# LCC Logo

Academic Senate Meeting

# September 24th, 2021, 9-11 Virtual Via WebEx

**Present**: Marvin Argersinger, Joe Barberio, Mark Bathurst, Tim Deines, Nancy Dietrich, Paige Dunckel, Bruce Farris, Sarah Garcia-Linz, Bill Garlick, Courtney Geisel, Amalia Gonzales, Gerry Haddad, Dawn Hardin, Melinda Hernandez, Jeff Janowick, Susan Jepsen, Heidi Jordan, Lyndia Klasko, Frances Krempasky, Eliza Lee, Megan Lin, James Luke, Tamara McDiarmid, Tricia McKay, Tracy Nothnagel, Louise Rabidoux, Chris Richards, Joann Silsby, Jon Ten Brink, Denise Warner, Nancy Weatherwax, Sally Welch, Kent Wieland, Veronica Wilkerson-Johnson, Richard Williams, Melinda Wilson

**Absent:** Tonya Bailey, Alandis Baker, Robyn Corey, Mark Stevens,

1. Call to order – 9:01AM
2. Roll Call – 9:01AM
3. Approval of Agenda- 9:02AM
	1. Approved without objection
4. Approval of Minutes – 9:02AM
	1. Approved without objection

## President’s Report

* 1. Thank you to Senator Lyndia Klasko as she leaves the college.
	2. Welcome to student senators Amalia Gonzales and Summer Gilliam.
	3. Penny Tucker has been active in updating Senate website. Huge thank you to her.
	4. LCC hosted COVID vaccine clinic. Will be a follow up clinic
	5. Dean Andrea Hoagland is looking for more people for strategic plan groups.
	6. Academic Master Plan Survey is still out. Hoping to collect ideas for programs growth and ideas, as well as budget. Will be used to make campus master plan. Include goals and aspirations for area.

## Provost’s Report

* 1. Academic Master Plan Survey’s went out last week. 3 weeks to complete them. We want to know your ideas and thoughts. Builds into campus master plan.
	2. Oct. 6th, site visit from ATD coaches. Looking for faculty to be a part of focus groups. Student session from 2:15-3:45. I'm looking for faculty for the ATD site visit focus group at either 11-12 or 12:30-2

## Student Senators Report – Senator Amalia Gonzalez and Senator Summer Gilliam

* 1. Student Senator Amalia Gonzalez - Student senator last year. General Associate’s degree. Hoping to go into social work. Leads Mindful Mondays at Caesar Chavez Center. Share about Mindful Mondays with students. Practice mindfulness and meditation.
	2. Student Senator Summer Gilliam – Second semester at LCC. Interested in student mental health. Looking to set up a booth or anonymous box to get input from students for Academic Senate.

## Standing Committees Report

* 1. Budget Committee, BC – Senator Denise Warner
		1. Budget Committee has been added to Website. Meet every Senate meeting week from 8-9. Have 13 members. Looking for HHS rep. Latest accomplishment approved new form for Program Operating Plans. Sept. 15th members were invited to meet with James Mitchell, Don Wilske, and Provost Sally Welch. Talked about the budget conversation that went to the Board on Monday. Wanted to let BC know about the proposal going to the Board about 14 million dollars not spent. Appreciate being invited.
	2. Student Advisory Committee, SAC – Senator Veronica Wilkerson-Johnson
		1. See Appendix I.
		2. Working on establishment for student website for resources. Engage more with students. Excited to welcome new student senator Summer Gilliam. Really proud of website. Hoping to have click resource page. Also working on LCC food and hygiene pantry. If interested in donating please email Veronica Wilkerson-Johnson.
		3. Senator Sarah Garcia-Linz – Not official hygiene pantry but in the meantime can send to Academic Success Coach.
	3. Senate Oversight And Review, SOAR – Senator Jon Ten Brink
		1. Discussed US mandate for vaccines. Several weeks until we know more about that. Will bring more information when we know. Brainstorming civic engagement, faculty leadership training, and scheduling.

## Consent Agenda

* 1. Curriculum Committee
	2. Approved without objection

## Fall Elections Update – Senator Eliza Lee

* 1. Ballots are out for Member At-Large, SSH, HHS, and tutoring. Please encourage constituents to vote.

## Revisit Small Group Discussion – Senator Jon Ten Brink

* 1. See Appendix II
	2. Reviewed most common comments.
		1. Have a standing agenda item in department meetings.
		2. Discussion of shared drives, folders, D2L sites.
		3. Area senators can talk outside senate meeting.
		4. Something lost in Hot Topics. One directional communication isn’t enough.
		5. Little conversations go a long way.
		6. What do we communicate? When do we need to communicate at a deeper level?
			1. Senator Eliza Lee – Depends on department and how they communicate.
			2. Senator Heidi Jordan – Separate into programs. Some hot topics are not relevant. Can over inform especially with information is not relevant to them.
			3. Senator Joann Silsby – During Senate Meeting take own minutes. At staff meeting take hot topics and own notes.
			4. Student Senator Summer Gilliam – Important to talk to previous individuals, get to know someone and see what is most helpful for them. Social Media posts.
		7. How to bring topics from constituents to the Senate? Especially sensitive topics.
			1. Feel free to contact Executive Committee and things will be delivered anonymously.
			2. If you have a concern, good to run it past people like the executive committee.
			3. Anonymous suggestion box.
			4. Senator Susan Jepsen – Agree with this, need responsibility. Anonymous suggestion box doesn’t have any accountability. To be anonymous
			5. Senator Dawn Hardin – Gives a brief overview of what next senate meeting entails. Remind Senators that they can share or senator can share at the academic senate. Remind them about public comment too. If something is not on agenda, can also put something on agenda.
			6. Senator Rick Williams – Hard to get controversial issues in senate and hard to get good conversation. Would like to see it done fully and correctly.
			7. Senator Gerry Haddad – Perhaps making it an agenda item for constituents concerns.
		8. What does oversaturation of information look like? What should we be on the look out for? Prevent glazed eyes
			1. Senator Rick Williams – Highlight people’s names
			2. Senator Gerry Haddad – Emails should be crafted shorter
			3. Senator Rick Williams – Hot topics are brief and don’t show all the things we do in senate.
			4. Senator Bruce Farris - That is unavoidable to some point. Under communication to some point is over communication to others. You have to shoot for the middle. The hot topics does a good job.
			5. Senator Tracy Nothnagel – Thinking Goggle Doc, could collect anonymous comments. Could send the link out to everybody.
			6. Senator Paige Dunckel – The senate should market itself.

## Degree Works Update – Senator Tamara McDiarmid and Business Analyst for Degree Works Zachary Foster

* 1. We are in the process of evaluating our pathways, introducing new courses, revised courses and sometimes eliminating courses from our curriculums. There is a disconnect in the process that needs to be addressed.
	2. Zach Foster is the administrator with our Degree Works system that assists our students with understanding how they are getting their classes completed and how they get to graduation.
	3. There is a “law of unintended consequences” when a course is added or removed that does not just affect the major pathway that is listed, but any pathway the course is listed on as a potential course for a student to enroll in.
	4. We need to strive to make sure that some of these “unintended consequences” do not interfere with our student’s ability to not only understand degree works when they sign in.
	5. The flow chart that curriculum committee has made available for you to follow when submitting new, revised or discontinued courses is adding a step. Zach will be added on the front end of the process so he can be notified of the changes and can get ahead of the potential issues of building that in Degree Works.
	6. Would like to see us as faculty become more interactive with Degree Works, and Zach, to know whether our courses and pathways are creating some of these issues. Also training on TMS for anyone. Contact Zach at any time.
		1. Senator Joe Barberio – Run into with Degree works is how to they apply. Did you say there was training?
			1. Senator Tamara McDiarmid– In TMS and can request the training. It’s alphabetical.
		2. Senator Mindy Wilson – Huge fan of degree works. Have zoom meetings with students to show them how to use it. Helps students become more in control of their pathway.
		3. Zach Foster – introduce degree governance. Requirements for programs. It all depends on their pathway. It is a student by student issue but we want to make it work for everyone. Also want to look at unintended consequences, such as splitting a class in two. Trying to make a platform that is seamless, transparent, and easy to use.

## Small Group Discussion – Senator Jon Ten Brink

* 1. See Appendix III
	2. Discussion focused on future areas of concern and capital improvement areas.
	3. Answers should be emailed to Secretary Eliza Lee leee21@star.lcc.edu and a large discussion will occur at the next Academic Senate meeting.

## Public Comments

* 1. none

## Potential Future Agenda Items

* 1. Student Senator Summer Gilliam – Student Metal health.
	2. Senator Denise Warner – Be put on agenda to discuss future involvement in college level decision making. Refer back to charter.
	3. Senator Susan Jepsen – We lose participants when we go into small groups. Maybe do public comment before small group discussion.

***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 the Secretary of the Academic Senate, Eliza Lee

Appendix I

**Student Advisory Committee (SAC)**

## September 24, 2021 Report

The Academic Senate Student Advisory Committee met via WebEx on September 10, 2021, 11:30 a.m. to 12:30 p.m.

**Members present:** Veronica Wilkerson Johnson (Chairperson), Ashlee Stokes, Fran Krempasky (Technology Sub-Committee Chair), Ronda Miller, Alex Azima, Joann Silsby, Samantha Wigard, and Amalia Gonzales (Student Senator). Also attending Bruce Mackley and Jon Tenbrink.

Absent: Jess Stevens and Mark Stevens

We are excited to welcome our two Student Senators to SAC this semester, Amalia Gonzales and Summer Gilliam!

In their meetings with Academic Senate Secretary Eliza Lee, the Student Senators shared wonderful ideas to further student engagement on social media (Instagram, Snapchat, TikTok), and to improve student mental health, sharing the initiatives currently available at LCC. They also shared the idea of a SAC Webex logo for social media. The SAC Committee will work with Amalia and Summer to further these ideas.

The 9/10/21 SAC Committee highlights are as follows, Minutes provided by Senator Joann Silsby.

### 1. Updates and Discussion by Fran Krempasky, SAC Subcommittee Chair

* 1. Student Resources:
	Fran shared with the group that at the last SAC meeting, it was decided to continue the work on the student resources initiative, a subcommittee be formed to work on this during the summer. The subcommittee met several times to continue the work on student resources on the LCC web site, accessibility, and chatbot initiatives. The group mainly focused on ideas to update the LCC website for student resources and services, including the food pantry and career clothing and hygiene items. At the July 27th Subcommittee meeting, Jess, Ashley, Samantha, and Jo discussed ways to consolidate campus resources and community resources for students. These ideas are outlined in the minutes. Fran reported that at the last meeting we had ideas on the verbiage and specific topics for the initial home page of the student site. With those ideas, the group decided to talk with Bruce Mackley to see what he needed from us (e.g. a prototype) to incorporate these changes and that Fran would contact Bruce Mackley. Jess Stevens shared at the last meeting the [Services & Resources](https://lcc.edu/services/) website for review plus looked at the [Maricopa](https://together.maricopa.edu/community-support) website and to share with the group and Bruce the [Grand Rapids Community College](https://www.grcc.edu/students/student-life-conduct/get-help) website.
	2. Accessibility: As mentioned above, the subcommittee focused on student resources.
	3. Chatbot: Ronda Miller said she will follow-up on this item.

### 2. Update on LCC’s Food Pantry & Current Student Options

1. Samantha Wigard said that the Food Pantry will be ready by Spring.
2. Ronda Miller reported that there is a Taskforce for the Food Pantry that is looking at staffing and location for the panty. LCC is also looking at joining a collegiate food pantry group. A College Basic Needs Coordinator is also being looked into.

### 3. Updates from Student Senator Amalia Gonzales

1. Hygiene Pantry: There was a question posed earlier in the year about hygiene products being available in the bathrooms. Amalia reported she checked and they are all stocked evening the unisex bathrooms.
2. Food Pantry: Samantha added that the food pantry does have some personal hygiene products. (See update on food pantry below.)
3. Cesar Chávez Learning Center (CCLC): Several things going on at CCLC. (1) If students stop by and fill out a survey, they have a chance to win an IPAD; (2) CCLC will be celebrating Hispanic Awareness Week next week; and (3) Amalia will be holding meditation sessions for all students, employees currently at 2:00 pm on alternating Mondays.
4. TLC vending options: Ronda Miller provided some information on the food cards and that they will work in the vending machines. She reported that they still have around 44 food cards that are used for food insecurity for students. Initially they ordered 500 cards (225 for fall and spring semesters and the rest for summer semester. Samantha stated that students can inquire about a food card from their academic success coach or go to the success coach lounge. At West campus, Den Wilhelm distributes brown bag lunches and they also have vending machines. Coaches travel to Livingston and other campuses and can help students with food insecurity issues.
5. Student Senator recruiting: For getting student input, Alex said that SOAR talked about doing a Discussion Board that students could access for their input or do a WebEx session. Amalia said they have something similar to a discussion board in CCLC but it’s not very active.
6. Amalia added that she would still like the main goal for the group is to recruit students and also how to make the LCC web site easier for students to find the information they need.

### 4. Academic Success Coaches – Samantha Wigard

1. Update on food pantry (see above). Samantha also added that the Academic Success coaches do have some personal hygiene products. Students can talk to their success coach or just stop by the Academic Success Coach lounge and inquire at the front desk.
2. Reported they now have a new Academic Success Coach lounge located in 2204 TLC.

### 5. Bruce Mackley – LCC Marketing Department

1. Conducting an Audit:
	* Bruce reported to the committee that his department will be starting an audit on the LCC web site. He shared that the web site was re-designed about 7 – 8 years ago so is in need of an update. The audit would include identify current users, develop focus groups (e.g. offer $10.00 food card as incentive to participate), and locate information on the web site without doing a Google search. The audit should take about 7 to 8 months. They need a third web developer added to their team to help with all the tasks.
2. Currently 250,000 visitors per day access the LCC web site. Fran mentioned that since
SAC is looking at student web resources, this is good timing.
	* Bruce indicated they would be looking at internal and external presence.
	* They need to give students what they want to know which is: How much will it cost them, how long will it take, and what are the majors and careers LCC offers.
	* They did a survey prior and the LCC web site scored very high. Wanted to know if the site slowed students down in searching for information. It is important that if we see something that needs to be fixed on the site, say something, and fix it.
3. LCC Branding:
	* Alex Azima added that it needs to be student centered. Bruce and Alex mentioned how LCC was labeled in the past as “Last Chance College” and “Landscape Community College” instead of Lansing Community College. Alex assured the group that LCC does a great job in their academics so this perception needs to be changed.
	* Bruce added we (LCC) need a “brand.”

### 6. Upcoming Meetings:

* Future SAC meetings are as follows:
* Thursdays, 11:30am-12:30pm
* October 7
* November 4
* December 2
* December 16 (tentative per Academic Senate schedule)

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Respectfully submitted,

Senator Veronica Wilkerson Johnson

Appendix II

# Small Group Discussion 9-10-21

In an effort to be transparent and informative, we want to reach as many constituents as possible with Academic Senate information. Equally important is making sure the Academic Senate hears and represents the full diversity of voices that make up our college. Consider the following to help facilitate communication and give other senators ideas on informing their fellow colleagues.

1. **Discuss in your groups how you are currently receiving and disseminating Academic Senate information to your constituents. Remember each area is different.**

Misc.

* Email it to Division (CEWD)
* Sends to library – they have an internal google document shared with staff, reports out at staff meetings
* eLearning – shares with Director directly, more active role when directly related to D2L/eLearning, debriefs at team meetings
* Advising/ASCs – more informal sharing at team meetings – we really like google doc idea
* Sometimes unsure what information should be shared at Senate. If we hear trends (example is textbook confusion/concerns) – when is it appropriate to go to Senate? I (Sarah) am going to try to be a better Senator, sometimes I am uncertain what to share, what there is history behind, etc.

HHS

* The HHS Senators have been working together on this since last spring.
* The HHS Senators meet several times throughout the fall and spring semesters to develop a plan and come up with ideas for how we will communicate with and represent our HHS constituents. We appreciated the time to meet during the AS meeting, as it means we can cancel an upcoming HHS Senate meeting we had scheduled on September 23rd.
* HHS Senators have been assigned to represent and communicate with specific HHS programs.
* Each HHS Senator communicates via email and shares Senate info and updates with their constituents in their assigned HHS Programs.
* Each Senator will email the Hot Topics to their Programs after AS meetings, and be the point of contact for answering questions related to AS or bringing concerns, issues and topics to the Senate.
* HHS Senators will also submit AS highlights and information to be added to the HHS newsletter.
* Senator Tricia McKay shares AS updates and information at monthly HHS Program Director meetings.

SAM

* Science: Have already begun working on a method of dissemination – Bruce Farris compiles and Mindy Wilson sends out the Hot Topics.
* Discussion was made about the benefit of having a master site for the Science department to ensure that information not only from the Academic Senate is available for the faculty.
* Bruce Farris and Megan Lin presented additional options for information sharing – the concern of public accessibility vs private was also discussed.
* WordPress – feedback and comments; enable emails to be sent when updates are available for review.

IE & SSH

* Veronica Wilkerson-Johnson (at-large senator, also IE faculty) has been typing up notes and sending out the Hot Topics to IE. Her notes go out and we see no need to duplicate her efforts. It’s rare that we are approached by anyone after the notes go out. One-on-one conversations are more informative. Maybe we should have some time at department meetings/standing agenda item at each meetings.
* Nancy Weatherwax has given senate reports at SSH meetings and has distributed Hot Topics.

Tech Careers

* Pre-Meetings before Academic Senate meeting:
	+ A senator from Technical Careers ask the Dean if there is anything they would like us to bring forward/discussed at the Academic Senate meeting.
	+ All Technical Careers senators meet one half hour before each Academic Senate meeting to go over the agenda as a group and discuss any issues/topics needed.
* Tech Talk WebEx meetings
	+ Each Thursday our Dean, Cathy Wilhm, has a one hour “Tech Talk” WebEx meeting for all Technical Career (TC) employees in the division. This is where the Dean updates us on various things/updates. She always ask for an Academic Senate update.
* Various Methods for Disseminating info in each TC Department:
	+ Some report at Senate info at their respective department meeting
	+ Some senators text faculty if a topic relates to their specific area
	+ Email faculty if it affects their specific area
	+ Grab faculty in the hallway to relay information
	+ Some email out the Hot Topics document to their department
* Sent out Hot Topics to the Division
	+ The Hot Topics document is sent out to Tech Careers Division.

BCA

* Review during program meetings.
* Send out the Hot Topics w/added info to all the PFCs in area.
* Discuss during ASLT group meetings.

Member At-Large

* Senator Melinda Hernandez in the English Department, and I continue to send out the Hot Topics prepared by Senator Eliza Lee to the Department faculty and staff.
* Occasionally I include any additional notes of interest specific to our Department.

1. **For your area craft a plan on how/who will disseminate Academic Senate meeting information.**

Misc.

* CEWD = Nancy Deitrich /Rick Williams
* CACP/Student Affairs = Alandis Baker/Sarah Garcia-Linz
	+ We are going to ask to be put on the CACP agenda each month for Senate updates
* Fran Krempasky = library
* Chris Richards= eLearning

SAM

* Both science and math have this in place

IE & SSH

* Nancy Weatherwax distributes Hot Topics to SSH. Denise Warner and Tim Deines look for Veronica Wilkerson Johnson’s message to go out and if it doesn’t go out, we’ll send out the Hot Topics. If there’s a particular issue that relates to our area, we follow-up with our area.

Tech Careers

* Hot Topics Document is sent to Division
* Tamara McDiarmid, Academic Senate Vice President, works in TC so sends out the Hot Topics document to everyone in the division.

BCA

* We have a lot of people in our area who are Senators or who regularly attend senate meetings.
* Every standing Committee Reports?
1. **For your area craft a plan on how/who will receive input/suggestions/concerns from area constituents.**

Misc.

* Personalize it, make it relevant to constituents.

SAM

* Informal emails are sent regularly. In the past, formal responses have been requested. To accomplish this, a google form was created to gather the data and forwarded to the requested party.
* Google docs are also an excellent way to gather information without requiring a log-in outside of an email address.
	+ Wider representation can be achieved using this platform as it gives a longer response time/window and enables those who wouldn’t normally respond to do so.

IE & SSH

* Create a standing agenda item to talk about senate at IE or SSH meetings and at Division meetings.
* Any faculty member who has a concern should take the initiative to reach out to their senator. Tim Deines and Denise Warner can each be the point person for their areas- Tim Deines for the academic side of IE and Denise Warnerfor the developmental/ESOL

Tech Careers

* Post the Academic Senator’s name and email address
	+ Technical Careers sends out a division “Tech Talk Weekly” newsletter. The newsletter consists of calendar of events plus items such as Top Stories, FAQs, TC Job Postings, Coming Events, etc. Our plan going forward is to contact the Division Office and ask to have listed the names and LCC email address of the Tech Careers Academic Senators with a blurb to have them contact us if they would like any information, etc.

BCA

* Where is the discussion forum for senate?
1. **Concerns/questions:**

HHS

* How do we know WHAT information should be shared? Other than just forwarding the Hot Topics which may feel out of context if we just forward that to our constituents.
* Much of the information and agenda items at recent Senate meetings are college updates and information that will be put in the Star or communicated with faculty and staff in other ways. So does it also need to be shared by the Senators?
* Concerns were discussed about asking our constituents for topics, issues, and concerns that they would like their Senators to bring to the Senate. This may put the Senator in an uncomfortable position with divisional leadership for overstepping or speaking up on behalf of their constituents. While the Senate and Provost Welch have spoken many times about being transparent, there is some concern about how we can truly, and openly, represent and speak on behalf of our constituents, if there is also fear of being caught in the middle between leadership and faculty, especially around an issue that is controversial. Do we need to get permission from our divisional leadership before bringing a topic or issue to the 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.

Appendix III

# Small Group Discussion 9-24-21

In your small group, consider the following questions. You are grouped by area to facilitate generating specific feedback, but you are welcome to think more globally as well.

1. What is your main area of concern for LCC moving forward in the next 5-10 years? What are potential roadblocks to success that you see?
2. What is one thing that LCC does well that could use more financial support to make a bigger impact?
3. Is there a capital improvement that needs to be made to improve student success? If there is more than one, rank them in order of importance/need.

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