# LCC Logo

# Academic Senate Meeting

# November 19th, 2021, 9-11 Virtual Via WebEx

**Present**: Marvin Argersinger, Mark Bathurst, Joe Barberio, Elizabeth Clifford, Robyn Corey, Nancy Dietrich, Paige Dunckel, Bruce Farris, Bill Garlick, Courtney Geisel, Summer Gilliam, Gerry Haddad, Jeff Janowick, Susan Jepsen, Heidi Jordan, Mark Kelland, Lyndia Klasko, Frances Krempasky, Eliza Lee, Megan Lin, Zachary Macomber, Tamara McDiarmid, Tricia McKay, Tracy Nothnagel, Louise Rabidoux, Chris Richards, Danielle Savory, Joann Silsby, Tedd Sperling, Jon Ten Brink, Denise Warner, Nancy Weatherwax, Sally Welch, Veronica Wilkerson-Johnson, Richard Williams, Melinda Wilson

**Absent:** Tonya Bailey, Alandis Baker, Tim Deines, Sarah Garcia-Linz, Amalia Gonzales, Dawn Hardin, Melinda Hernandez, Mark Stevens, Kent Wieland,

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

## Small Group Discussion

* 1. Senators broke into small groups and discussed what they would like their relationship with students to be.

## President’s Report

* 1. President Robinson is planning an all campus meeting on December 10 to discuss a more robust return to campus in Fall 2022. Will be asking constituents for feedback.
  2. First meeting for Spring semester is January 14th.

## Provost’s Report

* 1. Went with History Club to Capitol Building for tour.
  2. Next week is Take a Stand Sit In. 22nd and 23rd.
  3. PA Days January 5th 8:30-4:30 (with Keynote Speaker, lunch on own, concurrent section in afternoon) and 6th 8:30-12:30 (teaching only symposium, concurrent sessions). Our LCC Library has Dr. Verschelden’s eBook available for free for all LCC employees to access, [ebook Central](https://ebookcentral.proquest.com/lib/lansing/detail.action?docID=4983582). CTE will make a website and emails will be sent out.
  4. All campus meeting December 10th about Return to Campus.
  5. Academic Master Plan Surveys are in. Reviewing them and meeting with some departments.

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

* 1. None

## Standing Committees Reports

* 1. Budget Committee, BC – Senator Denise Warner
     1. Program Operating Plans are close to being finalized and will be coming out soon so there will be a new form.
     2. Working with Provost and PIE team lead by Mindy Wilson to develop proposals for innovations grant given to provost. $500,000 needs to be spend over 2 years for program innovations.
     3. Committee needs members. Especially HHS and Tech Careers
  2. Student Advisory Committee, SAC – Senator Veronica Wilkerson-Johnson
     1. See Appendix I
     2. Trying to get a Student Resource page.
     3. Welcomed Linda Hamlin to SAC from e-learning. Student live e=learning services.
     4. Student Senators finished Mental Health Survey.
     5. Jess Stevens paving way for discussions on Food pantry.
     6. Mindful Mondays have been continuing and helping.
     7. Next meeting is December 2nd.

## Consent Agenda

* 1. Curriculum Committee Report
  2. Approved without objection.

## Senator Expectation – Senator Eliza Lee

* 1. Addition of language that senators should follow LCC policy and the Ethics and Standards of Conduct for Employees.
  2. Approved without objection.

## Bylaws Team – Senator Eliza Lee

* 1. Senator Mark Kelland - Motion to separate topics.
     1. Second Senator Tricia McKay
     2. Approved without objection
  2. Senator Mark Kelland - Motion to remove “whenever appropriate” in Article III, section 1, K
     1. Second Senator Mark Bathurst
     2. Approved
  3. Senator Eliza Lee - Motion to approve Article III, Section 1, K as amended
     1. Second Senator Mindy Wilson
     2. Approved
  4. Senator Eliza Lee - Motion to approve Bylaws Team changes to Article III, section 4, A
     1. Second Mark Kelland
     2. Approved
  5. Senator Eliza Lee – Motion to amend Section 4 title to “Removal of Senators”
     1. Second Gerry Haddad
     2. Approved.
  6. Senator Eliza Lee – Motion to postpone further discussion of the Bylaws until next meeting
     1. Approved without objection.

## Plagiarism Discussion– Senator Tami McDiarmid

* 1. Senator Mark Kelland - Move to divide the question. Vote on Turn-It-In and pay for it, and move for discussion on plagiarism.
     1. Second Senator Heidi Jordan
     2. Approved without objection
  2. First discussion on Turn it In
     1. Senator Mark Kelland - SSH is against Turn-It-In
     2. Senator Gerry Haddad – Thinks is useful. Was there discussion outside of TAC.
     3. Motion from the TAC Committee is that the College does not adopt such software for wholesale use
        1. Second Mark Bathurst
        2. Senator Eliza Lee - Motion to add the word plagiarism. “College does not adopt such plagiarism software for wholesale use.”
           1. Approved without objection
        3. Approved as amended.
  3. Second Senator Mark Kelland -Refer this issue to a team, to be chosen by the Academic Senate President, to address formal guidelines for programs and/or faculty who consider requiring the use of Turn-It-In, or some similar program, to be appropriate for their discipline.
     1. Second Senator Elizabeth Clifford
     2. Senator Susan Jepsen – Why are we doing this if TAC has already done all this work?
     3. Approved
     4. Further discussion to be had at future Academic Senate meetings.

## Federal Agenda – Associate VP of External Affairs and Development Toni Glasscoe

* 1. Postponed

## Results of Student Survey – Senator Amalia Gonzalez and Senator Summer Gilliam

* 1. Postponed

## Balance Culture of Care with High Expectations – Historian Jeff Janowick

* 1. Postponed

## Public Comments

* 1. None

## Potential Future Agenda Items

* 1. None

***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.

# Appendix I

# Academic Senate

**Student Advisory Committee (SAC)**

## November 19, 2021 Report

The Academic Senate Student Advisory Committee met via WebEx on November 4, 2021, 11:30 a.m. to 12:30 p.m.

**Members present:** Veronica Wilkerson Johnson (Chairperson), Fran Krempasky (Technology Sub-Committee Chair), Samantha Wigard, Alex Azima, Ashlee Stokes, Bruce Mackley, and Joann Silsby (Recorder of Minutes), Linda Hamlin, Louise Rabidoux, and Amalia Gonzales and Summer Gilliam (Student Senators).

Absent: Dean Ronda Miller, Jess Stevens, and Mark Stevens

The 11/4/21 SAC Committee highlights are as follows, Minutes provided by Senators Joann Silsby and Fran Krempasky.

1. **Veronica Wilkerson Johnson welcomed Linda Hamlin, Director of eLearning, to the SAC Committee.**

### What eLearning is doing in the way of opportunities for student input

(1) They will be rolling out “Dialing in with D2L”.

- 1 or 2 minute maximum radio advertisements

- Tips and Tricks (such as Tools and 3rd party programs (30 programs)

(2) eLearning “live” for students

- Students can facilitate or have them lead these sessions (less than 30 minutes  
  starting 2022. Topics will be on D2L.

(3) D2L Announcements

- Students only News Announcements in D2L

(4) Student Resource site

- Will be changing the sliders that come across the screen each month.

   If students want to see a different slider, they can let eLearning know.

   A slider on how to see your grades in D2L for instance.

(5) Tapping into social media

- More than just D2L training. These will be short tips but at the end shows where to  
               get more help.

(6) How to use the tools in D2L

- Navigation Bar

- Using Kaltura

- How students know about this so students can access all of them through D2L.

(7) Did a student survey with only three (3) questions, and eLearning got 600 responses, with  
      300 responses in the first hour! We sent a three (3) question survey to the   
      faculty and did not have nearly that kind of response.   
      There is a Facebook presence but the short survey helped get student input.

Linda expressed how glad she is have the eLearning Department represented at the Academic Senate meetings. This was a great need and luckily the Provost was supportive of this.

Veronica was glad as well to have a representative and was also delighted that Linda is on the SAC committee and to hear all the things eLearning is doing to help get student input.

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

* 1. **Student Resources:**(1) Student Web site Prototype “Draft”

Fran mentioned that a year ago the goal by SAC was to aid in

enhancements to the LCC web site for student resources so that students and the campus as a whole can find the resources they need easily on the site. The subcommittee on student resources has been working specifically on what the web page might look like. Fran Krempasky, Ashlee Stokes, and Joann Silsby worked on a prototype. This was attached to the meeting notice so that the SAC committee could review and offer feedback at the next SAC meeting. The subcommittee’s goal for the student resources web site was to have it:

* + - Focus on student resources that may not be easily located or currently available on the site. Visually appealing -
    - Easy to navigate through the site
    - Offer help in the way of an informational blurb under the topic areas

(2) Bruce Mackley added that we need to at some point get Nick Myers involved. Nick is a lead

web developer and can help on Web governance standards on fonts, format, etc.  
Bruce also mentioned about “keywords” and how students use Google to find things at LCC.

Joann added that it used to be you wanted our web page to hit the top ten listing on searches, now it appears the goal is to be in the top three.

(3) Fran – walked through the prototype pages and noted that this is a draft and that   
      comments/suggestions are welcome. The subcommittee still likes the [Maricopa](https://together.maricopa.edu/community-support) and

[Grand Rapids Community College](https://www.grcc.edu/students/student-life-conduct/get-help) websites so modeled their layout and some topics.

      Ashlee – mentioned that input is needed from the students and those departments  
      that work directly with students. Most of the topics are those suggested from the last

      SAC meeting.

Jo – talked about the prototype layout and that the grid lines would not be there…they are just a holding spot for editing currently. Also, it is important for usability to make sure the prime real estate of the page is formatted so that students and other visitors to the site can see at first glance information they are looking for, and can navigate easily. She referenced the book, “Don’t Make Me Think”, which covers the importance of having things on a web page that are easy to find and navigate, without thinking or working too hard in the process.

1. **Student Senators**
   1. **Mindful Mondays** - Amalia Gonzales mentioned the Mindful Mondays and invited everyone to attend if possible. Some SAC members did attend and found it great and very relaxing. The focus is on meditation and mindfulness. It will now be offered both morning and afternoon on Mondays from 10:00 to 10:30 a.m. and 2:00-2:30 p.m.   
      Web site for more information: <https://www.lcc.edu/diversity/meditation-room.html>
   2. **Student Mental Health Survey –** Summer Gilliam mentioned that she and Amalia worked on a mental health survey that will be sent to all LCC students (a link in Google Forms). There are more than three questions. She is hoping the faculty could mention it in their classes. Linda Hamlin offered to help in this endeavor by having a graphic on the survey, and post in D2L as an Announcement. Also, can do a slider about it to help promote the survey.

The survey website is: <https://forms.gle/FRnQRcd2LVv1zvur6>

1. **Update on Food Pantry and Hygiene Pantry**
   1. **Academic Success Coaches**

Samantha Wigard mentioned that Jess Stevens, who was on a task force working on a survey to see the current status of the food pantry, has accepted another position outside of the college. His last day at LCC is November 24, 2021. Veronica asked “who will be handling the food pantry now?” Samantha said she doesn’t know yet. Fran added that the last time she talked with Jess, he thought the food pantry and hygiene pantry could be combined. As far as a physical pantry, the Academic Success Coaches do have a physical pantry. It is located in an area in back of the Star Zone that has some food surplus and hygiene items. When Veronica asked if others can contribute to this, Samantha said they wouldn’t turn any donations away. We want to express our congratulations to Jess!

1. **Bruce Mackley in Marketing**
   1. **Marketing Update**
      * 1. They hired a digital media strategist. It has been a long time coming. The individual understands the platform very well. Justice Walls is a new web developer. He will focus on customer service and the needs of our students.
        2. They will be in the middle of the web audit soon and will seek assistance from the SAC committee to help with the focus groups. The groups will be large in number because they anticipate not doing this every year, so they want to include a large group.
        3. Marketing plans to reach out to the campus community. Need to realize that “Build it and they will come” no longer applies these days.

**Action Items from this meeting:**

1. Linda Hamlin will work with Summer Gilliam on providing a graphic, slider, and posting in D2L for the student mental health survey that the student Senators created.
2. The SAC Subcommittee needs to start the process of contacting those departments that have direct contact with students to seek their input on topics for the student resource web page prototype.

### Upcoming Meetings:

SY2022 SAC Meetings will be held on the following Thursdays, 11:30 am-12:30 pm.

Fall 2021· December 2

Spring 2022

· January 6

· February 3

· March 17

· April 14

· April 28

Respectfully submitted,

Senator Veronica Wilkerson Johnson, Chair