# LCC Logo

# Academic Senate Meeting

# March 25th, 9:10-11 Virtual Via WebEx

**Present**: Marvin Argersinger, Tonya Bailey, Alandis Baker, Joe Barberio, Mark Bathurst, Elizabeth Clifford, Robyn Corey, Nancy Dietrich, Paige Dunckel, Bruce Farris, Gerry Haddad, Jeff Janowick, Susan Jepsen, Heidi Jordan, Mark Kelland, Lyndia Klasko, Eliza Lee, Megan Lin, Zachary Macomber, Tamara McDiarmid, Tricia McKay, Tracy Nothnagel, Louise Rabidoux, Chris Richards, Danielle Savory, Tedd Sperling, Mark Stevens, Jon Ten Brink, Denise Warner, Nancy Weatherwax, Sally Welch, Kent Wieland, Richard Williams, Melinda Wilson

**Absent:** Tim Deines, Sarah Garcia-Linz, Bill Garlick, Melinda Hernandez, Courtney Geisel, Summer Gilliam, Dawn Hardin, Frances Krempasky, Zack Phillips, Joann Silsby, Veronica Wilkerson-Johnson,

1. Call to order – 9:10AM
2. Roll Call – 9:10AM
3. Approval of Agenda – 9:11AM
	1. Post pone Resource Management to next meeting
	2. Add Cheryl Garayta and Faculty Credentials to number XI.
	3. Approved without objection
4. Approval of Minutes – 9:11AM
	1. Approved without objection

## President’s Report

* 1. Reminder of Robert’s Rules of Order from last meeting.
		1. Motions can be made by any Senator, and at pretty much any time provided they’re on topic
		2. Motions require a 2nd to go anywhere. If a 2nd doesn’t come, the motion is DOA.
		3. Comments should be restricted to the topic at hand.
		4. Keep comments brief (under 3 minutes) and addressed to the Presider, not other members
		5. Voices who have not yet been heard on a topic will be given priority.
	2. Active participation in meetings is encouraged. Ask questions and get in the habit of voting.
	3. Summer meeting tentatively scheduled for July 15th.
	4. Approved without objection

## Provost’s Report

* 1. In The Star, graduation is voluntary but in person.
	2. Language change in online education. This does not change schedule types. Distance education will be changed to meet HLC requirements.
	3. Approved without objection.

## Strategic Plan Committee Reports

* 1. Competitiveness and Innovation – Senator Mindy Wilson
		1. See PowerPoint.
			1. Working definition of Competitiveness and Innovation.
			2. Purpose of PIE (Program Innovation Exchange) teams projects is so innovation can thrive and survive. Get all parts of the college in the room at the beginning of the conversation.
			3. Have had 2 college wide innovation exchanges. A lot going on at LCC.
			4. Watch The Star for future updates or check out the Innovations Website.
		2. Approved without objection
	2. Resource Management – Senator Joe Barberio
		1. Postponed

## Consent Agenda

* 1. Curriculum Committee Report
	2. Approved without objection

## Elections Update – Senator Eliza Lee

* 1. Ballots are out and due April 1st

## IRB – Senator Mindy Wilson

* 1. See IRB Document.
	2. Issue of is this required and do I have to do it (when given survey).
	3. Best practices for surveys and studies. Make it as easy as possible with people taking the survey being well informed about confidentiality and knowing it’s voluntary. Gathering information isn’t necessarily under data area. Purpose is no adverse consequences for students or faculty when doing surveys.
	4. [Human Subjects Institutional Review Board](https://www.lcc.edu/consumer-information/institutional-review-board.html)
	5. Senator Bruce Farris – Are classroom and course evaluations included in this? Because some faculty give points for the surveys.
		1. Will discuss with Matt Fall.
		2. Karen Hicks – Course Evaluations are not research so IRB is not required for course evaluations.
	6. Motion to accept the report
		1. Motion by Senator Tamara McDiarmid
		2. Second by Senator Mark Kelland
		3. Approved without objection

## Faculty Credentials – Director of Academic Quality Cheryl Garayta

* 1. Data base of additional credentials used for faculty to teach certain courses. Have a report that can list faculty credentials and feed to HLC. This is an HLC required. Problem is it is being pulled from spreadsheets.
	2. We only asked credentials that faculty were teaching in 2015. We know faculty have degrees beyond that one course. We need a faculty directory from banner that shows all faculty credentials that faculty hold.
	3. We need to verify what people have. In the next few weeks, your division reps will be sending out emails to verify what is in banner. Are there additional credentials that need to be listed? Trying to reach out to everyone including faculty, academic professionals and some admin. Anyone where credentials feed into the job.
	4. Motion to approve the report as presented
		1. Motion by Senator Mark Kelland
		2. Second by Tamara McDiarmid
		3. Approved without objection

## Late Enrollment – Dean of A&S Andrea Hoagland

* 1. See PowerPoint.
	2. Most faculty allow late enrollment. Would like to move to students late enrolling themselves for the first week. Current process is thousands of emails and all support staff cover it.
	3. Registrar working on way to notify instructors when students add late.
	4. Student will be notified they may have missed work that cannot be made up. Instructors not required to let students make up work.
	5. Motion to postpone and receive feedback from constituents
		1. Motion by Senator Tamara McDiarmid
		2. Second by Senator Alandis Baker
		3. Approved without objection

## Achieving the Dream –Livingston Center Coordinator Barb Line

* 1. See PowerPoint
	2. Want students’ academic journey to be easier. Evaluated the student life cycle. Looked at an equity lens especially in communication.
	3. Coordinated Communication plan that follows the student life cycle. Prospective student, applicant, admitted, oriented, and learners.
	4. Created a Project Charter based on this. Working in a committee to collect communication across campus.
	5. Creating a master data collection tool sorted by student lifecycle stages. Have broken into teams that focus on the lifecycle stages. Identify redundancies and evaluate for inclusive language.
	6. Motion to approve and encourage the continuation of the project
		1. Motion by Senator Eliza Lee
		2. Second by Senator Tricia McKay

## Academic Master Plan – Provost Sally Welch

* 1. See PowerPoint.
	2. Use this plan to be aspirational, where do we want to be in the next few years. Reprograming, new spaces, etc.
	3. Strategic Plan is overarching plan: Academic Maser plan, campus master plan, capital outlay plan, federal agenda, grant strategy plan.
	4. Academic Master Plan has 2 focuses this year, innovative program development including DEI, intentional space design or redesign.
	5. Will revisit this many times this semester.

## “We’re Better Than THAT” Pledge – Senator Jon Ten Brink

* 1. [We're Better Than That webpage](https://www.lcc.edu/diversity/were-better-than-that.html)
	2. Lively discussion at the Board of Trustees.
	3. Will continue discussion next meeting.

## Public Comments

* 1. Faculty Marv Helmker – Appreciate the senate providing the opportunity for survey on late enrollment. Concerns around HHS programs, it would be detrimental for students and faculty for students coming up to a week late. Will save bulk of comments for survey
	2. Historian Jeff Janowick – Student innovation even called [StarScapes](https://www.lcc.edu/starscapes/). Continued it over Pandemic. We haven’t had an in person event in a while, so we are digitizing this. Can see old presentations and can do new presentation. Easy way to have students share work in public event. Good for capstone assignments. Let the rest of the college community see what is available. This came out of the innovation team, had a steering committee for many years. We would benefit from new blood. Has been same people for several years, need new eyes. [StarScapes Presentations](https://starscapes.openlcc.net/presentations/)

## Potential Future Agenda Items

* 1. None

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.