 1. Request to look at the charter and membership of the Curriculum Committee be reviewed. Having the Co-Chairs as faculty and administration needs to be reviewed. 2. Educating ourselves and considering changing the attendance policy as it is negatively effecting student success outcomes.
- b. Senator Larissa Miller: Review 5-star forms for new courses/pathways, revised courses from Curriculum Committee
- c. Focus discussion the senate can broadening review of the Guided Pathway projects. And educate the advisors of the Pathways and more options to broaden.
- d. Jim Luke: Talk about CTE and OE

XVII. Motion to adjourn

- a. Motion by Senator Chris Smelker
- b. Second by Senator Tedd Sperling
- c. Approved without objection (10:55AM).

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

Meaningful Feedback Discussion

1. For the Senate resolution regarding the use of the D2L gradebook, are there any guidelines or information that you think is important to include in the draft of the operating procedure and/or policy?
2. For the Senate resolution regarding timely email response, are there any guidelines or information that you think is important to include in the draft of the operating procedure and/or policy?
3. How would you define the phrase “meaningful feedback” in relation to best practice by faculty and student success?
4. Considering student success, do you believe that it is important for a graded activity to be posted in D2L early in the semester? If so, how soon should it occur?
5. Considering student success, do you believe that once an assignment is graded it is important for it to be posted in D2L gradebook? Is there a specific timeframe in which this should occur?
6. Do you think it is appropriate for the Senate to make these types of recommendations to faculty? Why or why not?
7. Additional Comments?