# Lansing Community College

# Academic Senate Meeting

# December 4, 2020, 9-11 am, Virtual Via WebEx

**Present**: Kabeer Ahammad Sahib, Marvin Argersinger, Alex Azima, Joe Barberio, Mark Bathurst, Matt Boeve, Mackenzie Caksackkar, Tim Deines, Monica Del Castillo, Nancy Dietrich, Paige Dunckel, Sarah Garcia-Linz, Bill Garlick, Courtney Geisel, Gerry Haddad, Leslie Johnson, Heidi Jordan, Mark Kelland, Lyndia Klasko, Frances Krempasky, Eliza Lee, 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, Richard Williams, Melinda Wilson

**Absent**: Alandis Baker, Michelle Curtin, Amalia Gonzales, Dawn Hardin, Megan Lin, Leigh Szedlak,

1. Call to order – 9:03AM
2. Roll call
   1. Quorum was met.
3. Approval of agenda – 9:04AM
   1. Approved without objection
4. Approval of minutes – 9:05AM
   1. Approved without objection
5. Public comments
   1. Senator Monica Del Castillo – As vice president, Monica will be running the meeting since President Michelle Curtin cannot attend. Monica asks for thoughts and prayers for Michelle’s son who is in the hospital.
   2. Senator Denise Warner – Thanked LCC Admin for restoring funding for non-credit EOL Level 3. Shared flyer on new program for 2021.

## President’s report

* 1. Deadline for applications to be on ATD Steering Committee is December 10th.
  2. Update on professional student emails. We are still looking into that. Waiting on a few people and trying to get ideas.
  3. Self care is important. Many months into COVID, but also holidays coming up. It can be very overwhelming. Make sure to take care of yourself. LCC has many resources.

## Provost’s report

* 1. Emergency Team – Going to stay in stage 1. Stage 1 means we can have limited face to face, no student services, and majority of people will stay home. Will reevaluate at end of December.
  2. December 21 go no go date for face to face classes in Spring 2021. Depends on executive order from Governor. May not be able to make one until January
  3. Two Q&A sessions for ATD. Today at 11:30 and Monday at 5:30.
  4. Live sessions of PD days. Talking about planning and strategic planning in the college. New strategic plan in January.

## 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. ARTS 103 – Spatial Dynamics I
        2. ARTS 105 – Adobe Photoshop for Non-Majors
        3. ARTS 131 – Drawing I
        4. ARTS 132 – Figure Drawing
        5. SIGN 268 – Sign Internship II
     5. Proposed Program of Study Discontinuations:
        1. None
     6. Proposed Course Discontinuations:
        1. None
     7. Other Business:
        1. General Education-MTA Course Proposal for Science APPROVED
           1. ANTH 280 – Forensic Anthropology
  2. Approved without objection

## Budget Committee Charter Draft Review - Mark Kelland

* 1. See Appendix I.
  2. Senator Matt VanCleave – Under charge 7, what would be a dissenting view that is inappropriate. It reads differently.
     1. Senator Mark Kelland – The committee may not have dissenting views.
     2. Senator Matt VanCleave – I make a motion to cross out “as appropriate”
        1. Senator Jim Luke – Second
     3. Senator Eliza Lee – Adding the “Chair and” under membership being appointed.
        1. Senator Tamara McDiarmid – Second.
        2. Vote by Poll on two amendments.
           1. Approved as Amended.
  3. Senator Jim Luke – Our budget process is not a 0 based type thing. Where every year you figure out what to collect on such as a household. There is a people budget, or authorized decisions. VMRT (Vacancy Management Review team) team meets and is kind of separate from annual budget process. Once the VMRT makes decisions and authorizes certain positions to exist, that drives the financial budget part. VRMT makes decisions that are priority. VRMT should not be divorced from this budget committee.
     1. Provost Sally Welch – VMRT looks at whether positions should be filled our vacated. It has salary information that should not be used outside of that committee. CFO is good about telling that team that if there is no money, those positions cannot go forward. Positions that come from VMRT are not necessarily from us but from the Deans.
     2. CFO Don Wilske – Certain discussion in that group that are very high and confidential. We don’t look at adding new positions lightly. We try to offset that against something else. Get as close to a 0 sum. Also look at temporary positions. Clear relationship between operating budget and this team.
     3. Senator Monica Del Castillo – Academic side and services side both fall under provost and that is good. For years it seemed like a disconnect. Academic side seemed to have better reasons to be funded. Good idea to have them together because more collaboration to occur.
     4. Senator Jon Tenbrink – We settled on all encompassing language on where this committee should have a voice.
     5. HR Executive Director James Mitchell - Charter of Senate and MAHE collective bargaining agreement, Academic Senate should concentrate on financial issues on college wide deployment except for collective bargaining. Workload and individual positions is under collective bargaining. VMRT falls outside the scope of the senate.
     6. Senator Monica Del Castillo – Motion to refer back to committee
        1. Senator Veronica Wilkerson-Johnson – Second
        2. Approved without objection.

## History Department DEI discussions - Past President Jeff Janowick

* 1. Past Academic Senate President Jeff Janowick – Identify both problems within programs and the solutions are going to be unique as well. Issues in History are going to be different than other programs. Going to discuss broad approaches that may be applicable across programs.
  2. Started Equity back during PQIP. Focused on Gateway courses. Moved into Faculty Institute.
  3. A lot of what they did was broad based. We don’t have singular concept.
  4. Program needs to know themselves. Mindset is everything. Don’t be a gatekeeper, don’t keep from riding the ride. How do we help students achieve those outcomes. Mindset changed what they did.
  5. Changed how distributed grades across semester. 3-4 heavy assignments. Spread it out so students have an early assignment and get feedback early. It’s not that they can’t do it, it’s that they haven’t been ask to do it. Students crave feedback.
  6. Decided that the way to do this is to talk about teaching. Every 2-3 months just talked about teaching. Invited all full and part time faculty. Called it best practices, asked what everyone thinks they do well. Share content and teaching approaches. Also talked about what don’t teach well. Be vulnerable with each other.
  7. None of this works if you don’t include your adjuncts. 80% of classes are taught by adjuncts. Budget on how to pay adjuncts for this work. Best practices sessions don’t work if we don’t include adjuncts. They should be paid. Had about 2/3 of adjunct attend. People wanted to be there for more than the money. Shared the information with everyone.
     1. Senator Lyndia Klasko – Is paying your adjuncts reflective of your department? Anything I do that’s extra outside my teaching assignment I’m supposed to submit. Haven’t been at a place where I feel so appreciated and excepted. Don’t feel frustration that all adjunct feel. Maybe it’s a departmental thing with adjuncts.
  8. Changing the culture of the program. Seen improvement in student success. Have seen student success in black students. African American students are now achieving at level that all students were performing at 10 years ago. Think about these things and conversations about how we teach in our program. That’s what its going to take to move the bar.

## Chosen name and Equity Action Plan update - Chief Diversity Officer Tonya Bailey

* 1. CDO Tonya Bailey – We’ve moved from preferred name title to “Chosen name and Chosen Pronoun Policy”. Page is open. FAQ will be added soon. [Link to LCC Website on Chosen Name Information](http://www.lcc.edu/diversity/chosen-name.html) Provide information on where their name will be shown, template emails to instructors, contact information. Submitting training, HR helping developing LMS training on insight and information on the new policy. We will ask to share the information soon. Presentation in January for PD days.
  2. Office of Diversity and Inclusion want to partner with anyone who is interested in this work. Working with diversity champions. Will be part of strategic plan going forward. Redefining and definition of alignment. Invitation is open to everyone.

## Student use of video during WebEx classes – Discussion

* 1. Senator Leslie Johnson – Students should not be required to have students on. Class should have discussion on policy. So many more issues than bandwidth. Ask faculty to have discussion.
  2. Senator Tamara McDiarmid – Agree but will be some instances where need professionalism. For EMS, Michigan has cameras on. Could be a requirement for some of the trades because of some of the construction of our certain programs.
  3. Senator Alex Azima – Students suggest turning on camera to make more personal. Talk about how important it is to make personal connections with students. Not convinced. If class is offered ORT it should be close to face to face. Why would anyone want to do Ort other than wanted to make that connection online. Otherwise can video tape lecture and put on there.
  4. Senator Jim Luke – Disagree with Alex. Very much in the camp of we cannot require this for a lot of reasons. Great example of something that happens in senate. Something that is pedagogical, all of us weigh in on our opinion, then we go off and claim to be evidence driven. There are a lot of people out there who know a lot more. Demonstrated to be inequitable. There are programs like EMS that may need it, students need to know this upfront before they start the class. Base on research and not anecdotes.
  5. Senator Tedd Sperling – There should be privacy concerns, but it is nice to have face to face engagement. There are a lot of people who know about this than us. Ability to communicate and have technical equipment isn’t always available. Students have difficulty with access. No one size fits all.
  6. Faculty Bruce Farris - IMO a necessary step is to accept that online and even ORT cannot mimic what goes on in the regular, face to face classroom. We have to adjust our pedagogy and how we teach and relate to the students, just as we do with two different groups of students sometimes.
  7. Senator Matt VanCleave – ORT is hard to make as close to face to face as possible. Can’t make ORT into face to face. Unique problems. Can’t get around bandwidth equity issue. We know video helps, but there have to be trade offs. How can we get interaction in course without requiring cameras on?
  8. Senator Mackenzie Caksackkar – Don’t take ORT because don’t want to be on screen. Not there to bond with other students. If need to create relationship with professor will email them. Also video taping, people will take videos of classes and put on social media. Don’t want to worry about other people video taping her or being marked down for not having camera on. We are forced to take classes online already, don’t push the camera too. It can be really uncomfortable and a hostile environment.
  9. Senator Joann Silsby – Try to be understanding and flexible. Remember in Face to face we have students who hide in back, and that’s okay. Need to be sensitive to those students. Can interact through Chat always.
  10. Senator Kabeer – Would like to see the face of student to see if there is understanding. Seen diapers, and small children. Going into the private life of the student, which have no right to be. Like to teach to face but cannot mandate.
  11. Senator Mark Kelland – Address in Board policy of ethics and policy of employees. “Demonstrate respect towards others”. Generally having a trusting and supportive environment should be up to the student.
  12. Provost Sally Welch – Appreciate the honesty in the chat. There is no policy or mandate that students have to have their camera. Faculty cannot require students to have camera on. Exception can be online testing for certain programs. In general we should not be mandating that students have cameras on.

## Potential future agenda items

* 1. Revisit Budget committee charter
  2. Senator Jim Luke - How we phrase and describe our governance and faculty involvement in the governance. Significant disagreement about terminology, confusion of what’s in contract. Is it participatory, advisory, etc. Facilitate discussion, working in white paper on research and how is this viewed and how is this dealt with at other community colleges. Topic at bargaining table.
  3. How do we communicate college services to students? Brought up by student senators. SAC will be meeting and collaborating with student senators on this.

## Motion to Adjourn

* 1. Motion by Veronica Wilkerson-Johnson
  2. Second by Mark Kelland
  3. Adjourn 10:57AM

***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

### Budget Committee Charter Draft

#### Purpose

This standing committee of the Academic Senate will advise the administration on priorities in the College-wide deployment of capital or financial resources and provide a voice for programs concerned about budgetary issues.

#### Charge to the Committee

1. Encourage a continuous quality improvement model for a collaborative and transparent budget-building process.
2. Represent the Academic Senate early in the budgeting process and collaborate to reach necessary compromises.
3. Represent the Academic Senate throughout the budget process by participating in budget meetings, particularly at the divisional level.
4. Recommend priorities for the college before final recommendations are submitted to the Board of Trustees.
5. Participate in budgetary adjustments before any final recommendations are submitted to the Board of Trustees.
6. Provide a voice for those in the LCC community should budgetary issues arise.
7. Represent dissenting views as appropriate

#### Membership

* The Chair must be a faculty member of the Academic Senate.
* The 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. No Senator may serve on more than one standing committee per the bylaws.
* Members from each of the following Divisions
  + 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 (CDS?)

#### 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 CC charter was approved by the Academic Senate on….