

Academic Senate Meeting

July 15th, 9:10-11 Virtual Via WebEx

**Present:** Marvin Argersinger, Tonya Bailey, Mark Bathurst, Brenda Brown, Elizabeth Clifford, Robyn Corey, Nancy Dietrich, Lisa Dobson, Bruce Farris, Sarah Garcia-Linz, Bill Garlick, Gerry Haddad, Dawn Hardin, Melinda Hernandez, Jeff Janowick, Heidi Jordan, Mark Kelland, Frances Krempasky, Eliza Lee, Megan Lin, Tamara McDiarmid, Robin McGuire, Tricia McKay, Tracy Nothnagel, Chris Richards, Danielle Savory, Joann Silsby, Jon Ten Brink, Denise Warner, Nancy Weatherwax, Sally Welch, Veronica Wilkerson-Johnson,

**Absent:** Alandis Baker, Joe Barberio, Cheryl Chase, Tim Deines, Paige Dunckel, Courtney Geisel, Susan Jepsen, Louise Rabidoux, Tedd Sperling, Kent Wieland, Richard Williams,

1. Call to order – 9:10AM
2. Roll Call – 9:10AM
3. Approval of Agenda – 9:11AM
   1. Postpone XI Mid-Term Early Alert until Fall
   2. Approved as amended
4. Approval of Minutes – 9:12AM
   1. Minor grammatical changes from Senator Mark Kelland
   2. Approved as amended

# President’s Report

* 1. Look for student senators.
  2. Committee Chairs, let us know of membership needs so we can fill them with new senators.
  3. Next meeting is August 26th.

# Provost’s Report

* 1. See The Star about parking. Ramp is opening for fall. There are 1700+ parking spots. All students and employees can park there. Sticker will be mailed to students and employees. Star Cards are needed for certain lots and many buildings. Last day for free parking is Aug. 12
  2. Request to make pathway changes on time. Turning in alter affects work “downstream.” Supervisors have timeline document.
  3. Academic Master Plan almost complete. Will send to divisions in 3 weeks. It will then go out to Senate and ELT for feedback. Then final plan will be posted.
  4. ATD preliminary work is almost done. Begin process of reviewing emails to students during their Life Cycle.
  5. Late Enrollment for Fall is different. See The Star. Students will have the first 7 days to enroll themselves. After that, it reverts to old enrollment system of reaching out to instructor. There will be a notification if student enrolls themselves and they will be put into D2L shortly. Waitlist will be active as well.

# Consent Agenda

* 1. Curriculum Committee Report
  2. Approved without objection

# SAC Presentation – Senators Veronica Wilkerson-Johnson, Joann Silsby, and Fran Krempasky

* 1. Goal was to make a more responsive and better student resource website for students. Sharing a prototype in hopes to give feedback and have a launch soon.
  2. See PowerPoint
  3. [Student Resources “Demo” URL](https://www.lcc.edu/_development/resources/index.html):Not missing information, just organizing the information for students to navigate. Also added a resources box for things students may need that weren’t considered.
  4. Next steps is to collaborate and analyze web statistics. Update page quarterly, create an ongoing subcommittee in SAC, regularly reports from SAC.
  5. Looking for senators to go through the website and email Senator Fran Krempasky within the next three weeks with any comments or suggestions. Hoping to roll this out for Fall.

# Modality of Senate Meetings – Senator Jon Ten Brink

* 1. Hybrid meetings would still be in Board Room. Struggle would be that if you aren’t talking into a mic then people won’t hear you. One thing to consider would be how to run a vote.
  2. Senator Mark Kelland – Prefers face to face
  3. Senator Denise Warner – Prefers online, feels there is more participation.
  4. Senator Bruce Farris – For Hybrid, can senators bring in computers and vote that way?
     1. Event Technology Specialist Patrick Butcher – Mics will overlap
  5. Senator Mel Hernandez – Many meetings on Fridays and easier when online.
  6. Senator Sarah Garcia-Linz – Conversation is more organic face to face.
  7. Senator Tamara McDiarmid – Maybe only have 1 meeting face to face.
  8. Senator Bill Garlick – Small groups would be hard.
  9. Informal vote was taken to get an idea where people stand.
  10. Senator Mark Kelland - Motion the President to direct the Bylaws Team to prepare language in preparation of voting in hybrid meeting and upon presentation of that the senate further discusses how to move forward.
      1. Second Senator Tamara McDiarmid.
      2. Approved without objection.

# Syllabus Participation Wording – Provost Sally Welch and Senator Mark Kelland

* 1. An institution is either attendance taking or is not. We are not an attendance taking institution. We must note the date the student began the withdrawal process, various options, or a student’s last date of attendance at an academically related activity. Latter is why we require use of the D2L gradebook. If teaching HSA, leave attendance language in because require.
  2. Suggestions on how to change language in syllabus: replacing attendance with participation
     1. Participation is expected in all class sessions
     2. Participation is required during all class sessions
     3. All students are required to participate in class sessions during the scheduled times
     4. Participation in the lab assignments is required.
     5. Participation and engagement are integral to the successful completion of the course.

# Mid-Term Early Alert – Senator Jon Ten Brink

* 1. Postponed

# Emergency Days – Senator Jon Ten Brink

* 1. Senator Bruce Farris – Some students may not be able to go online, they may be taking face to face because they don’t have internet.
  2. Senator Jon Ten Brink – Had some labs that couldn’t work, students didn’t have instruments at home. No way to move certain classes online. Who decides whether you class is ORT or asynchronous?
     1. What factors need to be considered when talking about teaching and learning in emergency situations?
     2. Who needs to be involved in making the final decision on whether a F2F or hybrid class can/should/needs to transition quickly to an online format OR be canceled in an emergency? When should that determination be made?
     3. What needs to be communicated to the students about how emergency days are handled? How? When?
  3. Senator Tamara McDiarmid – Our underprivileged students are affect more.
  4. Senator Eliza Lee – Should be the programs doing this. Put in POPs. They know their classes best and each class is different.
  5. Senator Tricia McKay – Need to let some students know early. Have clinicals as early as 7:00AM.
  6. Senator Tamara McDiarmid – POPs are living document and can be changed whenever. Who/when do emergency days get determined
     1. Provost Sally Welch – followed storm for 2 days, hence making the decisions the day before. If there is a sudden storm, get a call at 4AM and have a meeting at 4:30AM.
  7. Senator Tracy Nothnagel – Students need to know on day one on a class by class level what is expected.
  8. Senator Tamara McDiarmid – Make sure faculty are getting involved. Use the syllabus and encourage RAVE.
  9. Senator Tracy Nothnagel – Motion to continue conversation in early Fall.
     1. Second Senator Veronica Wilkerson-Johnson
     2. Approved without objection.

# Public Comments

* 1. Senator Chris Richards – Reminder that if students are having D2L difficulties please refer them to e-learning. There is staff on campus and on demand help. Trainings, videos, help menus, LCC help links, live chat, phone, etc. Bigger presentation in Fall.
  2. Senator Eliza Lee – Bylaws Team is look for members. Please let Eliza know if you are interested.

# Potential Future Agenda Items

* 1. Emergency Days

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.