Lansing Community College

Academic Senate Meeting

November 6, 2020, 9-11 am, Virtual Via WebEx

**Present**: Kabeer Ahammad Sahib, Marvin Argersinger, Alex Azima, Alandis Baker, Mark Bathurst, Mackenzie Caksackkar, Michelle Curtin, Tim Deines, Monica Del Castillo, Nancy Dietrich, Paige Dunckel, Bill Garlick, Courtney Geisel, Amalia Gonzales, Gerry Haddad, Leslie Johnson, Heidi Jordan, Mark Kelland, 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, TeAnna Taphouse, Jon Tenbrink, Matt Van Cleave, Denise Warner, Nancy Weatherwax, Sally Welch, Kent Wieland, Veronica Wilkerson-Johnson, Melinda Wilson

**Absent**: Joe Barberio, Matt Boeve, Sarah Garcia-Linz, Dawn Hardin, Richard Williams,

1. Call to order- 9:02AM
2. Roll call – 9:02AM
   1. Quorum acknowledged.
3. Approval of agenda – 9:03AM
   1. Bylaws amendment IX.
   2. Approved as amended.
4. Approval of minutes- 9:03A
   1. Approved without objection
5. Public comments – 9:03AM
   1. Senator Monica Del Castillo – Counselors having an event. Opportunity for discussion. Navigating Relationships on Interstate COVID-19 November 18, 1-2 & November 19, 10-11. This event is open to everyone!
   2. Student Dakeyia Scott – Students professional use of emails. Students are using email a lot more than beforehand. Trend of students not knowing how to write emails. Not only professional emails but email etiquette. Is it possible to teach how to write a professional email? Could it be added to curriculum? It can go a long way. When students leave and go to a university, they are at a disadvantage. A lot of Text Talk.
   3. Senator Leslie Johnson – Request from constituent. When will it be possible for faculty to change their TUID. TUID and Email may look nothing like their name.
      1. Chief Diversity Officer Dr. Tonya Bailey - Good Morning the website has instructions on what students and employees can do to use their preferred name. <https://www.lcc.edu/diversity/preferred-name.html>
6. President’s report – Michelle Curtin
   1. Budget committee chartering team is meeting next week. Hoping to have Draft shortly.
   2. Senate provides input on allocation of new faculty positions. Two new representatives from the Senate on this team. Dawn Hardin and Paige Dunckel.
   3. Great attendance with virtual meetings. Attendance does not mean participation. Encourage all senators to provide comments and input.
7. Provost’s report
   1. Committee reviewing safety plans is reviewing the spring safety plans. Executive leadership team met to discuss the virus. Still in phase 1.
   2. Bookstore questions are still being investigated.
   3. Board Resolutions, academics up for Equity action plan in November. Faculty and admin are writing this.
   4. Strategic planning process. Moving towards next strategic plan. Asking for volunteers soon.
8. Consent agenda
   1. Curriculum committee
      1. Prop Proposed New Program(s) of Study:
         1. None
      2. Proposed New Courses:
         1. None
      3. Proposed Course Revisions:
         1. None
      4. Proposed Expedited Course Revisions:
         1. ACCG 100 – Practical Accounting for Non-Major
         2. ACCG 101 – Accounting Info for Management
         3. ACCG 221 – Intermediate Accounting II
         4. ACCG 230 – Cost/Managerial I
         5. ACCG 241 – Federal Income Tax II
         6. ISCI 121 – Integrated Science for Education I
         7. ACCG 220 – Intermediate Accounting I
      5. Proposed Program of Study Discontinuations:
         1. None
      6. Proposed Course Discontinuations:
         1. None
   2. Approved without objection
9. By-Laws Amendment
   1. Vote on suggested amendments to the Bylaws at the last meeting.
   2. Motion to approve amendments – Senator Mark Kelland

Second by Michelle Curtin.

* 1. Vote by Poll
  2. Approved without objection.

1. Pathway milestones – Academic Affairs Program Manager Rafeeq McGiveron
   1. Pertaining to presentation made on 10-9. See PPT in O drive for refresher.
   2. Document made to get feedback from programs. Senators should take this back to their constituents to get input and bring it back to a future Academic Senate meeting.
2. Student choice discussion: student resources and supports
   1. Senator Amalia Gonzales – No information for next semester being online. There isn’t really anything out there about the options. Students need to know options. F2F, online, hybrid, etc.
   2. Senator Mackenzie Caksackkar– Propose LCC bring to light the resources that LCC has for online students. It was frustrating trying to find resources. Didn’t know how to get to success coach or know what learning commons was. Bringing awareness to current resources is crucial. When students are informed, this can potential reduce the equity gap. Not just at orientation, needs to be consistent throughout the semester. 1. Professors can post resources throughout the semester. 2. Professors can educate students on the resources. 3. Make it appealing to students.
      1. Senator Mark Kelland – Improved links, it’s on landing page but not in individual courses. Have to go back out to the landing page. Counter intuitive.
      2. Senator Monica Del Castillo – Resources are top notch but disconnect on marketing. Need to connect with students on what they want and will pay attention to.
      3. Senator Tedd Sperling – Advocating for a help button on LCC web page. Every time students log onto D2L, button shows all the services we offer. Button or link on the front that is noticeable.
      4. Senator Kabeer Ahammad Sahib – Resources to D2L page. Can make announcement for Learning Commons. Can go through all the resources on front page. Points for using Learning Commons. Encourage students to use the resources.
      5. Senator Ronda Miller – We are always looking at how we make things accessible. Welcome opportunity to meet with senators to address lack of communication. Worth visiting how we can keep resources in the forefront of students mind.
      6. Senator Amalia Gonzales – Holding more events or more advertising. How do we get students to be more interactive? Social media could play a big part.
      7. Adult Resource Center, Support Specialist Brendan Hamilton – Is there any way we can meet students or make research. Identify into groups. Many students don’t know that there is help out there for them.
      8. CMS Instructional Design, Multimedia, and Technology Specialist Chris Richards – E-learning is always looking at ways to improve the student experience. Would love to work with student senators to get input. What areas of D2L we can leverage. Newsletters, training sessions, posts. Student resources out there need to advertise.
      9. Senator Jon Tenbrink – Urge caution to not oversaturate and over communicate where students tune out.
      10. Senator Veronica Wilkerson-Johnson – When we talk about the resources, information is power. Share with students on D2L on regular basis.
      11. Senator Mark Stevens – Navigating LCC web page. Should be on the front webpage for potential students. Buried at the bottom is help desk. Not just D2L but main LCC page.
      12. Senator Ronda Miller – Recognize the academic success coaches. Chatbot got derailed by COVID.
      13. Senator Mackenzie Caksackkar – Too much content. Many of the things that are sent out are lost. Email Fatigue. Posting things on the website for future LCC students is a good idea.
      14. Senator Mindy Wilson – Really important issue. Maybe senate should create a work group. A Student resource work group.
3. Achieving the Dream position statement
   1. See Appendix I
   2. Senator Leslie Johnson – Important the adjunct are compensated.
   3. Senator Michelle Curtain – Not in the purview of Academic Senate to discuss compensation. That is MAHE
   4. Senator Jim Luke – Not just the adjunct. Full time faculty are burning through their 32 days. We can pay ATD but we cannot pay faculty does not seem right. Saying people should be paid for the time that they work is not a MAHE issue.
   5. Senator Veronica Wilkerson-Johnson – Would it be inappropriate to change the last bullet to say compensation for full and part time faculty.
   6. Senator Jim Luke – Acknowledge that it takes time and there isn’t an endless amount of time.
   7. Senator Veronica Wilkerson-Johnson – Motion to add “and fairly compensated” in front of adjunct faculty.
      1. Approved without objection
   8. Senator Matt VanCleave – Motion to add “Importance of addressing the workload of full-time faculty.”
      1. Approved without objection.
   9. Position Statement approved without objection
4. DEI discussion
   1. Chief Diversity Officer Dr. Tonya Bailey - Going forward, looking at how to address these issues together. Faculty will be crucial. Intentional engagement of faculty. Taking the suggestions very seriously. Further engagement is part of the plan.
   2. Senator Michelle Curtin – What are thoughts about more intentional questions about how students feel about being engaged and inclusiveness in classrooms? What about a midterm set of questions?
   3. Senator Mark Kelland – Diversity, equity, and now inclusiveness. Appreciation of how students feel in their classrooms is very important to know.
   4. Senator Paige Dunckel – Has a midterm survey to check in on the class.
   5. Senator Kabeer Ahammad Sahib – Always looking at positive, need survey of what students don’t like. How are they discouraged by their instructors?
   6. Senator Leslie Johnson – Desperately need to know why students drop or disappear. Equity gap and being able to intervene is knowing why students disappear from a course. Probably outsides forces but how can we help. We need to find a way to know what is happening beyond the classroom.
   7. Senator Alex Azima – Sometimes companies have exit interviews. Could we do something similar to this?
   8. Senator Mackenzie Caksackkar – Lack of communication between the student and the professor. When there is a lack of communication, they aren’t reaching out, professor might not be responding. The unawareness of the resources is a big part of it. Reach out to students. Make students not want to give up.
   9. Senator Amalia Gonzales – Dropped a class last week. It’s about what happens in personal life. Got worn down with motivation. Don’t know what’s happening back home. Some might not reach out to a counselor. Have counselors or success coaches reach out more.
   10. Senator Ronda Miller – Success Coaches can mitigate some of the withdraw risk. In this current climate, students are facing a lot of stress. Personal stress. School is often not their number on priority. Support students.
   11. Senator Jim Luke – Surveys can be a lot of energy for a lot of nothing. Feedback depends on if students feel safe enough to answer. If students don’t feel safe, only getting back garbage. Syllabus sets the tone for safety, put student on the defensive. All start with idea that students shouldn’t be trusted. Course evaluations are biased, particularly against female instructors.
   12. Senator Alex Azima – Teaches ORT to make as similar to face to face as possible. Try to reach out to students as best can but don’t always engage. Students don’t always turn on video. Want to have connections. Should this be demanded?
   13. Senator Amalia – One instructor requires. It is important to have interaction and likes this.
   14. Senator sally Welch - Can't demand it. There could be some very specific reasons that are private for not turning on their camera.
   15. Senator Bill Garlick - Bandwidth issues exist and some cannot do video, speaking from the general experience of employees.
   16. Senator Mackenzie Caksackkar – When professor reaches out through D2L email it is helpful. Asking students how the course is going can be crucial.
   17. Senator Matt VanCleave – Hard to see what students are discussing when screen is off. Once student turns camera, usually leaves on. Don’t demand the camera on, earn it. When students feel comfortable and trust you they will turn on camera. Engaging makes students feel comfortable. Engaging on discussion boards. Not a face-to-face thing but its personal. Feedback on assignments.
   18. Senator Tedd Sperling – Not every student has the internet connection to have the speed. Do not require the students, encourage students. Encourage students, check in on students. Engagement them in conversation.
   19. Senator Leslie Johnson – Look at barriers that prevent faculty students relationships. Some is technology, some is time. Get adjuncts access to a phone and text messages. When LCC went down, can still contact. If you want equity for students, need equity of access for adjuncts.
5. Assessment percentages on course proposals
   1. Postponed
6. Potential future agenda items
   1. None
7. Motion to Adjourn
   1. Motion by Senator Veronica Wilkerson-Johnson
   2. Second by Kabeer Ahammad Sahib
   3. Adjourn 10:53AM

***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

Academic Senate

Lansing Community College

October 23, 2020

Position on LCC joining a National Network

Lansing Community College favors joining a national network in support of equity and student success.

The Academic Senate recommended Achieving the Dream with the following considerations noted:

* Commitment that the Academic Senate will be proactively involved in any decisions involving faculty.
* Commitment to long term sustainability in the national network.
* Initiatives should be focused with a clearly structured framework.
* Acknowledgement of past struggles in national networks in order to decrease faculty and staff burnout.
* Student Success and Student Support Services will be at the forefront of decisions.
* Faculty and staff will be involved in decision making processes, and will be supported in their work by administration.
* Importance of engaging and fairly compensating adjunct faculty.
* Importance of addressing the workload of full-time faculty.