# Lansing Community College

# Academic Senate Meeting

# March 26th, 2021, 9-11 Virtual Via WebEx

**Present**: Kabeer Ahammad Sahib, Marvin Argersinger, Tonya Bailey, Joe Barberio, Alex Azima, Mark Bathurst, Tim Deines, Monica Del Castillo, Nancy Dietrich, Paige Dunckel, Sarah Garcia-Linz, Bill Garlick, Courtney Geisel, Amalia Gonzales, Gerry Haddad, Dawn Hardin, Leslie Johnson, Heidi Jordan, Lyndia Klasko, Frances Krempasky, Eliza Lee, Megan Lin, Melissa Lucken, James Luke, Tamara McDiarmid, Tricia McKay, Vern Mesler, Ronda Miller, Joann Silsby, Tedd Sperling, Mark Stevens, Jon Tenbrink, Matt Van Cleave, Denise Warner, Nancy Weatherwax, Sally Welch, Kent Wieland, Veronica Wilkerson-Johnson, Melinda Wilson

**Absent**: Alandis Baker, Matt Boeve, Mackenzie Caksackkar, Michelle Curtin, Leigh Szedlak, TeAnna Taphouse, Richard Williams,

1. Call to order – 9:02AM
2. Roll call – 9:02AM
3. Approval of agenda – 9:02AM
	1. Approved without objection
4. Approval of minutes – 9:02AM
	1. Approved without objection

## Public Comments

* 1. Senator Leslie Johnson – Climate survey. Couple of issues. 1. What if you have two supervisor? Could be quoted on the wrong supervisor. 2. Why is there no space for qualitative comments? No open ended comments. People want a chance to explain their answers. How is CDS going to address these issues?
	2. Senator Tonya Bailey – See Appendix I. We stand with our Asian community. Recent murders in Atlanta have been felt. Please view statement from the office of diversity. Be mindful and have conversation. Asian community has been targeted since the beginning of COVID and before. Stand with marginalized people. If there are questions, please let her know. There will be campus wide meetings. To Asians and AAPI we stand with you.

## President’s Report

* 1. Senators list of speakers. Want to be more inclusive. Make a note in the chat, parliamentarian will be helping with that. If you have more comments or follow up, we want to make sure we address everyone first. Don’t want to control, just want to make sure everyone who wants to talk can talk. If this is too restrictive we may look at other ways.
	2. Met with TAC. Talked with Bruce Farris and Bill Garlick about looking at a broader way to report to the senate. Look at banner, D2L, etc. Broader scope of things. Encouraging input and feedback. Bruce and Bill have asked that when they are in the process of checking things out, please give faculty input. Want the Academic Senate to be proactive.
	3. Thank Ronda Miller for all her time. She will be stepping down from the senate due to rearrangement of positions on the Academic Senate Roster.
	4. Welcome Chris Richards as the new e-learning senator.
	5. Student senators brought up anxiety of coming back to campus. We have a team formed. Counselors spear heading this and want to get the word out soon. Team is meeting next week.
	6. Feedback from small group discussion last week was mixed. Some people felt a forum for conversation was needed, others did not. Asked Senator Bill Garlick to present next meeting on a space for people to continue to talk outside of the Academic Senate meeting.
	7. SOAR Committee is really diving into shared governance models. Looking at what other institutions are doing, what is the research saying? How can be engage and have meaningful input into the college. Meeting after senate meetings. Close connection between MAHE and the senate.
	8. Bylaws team looking at senators on only one committee, academic professionals in executive committee roles and release time, staggering officers so don’t lose entire leadership team all at once.

## Provost’s Report

* 1. Achieving the Dream presentation. See PowerPoint.
		1. Can’t join until July 2021. Stephanie Bogart Trapp is co-chair with Sally.
		2. Worked on Purpose statement, definitions. Currently choosing themes and projects as well as prioritizing them.
	2. Climate Survey. Will ask Matt Fall from CDS to respond to concerns.
	3. CARES Act. Three rounds of congress helping students affected with COVID. Some funding must go directly to students. LCC has exceeded this amount. Fund designated to college must be used for COVID related use at the college.
	4. Developmental English did presentation to Board of Trustees. Board enjoyed the presentation.
	5. President’s report from Board meeting is now online. Can go back and look online. Great brag sheets of everything people are doing across the campus. President report is now online <https://www.lcc.edu/lccpresident/index.html>
	6. PA days will be May 12-13. Mixture of live and online. Kevin Gannon will be keynote speaker and will have StarTalks
	7. Gary King associate dean has been working with team and MSU to created warm handoff when students go to MSU. Trying to make it as easy as possible when transferring.
	8. From Dean Ronda Miller, The Lookout earned 13 awards including paper of the year! 20 newspapers competed in College MPA competition. Lookout competed in division 3.

## Student Senators Report

* 1. Women’s products will be provided on LCC campus when we get back to campus.
	2. Hygiene Pantry is still gathering information. Working with a group of people including a Board member. Don’t want to take away from other pantries in the community. Moving slowly but surely.

## Consent Agenda

1. Curriculum committee
	* 1. Prop Proposed New Program(s) of Study:
			1. None
		2. Proposed New Courses:
			1. DTSC 201 – Data Science with Python
			2. MASG 258 – Career Longevity
		3. Proposed Course Revisions:
			1. BUSN 201 – International Business
			2. LEAD 210 (chg to NCLD 210) – Leadership Practicum I
			3. MASG 151A – Research Literacy
			4. MASG 256 – Clinical Assess for Massage
		4. Proposed Expedited Course Revisions:
			1. None
		5. Proposed Program of Study Discontinuations:
			1. None
		6. Proposed Course Discontinuations:
			1. None
		7. Other Business:
			1. WELD 115
			2. CHSE 148
			3. MASG 151C
			4. MASG 251A
			5. MASG 251B
			6. MASG 251D
			7. PFFT 104
			8. MATH 098
			9. MATH 105
			10. BIOL 210
			11. MGMT 237
			12. MGMT 201
			13. MGMT 202
			14. MGMT 203
2. Approved without objection

## Michigan Reconnect – Student Engagement Coordinator Michael McGinnis

* 1. See Reconnect PowerPoint.
	2. Mcginnm3@star.lcc.edu ; 517-483-1200 OPTION 7
	3. Senator Tedd Sperling – What steps is LCC doing to advertise this?
		1. This is on the LCC website front page. Rotates through. Marketing has worked on some billboards. Working with marketing for postcard or mailing.
	4. Please share the information with constituents.

## Elections Update – Senator Eliza Lee

* 1. Ballots have gone out. Please vote and encourage your constituents to vote. Ballots close on April 4th.

## SAC Update – Senator Veronica Wilkerson-Johnson

* 1. See Appendix II
	2. We need a new chatbox for the website. With Bill Garlick’s help, working on getting different voices. Moving forward diligently but takes time.

## Budget Committee Charter – Senator Denise Warner

* 1. See Appendix III
	2. Took a lot of information from Senate charter. Hoping to get approved today.
	3. Senator Kabeer Ahammad Sahib – Senators are on many committees and this creates favoritism. Committees should have term limits. Need fresh air. Faculty sitting on senate year after year doing the same things. We need new ideas. This is discriminatory. Why is not everyone given an opportunity?
		1. Senator Eliza Lee – Subcommittees do have term limits. There is also not a limit to the number of people on the subcommittees so it is encouraged to have new voices.
		2. Senator Monica Del Castillo – Invite you to the Executive Committee meeting to discuss this topic so we can defer to studying the budget committee charter.
	4. Historian Alex Azima – We should have an SOP of how the budget committee should be given input to the college. Doesn’t need to be in Charter, just need a formal way to do this.
		1. Senator Denise Warner – Will work on this in the committee. We are well represented across college except HHS. If anyone from HSS would like to help please let Denise know.
		2. Vice-Chair of Budget Committee Sally Pierce – Will take time. Hard to make an SOP. Will be a working document.
		3. Senator Tamara McDiarmid – Portions of the charter are general because committee is new and don’t know what it will look like. Don’t know what responsibilities will be. Might not be able to put it on paper until committee has been through process.
		4. Senator Jim Luke – Focus is driven on program operating plans. This committee should be part of budget process and allocation, not just POPs and program review. Power is hidden, exists with president. Budget gets bigger every year, new areas that pop up. Take 5F, after provost add “and college president; as increased investment,
			1. Senator Sally Pierce – This shouldn’t hinder too much. Welcome the add.
			2. Senator Eliza Lee - Motion to approve budget committee charter as amended
				1. Senator Veronica Wilkerson-Johnson – Second
				2. Approved without objection

## Tech Careers Presentation – Senator Vern Mesler

* 1. See PDF presentation.
	2. Presenting in an effort to have more voices in the senate and also being a voice for West Campus.
	3. Shared stories of 3 instructors.
		1. Gregg Butts photos showed how he manually strapped a camera to his chest and was able to show his hands and the machines to his students. Gregg extends an invitation to all senators to West Campus.
		2. Joe Barberio wants to develop partnerships. Works with nationally known companies currently. Uses innovative ideas and ability to lead. Architectural Technology. Communicates real world experiences and what the real world employer expects. Works with students on resume and as a previous business owner can recognize questions from interviews.
		3. Sid Mosley says students are getting lost and getting behind. Need hands on experience, need help navigating the online assignments. Especially affects the older students. Has experience so brings real life to the classroom. Stories are told, understand the value of experience.

## Star Talks – Senator Leslie Johnson

* 1. Had planned on catching up the 2020 StarTalks. If we do still want to do a StarTalks this Spring we need to recruit people. Opening it up to students and alumni. Need help! Please think of people who would talk about resilience!

## Small Group Discussion

* 1. See Appendix IV
	2. Senators broke into small groups for 15 min.

## Potential Future Agenda Items

* 1. None

## Motion to Adjourn

* 1. Motion by Senator Eliza Lee
	2. Second by Senator Monica Del Castillo
	3. Adjourn 11:02AM

***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.*

### Appendix I

**LCC’s Office of Diversity and Inclusion Stands in Solidarity with the Asian, Asian American, and Pacific Islander American (AAPI) Community**

**Lansing— Date —** The shootings in the Atlanta-area that resulted in the murder of eight people including six Asian Women on Tuesday, March 16, has deeply impacted Lansing Community College. The Office of Diversity and Inclusion mourns the loss of innocent lives and we join the LCC community and people everywhere in mourning the victims of the horrific shootings in Atlanta. While this incident remains under investigation, these attacks come amidst a disturbing nationwide pandemic, the rise in violence, discrimination, and xenophobia directed against the Asian American and Pacific Islander (AAPI) community. We stand in solidarity with Asian, Asian American and Pacific American Communities and condemn not only recent acts of violence against Asian-Americans, but also the much more unescapable discrimination and stereotyping that has existed far too long and has often harmed Asian American lives and impoverished our society as a whole.

As our Board of Trustees noted in their Resolution Addressing RACIAL INJUSTICE through DIVERSITY, EQUITY, AND INCLUSION states “Lansing Community College strongly rejects and condemns all forms of discrimination and inequities, and stands firm against all who would use violence and ethnic intimidation, whether in law enforcement or otherwise.” We all have an obligation to stand up against racism, wherever and whenever we find it because Silence is Violence. Today, we are reminded again that racism’s abhorrent poison disrupts the lives of many different groups and people. As LCC’s remains committed beyond rhetoric to work towards a more fully inclusive and equitable college and in the community, we serve and beyond, we must stand for and with all the groups who contribute to the diversity of our institution and the world.

LCC’s Asian, Asian American, and Pacific Islander community is a vital source of creativity and strength for this College. Our success as a college depends on ensuring that individuals from all backgrounds, can thrive here and in America. Our efforts to fight systemic racism and stand for justice continues and we remain unwavering to support and work with our AAPI students, faculty, staff, and alumni to build a better world.

**Campus Resources**

The College also has a number of resources that offer support to students, faculty and staff, as well as programs, websites and toolkits related to issues of systemic racism, diversity and inclusion. Please visit www.lcc.edu/diversity to learn more. We continue to stand firm and denounce acts of racism and hate at LCC and in society.

LCC and the Office of Diversity and Inclusion stands in solidarity with the Asian, Asian American, and Pacific Islander American community and will continue to work to end racism and hate in all its forms.

**In Solidarity,**

Tonya C. Bailey

Chief Diversity Officer

Lansing Community College

### Appendix II

Academic Senate

Student Advisory Committee (SAC)

Committee Updates – March 2021

The Academic Senate Student Advisory Committee (SAC) met on March 5, 2021.

Members and guests present were: Dean Ronda Miller, CIO Bill Garlick, Alex Azima, Amalia Gonzales, Fran Krempasky, Joann Silsby, Chris Smelker, Mark Stevens, Matt VanCleave, and Veronica Wilkerson-Johnson

We welcomed Dean Ron Miller, CIO Bill Garlick, and Professor Joann Silsby to our discussion as we shared background on current LCC website concerns and Chat Bot/Chat Box recommendations.

**Thanks immensely to Matt VanCleave for the following notes of our discussion:**

SAC 3/5/21

Rhonda: History of chat bot.  Most institutions use artificial intelligence.  They looked at a couple of companies that service educational institutions.  You can pre-load info in or have a person behind the box.  Budget became the issue.  The question is: what areas do you want to have answers to?

Bill: Marketing may have info about which search questions/themes are most often entered on the LCC website.

Alex: you can have Google search your institution’s site.  At what point can the customer choose to talk to a live person?

Rhonda: one of the packages allowed the bot to switch to a live person

Bill: we don’t have anything that approaches a virtual assistant at this time

Bill: Review of search terms students use.  **The tools that IT has to figure what students are looking for is not very interactive.  This committee has the chance to make this process much more interactive: Did your search reveal what you are looking for?**

Alex: Focus group of students to figure out what they are looking for

Bill: There’s a gap at the college that this committee could facilitate.  First, I have troubles with finding x, y, z and who can I come to with this problem?  Second, if IT is providing technology for our students, are we serving our students well?  Are the products that we are considering buying the ones that our students want and need?

Amalia: **might we use FaceBook to get student feedback to inform what is needed on the IT front?**

Bill: what mechanisms do we already have in place to get student feedback?  D2L, success coaches, etc.

Fran: What about the website feedback button on the main page of the website?  **Are there usability studies?**

Bill: **Can we get a group of engaged students to do some product testing to inform the process of purchasing virtual assistant software?**  A usability study.

Veronica: two subcommittees: usability study, IT data that informs what students are looking for.  **Perhaps three subcommittees or tasks?  What are they?**

Mark: **can we get data from the help desk** that helps directs what questions students most want?  Perhaps we should start here?

Bill: we already collect info about what are the most common questions.  When those questions recur, they publish a knowledge base article on the topic.

Bill: important not to lose the specific feedback from students (like Amalia).

Amalia: it’s been very hard to connect with students respond to her reaching out.

The Committee will discuss broadly the following tasks which we are exploring in preparation for our next meeting on Wednesday, March 24, 1:00-2:00 p.m.

1. Creating a student web impact group, student viewpoints
2. Study/input on website usage data (monitoring clicks, et.al.)
3. Help Desk input, other places where we can obtain data

Respectfully,

Veronica

### Appendix III

### Budget Committee Charter

#### Purpose

This standing committee of the Academic Senate will provide faculty input and advice to the administration concerning priorities in the College-wide deployment of capital or financial resources and provide a voice for programs concerned about budgetary issues, except as covered by the scope of collective bargaining.

#### Charge to the Committee

1. Represent the Academic Senate in providing input to the college early in the budgeting process before decisions are made regarding educational issues, capital improvements, and deployment of financial and human resources (including grant funding).
2. Make recommendations to the administration concerning issues of college-wide priorities and participate in budget development meetings as decisions are being made and before a final budget is submitted to the Board of Trustees.
3. Provide input regarding Full-Time Faculty Prioritization.
4. Encourage all faculty and administration to participate in a continuous quality improvement model for a collaborative and transparent budget-building process.
5. Represent the Academic Senate and facilitate dialogue among the Academic Senate, administration, and faculty throughout the budget process to encourage ongoing dialogue in budget meetings, particularly at the program, department and divisional level.
6. Alert Academic Senators to key points in the budget cycle and equip senators to participate in conversations with their program leads, department chairs, and deans.
7. Assist faculty and departments in understanding the importance of Program Operating Plans and their impact on budget.
8. Be a resource to the Academic Senate regarding the budgeting process and the ongoing budget cycle.
9. Represent the Academic Senate at budgetary meetings with labor coalitions and special meetings.
10. Represent the Academic Senate at Program Review meetings.
11. Provide input and advice to the Academic Senate, deans, other divisional leadership, provost, and college president, as increased investment, as reallocations, cuts, or adjustments are made.
12. Provide a voice for those in the LCC community, including dissenting views, through regular analysis and discussion of budget priorities with senior leadership should budgetary issues arise.
13. Take on special projects related to budgetary issues as requested by the president of the Academic Senate or provost and approved by the committee.

#### Membership

* The Chair must be a faculty member of the Academic Senate.
* The Chair and Vice-Chair will be appointed by the Academic Senate President from amongst the membership of the committee.
* 70% teaching faculty (fulltime and/or adjunct)
* A minimum of 4 Academic Senators.
* Representation from each division of the College will be encouraged
	+ Arts & Sciences (3)
	+ Health & Human Services (3)
	+ Technical Careers (3)
	+ Community Education & Workforce Development (1)
	+ Student Affairs (1)
	+ Non-teaching members
* Ex-officio Members
	+ Academic Senate President per Senate Bylaws
* Resource Members
	+ Chief Financial Officer and/or designee(s)
	+ Other members as necessary

#### Member and Chair Selection

Will be appointed by the President of the Academic Senate

#### Term/Rotation

**Term**
A maximum of 6 years

**Rotation**
Stagger every 3 years

#### Charter Approval

The above charter was approved by the Academic Senate on 3-26-21

### Appendix IV

# Small Group Discussion 3-26-21

To ensure full Senate input on College-wide initiatives, processes, procedures, etc., Senators will be appointed to College-wide committees as liaisons to/from the Senate. The small group work for today is to discuss Senator expectations and guidelines, that support the goal of Senate input on College-wide committee work.

1. What should Academic Senate “input” look like on college wide committees?
2. What should the expectations of Academic Senators be when they “represent” the Academic Senate on a college wide committee?
3. How should Senators on College-wide committees liaison or interact w/the full Senate?

Please choose a scribe for your group. The scribe will be responsible for collecting all the feedback and forwarding it to Eliza Lee (leee21@star.lcc.edu). She will consolidate all comments and forward them to all Senators present