# LCC Logo

# Academic Senate Meeting

# Oct. 7th, 2022 at 9:10-11 Virtual Via WebEx

**Present:** Marvin Argersinger, Tonya Bailey, Alandis Baker, Mark Bathurst, Brenda Brown, Elizabeth Clifford, Robyn Corey, Nancy Dietrich, Lisa Dobson, Bruce Farris, Sarah Garcia-Linz, Courtney Geisel, Gerry Haddad, Melinda Hernandez, Jeff Janowick, Susan Jepsen, Heidi Jordan, Mark Kelland, Megan Lin, Tamara McDiarmid, Robin McGuire, 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,

**Absent:** Cheryl Chase, Tim Deines, Paige Dunckel, Bill Garlick, Dawn Hardin, Frances Krempasky, Eliza Lee, Kent Wieland,

1. Call to order – 9:10AM
2. Roll Call – 9:10AM
3. Approval of Agenda
	1. Add Teaching Preference Forms presentation by Penny Tucker in X.
	2. Remove Curriculum Committee Report from the Consent Agenda.
	3. Approved without objection.
4. Approval of Minutes
	1. Approved without objection.

## President’s Report

* 1. Thank you to SAC. They are doing great work connecting with students and increasing involvement with the Academic Senate.
	2. Thank you to Senator Joe Barberio. He is stepping down as senator, we thank him for his years of service. This means we have an at-large position open in Tech Careers. Please get nominations in.
	3. Starting at the next meeting the Executive Committee will introduce a new standing agenda item: A Moment for Teaching and Learning. This is to help us keep focus on our primary objective—student success—as well as provide an opportunity to talk about issues big and small as the arise. We’ll be working closely with Senator Lin and CTE, as well as members from ATD to kick start this effort, but by no means will this be exclusive to those areas.
	4. Consider adding add that you’re a senator to your email signature. A quick way to keep the senate in the collective mind of the LCC community.

## Provost’s Report

* 1. Dec. of 2020 at all employee meeting someone asked about mix of face to face versus online. Rough guess was 80% online and 20% face to face. Would like to get to 60% face to face and 40% online. Did not say it is mandatory, somehow has been translated down as mandatory. Only mandate is that full time faculty have to teach two courses face to face. HyFlex does count towards this.

## Committee Reports

* 1. SAC – Senator Veronica Wilkerson-Johnson
		1. See Appendix I.
	2. TAC – Senator Bruce Farris and Senator Bill Garlick
		1. TAC has met once this semester.
		2. Discussions included webcams in classrooms and meeting spaces, omnidirectional microphones for small hybrid meetings, HyFlex classroom technology and trainings, and OER homework being piloted in the Chemistry Program.
	3. Strategic Plan: Community Engagement – Associate VP, External Affairs, Development & K-12 Ops.
		1. Update given.

## Consent Agenda

* 1. CASL Charter Amendments
	2. TAC Charter Amendments
	3. Approved without objection

## Teaching Preference Forms – Project Coordinator Academic Affairs Penny Tucker

* 1. See PowerPoint.
	2. Form will be for Arts & Sciences and Tech Careers. HHS has their own form.
	3. Form will be 2 semesters ahead of the process. Some information will be prepopulated. Faculty will receive a link to the dynamic form from their coordinators. Form will be live Oct. 12th for Summer 2023. Deadline is Wednesday Oct. 26th. Confirmation email comes after submission of the form. Can start the form and save it.
	4. Academic coordinators and program directors will do their best to accommodate you but no guarantees.
	5. Senator Rick Williams – Is this something CEWD will have?
		1. Penny Tucker – CEWD has their own form so they weren’t included in the process. CEWD may be included in the future.
	6. Senator Mark Kelland – 5 sections is not enough for courses with 3 credits.
		1. Penny Tucker – Will talk with committee about adding more courses.

## Small Group Discussion

* 1. How should the Academic Senate solicit opinions from LCC Students?
		1. Senator Veronica Wilkerson Johnson – Student Senator Kyle cook said take a multifaceted approach. Form and informal lines of feedback. SAC will want to reach out. Every semester we do faculty feedback forms. Could we expand on that to student feedback: how is the semester, what can be better, etc.
		2. Senator Rick Williams – Sending a link out to students to have public comment at one of our meetings. Get them a voice.
		3. Historian Jeff Janowick – E-learning is doing a survey in D2L about D2L and they are getting huge response. If we ask questions about what they care about, they will response. Targeted surveys relating to the issues they care about.
		4. Senator Sarah Garcia-Linz – If there is a specific topic or theme from the senate it would be good to have something out visibly for the students, a physical display.
	2. Who should be doing the work of #1?
		1. Senator Tricia McKay – Senators, students senators etc. Students are more open to hearing information from Peers. We should capitalize on student senators. Have student senators been paid or compensated for work in the senate? They could then participate more in orientation, or events, etc.
			1. Provost Sally Welch – There was a proposal from President Monica Del Castillo. Problem is don’t pay any of the other organizations or groups. If do it as student employee may be a better option. Have to be very careful how we present that as an idea.
		2. Senator Veronica Wilkerson-Johnson – Should create a student senate. They would have that as a commitment.
		3. Senator Mel Hernandez – Awareness. Students need to know that their voice is needed. Not through emails.
		4. Senator Mark Kelland – Things are happening that people don’t know about. SAC would be the place for this to happen including the student senators.
		5. Senator Sarah Garcia-Linz – More of a pipeline from our area. We talk to students a lot. Student Leadership Academy is good. Opportunities are there for cross over.
		6. Senator Bruce Farris – When we talk about student voice make sure its not monolithic. Keep in mind bandwidth. Many students already stretched thin. Easy for those voices to get lost if we get student involvement with the types of students who have the time and bandwidth to have the initiative to do that. See the diversity of voices.
	3. What metrics for success are feasible for the Academic Senate to ensure the student voice is heard?

## Student Involvement with Academic Senate – Senator Jon Ten Brink

* 1. Discussion was blended into previous agenda topic.

## Call for Nominations Tech Careers – Senator Eliza Lee

* 1. Nominations for tech careers at-large position are open now and will close Oct. 21st. Ballots will go out Oct. 24th.

## Senate Engagement Committee – Senator Sarah Garcia-Linz

* 1. See Charter in Appendix II.
	2. Motion to create a standing committee.
		1. Senator Mark Kelland – Motion to remove the term and rotation language.
			1. Second Senator Tamara McDiarmid.
			2. Historian Jeff Janowick – Its important to rotate people into roles of leadership. Specifically on a committee that is meant to ensure a lot of voices are heard on a regular basis. That is not a committee you don’t want to stay stagnant.
			3. Senator Mark Kelland – Agrees. But should scratch parenthetical.
			4. Senator Susan Jepsen – We are keeping term limits? If so, voting no since we decided term limits are up to the committee.
				1. Senator Jon Ten Brink – Current motion is to eliminate term limits.
			5. Senator Veronica Wilkerson-Johnson – Will this include student senators?
				1. Senator Jon Ten Brink – Currently does not include student senators.
		2. Motion does not pass as voted.
	3. Motion approved without objection.

## Annual Student Learning Outcomes – Director of Assessment Karen Hicks

* 1. See PowerPoint with annual results.
	2. Each summer analyze student assessment evidence for institutional level outcomes. High level of learning outcomes.
	3. We have for ELOs.
		1. Knowledge of Human Cultures and the Physical and Natural World
		2. Intellectual and Practical Skills
		3. Personal and Social Responsibility
		4. Integrative and Applied Learning
	4. Data is analyzed by percentage of student assessments above 70%, aggregated by ELO, and disaggregated by gender and ethnicity. See PowerPoint for data.
	5. Will be back in two weeks with questions for senators about the data. Please review questions in the PowerPoint and be ready for discussion.

## SAC Charter – Senator Tamara McDiarmid

* 1. Postponed

## CC Charter – Senator Tamara McDiarmid

* 1. Postponed

## Public Comments

* 1. Senator Danielle Savory – Hi! My name is a Danielle, and I teach in the Child Development and Early Education program. Today, I’m going to share a little about LCC’s StarScapes: Innovation and Creativity Showcase. StarScapes is a student showcase of creative, imaginative, and interesting work. Students present products of their learning either online or in person. This past year, I became involved in StarScapes after hearing about it during public comment at Academic Senate. In the spring semester, I had my practicum students add their “This I Believe” essays to the StarScapes website. These summarized their beliefs about teaching young children, highlighting the importance of relationships and play. I was moved to participate because I saw it as a way for the Child Development and Early Education students to be part of the greater LCC campus community. Our program is a small program, and I also welcomed the opportunity to showcase our program in this way. For both our program and my students, it was a way for us to feel a sense of belonging in and contribution to the larger community here at LCC. I would encourage you to consider having your students participate as well. StarScapes will be held from November 28th to Dec 2nd. The in-person event will be on November 28th and 29th in the Michigan Room in Gannon.  Online contributions are also accepted throughout the semester as well as during that week. The LCC Community is encouraged to view and comment on the online presentations during the week of November 28th. Watch for upcoming emails and information in the Star for more information. [StarScapes – Innovation & Creativity Showcase](https://www.lcc.edu/starscapes/)
	2. Senator Mark Kelland – Event that is coming up in Learning Commons from Oct 22- Nov 13. Book reading by Tammy Vaughn about Joshua M. who is a tutor and was a student on our first student panel in the Academic Senate. He was an Iranian who was imprisoned and tortured due to his religious beliefs. He will have an art gallery. See the website. Second, I was president of the Academic Senate when Doctor Bailey joined us at the Academic Senate. Wanted to ensure the academic senate was actively involved in DEI. That relationship has been incredible. She joined the Senate and SOAR committee while doing all her work in DEI. Have no doubt that this Academic Senate will continue the good work. On behalf of myself, thank you Doctor Bailey for being part of the Academic Senate at Lansing Community College. [Becoming Joshua – His First Two Lives](https://www.lcc.edu/services/tutoring/becoming-joshua.html)

## Potential Future Agenda Items

* 1. None

## Adjourned

* 1. 11:01AM

***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**

# Student Advisory Committee (SAC) Minutes

**September 22, 2022 Meeting**

The Academic Senate Student Advisory Committee (SAC) met for their second meeting of Fall 2022 via WebEx on September 22, 2022, 11:30 a.m. to 12:30 p.m.

**Members present:** Veronica Wilkerson-Johnson (Chairperson), Alex Azima (Professor Physics), Joann Silsby (CIT Faculty and Senator), Louise Rabidoux (Counseling), Ashlee Podleski (Adult Resource Center Coordinator), Linda Hamlin (eLearning), Jon Tenbrink (Academic Senate President and chair of Music Dept), Elizabeth Clifford (Tutoring Services in Learning Commons), Greg Lattig (Athletic Director), and Student Senators Andrea Sanchez, Paul Palmer, Brian Ringstaff, and Kyle Cook (Student Senator). **Unable to attend:** Fran Krempasky (Sub-Committee on Web Resources Chair), Armando Arevalo, Bruce Mackley, Dean Ronda Miller, Christopher Smelker, and Student Members Keshawn Mitchell-Roland, Noel Mukeshimana, Austin Suddieth, Meghan Patterson, Baron Pham, Unique Major, and Josiah Beauchaine.

The 09/22/22 SAC Committee highlights are as follows. Minutes provided by Senator Joann Silsby.

1. **Welcome**
	1. Veronica Wilkerson Johnson welcomed everyone to the meeting.

Chairperson Veronica Wilkerson Johnson started by stating that the Student Advisory Committee is committed to students and student success.

--Student Introductions: Kyle Cook is a Student Academic Senator. His major is political science and he will be transferring at the end of the semester to Central Michigan University.

Student member Paul Palmer said that he is stepping out to help all of the students with disabilities. He explained that for years he has had jobs that he felt did not deserve him because they underestimated his skills and abilities. He came to LCC to retool for today’s careers.

Andrea Sanchez is a political science major and is excited to be on the committee.

Student Member Brian Ringstaff shared the importance of moral boosting and addressing student food insecurity. Other Student Members new to SAC, who could not attend due to class schedules, are: Keshawn Mitchell-Roland, Noel Mukeshimana, Austin Suddieth, Megan Patterson, Baron Pham, and Unique Major. Veronica welcomed all of the new SAC Student Members, and we look forward to working with them!

Paul Palmer stated that mental health is an ongoing area to work on not only at LCC but in the community and state wide. Kyle mentioned that there needs to be more awareness provided for first generation college students about opportunities and knowledge they may not know exist. Veronica said that perhaps we could have a forum for First-Generation Students and bring in faculty and staff. Academic Senate President Jon Tenbrink said that we could connect with Sarah Garcia-Linz who is working on a project to celebrate first-generation college students. Veronica said she will reach out to Sarah and invite her to our next meeting.

1. **Discussion of Projects Ideas and Initiatives**
	1. Veronica reviewed the work that the Student Advisory Committee has done over the last year and our current activities:
	--***Mental Health Survey:*** Last semester the student senators conducted a mental health survey of LCC students. The students saw the need for this timely outreach and coordinated the survey.

--***Food Pantry:*** Veronica said that at the last SAC meeting Dean Miller shared the progress being made on the food pantry. She said that Associate Dean Felipe Lopez Sustaita will be working on the Food Pantry initiative. Ashley said she will reach out to him to see if he has an update and will share the update at the next SAC meeting.

--***Career Closet:*** Ashley also reported that Career and Employment Services are taking donations for an internal career closet, September 19 through October 7, 2022, followed by pop-up shop days for students November 7-18. They will use the Career Center and Student Life Center to display and make the clothing available for students to take, free of charge. Rebecca Sowa, Internship Coordinator for Career and Employment Services, will be taking the clothes donations for faculty and staff who want to contribute. She is located on the second floor of the Gannon Building, or clothing donations can be brought to the the Career Center.

***--State of Michigan services for Supplemental Nutrition Assistance Program (SNAP) AND Women, Infants and Children (WIC):*** Ashlee also mentioned that her office will be bringing the State of Michigan to main campus to have a Mini-Fair in Room 2302, Gannon Building in the Star Zone area (behind the purple desk), on Wednesday, October 5, from 10:00 a.m. - 12:30 p.m. This will help students who want to sign up for SNAP, WIC. or other State services that might be available. Veronica applauded this idea. Ashlee said she may ask the State of Michigan to come back in November for another resource fair. At both events, someone will be there to help students sign up.

--**Licensed Child Care Initiative:**  Ashlee stated they are also partnering with someone from the State of Michigan to help people become licensed childcare providers. There is a program that walks them through all of the steps on how to become a licensed childcare provider. Ashlee is completing the details in establishing the partnership. Once in place, she will share the details with SAC and students, and place in The Star. It will also be good to have this information listed on the new Student Resources web site. Ashlee will work with Fran and Joann on this.
--***Student Resources web site launched:*** SAC is pleased that the updated website was launched in late summer 2022, in time for the start of Fall semester! The SAC Student Resources Sub-committee was formed within SAC to improve student access and incorporate LCC resources previously hard to find on overall LCC web pages. Mental health was one of many topics added, with more to come. The updated site was launched with the help of so many LCC staff, including Bruce Mackley and Nick Myers in Marketing.

1. **Greg Lattig, LCC Athletic Director**
2. Greg mentioned that the main focus in the LCC Athletics Department is educating student athletes on all of the resources that are available. He noted that the Student Resource web page has a really nice layout, and is a good place to direct his students, as he works with them on the discipline of deadlines and processes. Once they learn more on all of the resources available, they will bring more questions as they arise about various individual resources. He said they have a lot of support from the college for LCC’s student athletes.
3. **SAC Subcommittee Chair on Student Resources web site**
4. The subcommittee chair, Fran Krempasky, was unable to attend the meeting, and Veronica shared her updates. The subcommittee members (Fran Krempasky, Ashlee Podleski, and Joann Silsby) plan to meet next week to create guidelines and timelines for monitoring and updating the student resource page so that it can be kept current. Now that it’s been launched, we have to keep it going. Veronica asked if any of our student members in attendance had seen the page and sought their comments. One student commented, “Pretty and easy to look things up.” Veronica stated that although the SAC committee meets once a month, we communicate in the interim during the months as questions, comments and ideas need to be shared. Therefore, if you see anything we might have missed on the web site, please let us know. She added that we are also trying to make it as comprehensive and connected as possible, on every conceivable question students might have.
5. **Dean Ronda Miller (Student Affairs), Armando Arevalo (Academic Success Coach), Bruce Mackley (Marketing)**
	1. Dean Ronda Miller and coach Armando Arevalo had a meeting conflict but Ashlee was able to provide updates on the food pantry and career closet.
	2. Bruce Mackley, Marketing: Bruce was unable to attend, and communicated to Veronica that Marketing stands ready to help.

**6. Linda Hamlin, Director of eLearning, Updates:**

     Linda Hamlin provided the committee the following updates from eLearning:

* There are several 30 minute or less live trainings throughout each semester on different topics. Attendees can attend via WebEx ORT and the sessions are recorded and available for students to watch at their convenience. Linda stated that a lot of student attend the live sessions! (10 to 20 students).
* New D2L Course Homepage Widgets courses (see the image below).
* Earn Badges and Certificates in D2L Trainings (see the image below). This training came about from a request from a student senator to have badges and certificates available to students to work on over the summer. eLearning did a soft launch over the summer and then a full-blown launch this fall the for the month of September.



* Linda and her instructional designer met with the Library, Success Coaches, and Learning Commons staff to update them on eLearning D2L support. There is a drop-down menu of help support services. eLearning also has about 100 step-by-step help guides and instructional videos, as well as self-paced trainings on WebEx on how to use Kaltura. They offer live sessions and WebEx for some trainings throughout the semester. They have received an overwhelming response of students coming into the eLearning office. Meeting with the three offices has resulted in tremendous success.
* eLearning will also do a feedback form that will be going out to students the first part of October. It will just be a 3-question survey to gather input, for instance “what is the best way for you to receive information?” Is it the sliders we put on their resource site? Is it the videos posted in D2L? Is it the quick announcements posted on the Facebook page? The second question is about the resources they offer, and what is the best way to view them. The third question is “What can eLearning do better to help students be successful?”
* Chat is open during work hours for fall and spring (8 to 5). Callers can leave a message also that will come into the notification queue, and will they respond the next morning. Linda and her staff are on call 24/7 for emergency cases. Veronica stated that SAC has discussed over time SAC’s interest in helping create a chat bot that would give students support in real time. This is getting students to that goal! Linda stated that the chat is very busy. And when questions need to go to advising or enrollment services, they post a message to the appropriate department, providing the student’s name, number and email address. If they get questions on a particular course, they similarly pass along that information to the appropriate department/person.

All of this training is not just for students, but faculty and staff as well.

1. **Louise Rabidoux – Student Wellness and Engagement Updates**
	1. Louise was glad that our student member, Paul Palmer, mentioned mental health concerns. She said that it has historically been important. She said they have three counselors that provide short term mental health counseling to students. They are hoping to have four soon. They are seeing an increase in referrals. Some students seek outside help, others see the success coaches and athletic coaches. Louise is also a member of the Behavior Intervention, proactive threat mitigation team that reviews the reports of student and behavioral code of conduct concerns. 80% tend to be mental health or disturbing behavior.
	2. Louise noted that September is Suicide Prevention Awareness Month, and on Tuesday she will be participating in a“Please Stay” initiative event, 9/27/22 at 12:10pm via WebEx, which they did last year also. She provided a link to the video, “Please Stay”, (<https://www.lcc.edu/calendar/index.php?eID=4220> ). Counseling also attempts to do an event once/month.
	3. October is Depression Awareness and Mood Disorder Month. Events will be in The Star. They work with Marketing to help them advertise on social media. <https://www.lcc.edu/calendar/index.php?eID=4220> and <https://www.lcc.edu/services/counseling/>. The Student Resources web site has links to mental health and to the FCC counseling website.

Veronica stated these are wonderful events and wanted to add that a previous Student Senator, Amalia Gonzales, did Mindful Mondays before she left LCC. Those sessions still may still be offered. The student did medications every Monday, and students , faculty and staff found them meditative and helpful for stress reduction and well-being.

--Mental Health issue: Louise said that the feedback done by the student senators on mental health was very useful and more programs and the Academic Master Plan are needed. Emotional support groups are limited due to capacity. There are only three counselors, and thus a capacity issue and the need to reallocate resources. Veronica replied that the SAC committee is happy to help. Student Member Andrea mentioned that she thinks the front liners program is great. She said that is how she started LCC and wondered if there is any way to have more publicity for the program, for people to get resources to connect? She wondered if this is a question for Bruce Mackley in Marketing? Louise responded that originally a lot of PR was done for that program but not sure where is stands now. Veronica said that was a good idea and will follow-up with Bruce.

As an update, Bruce responded post-meeting that the F4F scholarship opportunity expired in December 2021, but that Michigan Reconnect is going well, and has his department’s support.

d. Alex Azima mentioned that since funding and allocation of funding sounds like it is an issue in counseling, there being only 3 counselors, this might be an area where more discussion, based on evidence, would be helpful. Veronica stated that is a great idea and asked if Louise would be willing to assist in a subcommittee to discuss it further. Louise stated that we need to see if Dean Miller is on the committee for allocation of funds which would be a great help. Alex said to simplify the task of the SAC committee, Veronica had a great idea of forming a small subcommittee. Alex volunteered to be on the subcommittee and help develop a short presentation on needs and opportunities for the Academi Senate. Louise stated that she and Dean Miller talked last week about presenting counseling services to the Senate. Alex said that the subcommittee would have time to work on these ideas, over the course of a few months. He said we should have a well thought out request (not only an informational purposal, but a request). It could state ‘here are our needs, and here’s how the Senate can help’. Veronica will update on this issue at the next Academic Senate meeting on October 7. Veronica will contact Alex, Louise and Dean Miller to begin this discussion and initiative).

1. **Elizabeth Clifford, Tutoring Services in the Learning Commons**
	1. Elizabeth reported that ODI is in the process of hiring a new ACCESS director. Veronica will invite the new director to be a part of SAC at that time.
	2. Elizabeth said they have had a lot of student activity in tutoring. Some of the students come from the Michigan Reconnect program or from Front Liners. The technology is sometimes challenging for students, between D2L, Banner and other software needed for classes. There is a big learning curve, and they have been able to service some of these students .
	3. **Food/Snack Resources:** Also, regarding the food pantry, in the Learning Commons on the 2nd floor, they have a basket of snacks. When the basket if full word spreads and the basket empties quickly. If the food pantry starts, they would love to be able to send students there as well. She is aware of the vending machines in the TLC and Gannon Buildings, but the prices are high and students have to have a credit card to use them. Student member Brian Ringstaff said he has experienced the snack basket and that it is great, needed, and is a huge morale booster. Everyone likes to huddle around and when someone brings new snacks out, they are immediately taken. Veronica thanked Brian for that feedback and mentioned that in previous times sack lunches were available for students, and some took some home as food for the weekend. The cost of the vending machines in Gannon can range from $16 - $18 for just two items. So, we need to continue to advocate for the college to allocate resources for a food pantry that will provide nutritious food items. Veronica thanked Elizabeth for having a snack basket in their area. Anyone can feel free to contribute snacks as well if you desire. Ashlee mentioned that at West campus, they are still giving out sack lunches and they ask for donations from the staff which, in her opinion, is a good way to get help. Maybe three people from each division could be in charge of coordinating procurement of snacks in their area. Louise said the food need should be addressed, whether through the college administration, Senate as a whole, or the Student Advisory Committee. We need to address what the priority is. Food insecurity should be a priority at the divisional and Board of Trustees levels. Student Brian Ringstaff stated that he agrees that one issue is the convenience of food. Linda Hamlin said she hears it in the TLC building as well and went ahead and purchased cups so that students could get water from the drinking fountain instead of purchasing water. This issue is not only for the students but staff as well. Veronica said she will put together something and make a report to the Academic Senate from this committee that officially asks for the college to start to look more deeply into food insecurity. Elizabeth Clifford added that there are a lot of community services that have food pantries. Veronica suggested the idea of LCC partnering with local agencies to provide food distribution services. Alex stated that LCC would have to be a designated agency to do this, but it’s a good thought! We will continue this discussion at the next SAC meeting.

**Action Items**

1. Veronica will invite Sarah Garcia-Linz to the next SAC meeting on October 20 to share with SAC the First-Generation College Student project.
2. Ashlee will contact Associate Dean Felipe Lopez Sustaita for an update on the food pantry.
3. Veronica will schedule a meeting with Alex, Louise and Dean Miller to discuss creating an informal presentation to the next Academic Senate on funding allocation needed for Counseling Services.

**SAC Meeting Dates**

1. The next SAC meeting is Thursday, October 20 at 11:30 am to 12:30 p.m. via WebEx.
2. Future meetings: November 17, and December 15 (12/15 is tentative). Meetings are 11:30 am-12:30 pm.

**Appendix II**

**DRAFT Charter for the**

**Engagement Committee of the Academic Senate**

| **PURPOSE** |
| --- |
| This standing committee of the Academic Senate encourages the inclusion and participation of faculty and staff in Academic Senate and Academic Senate activities. The committee works to promote the work of the Academic Senate to the LCC community and seeks out a diverse group of individuals for involvement in Academic Senate and College committees. |
| **CHARGE OF THE COMMITTEE** |
| * **Recruit faculty members to run for both at-large and department Academic Senate positions**
* **Promote Academic Senate engagement with constituencies across the college**
* **Develop strategies to support Senators in seeking input from college faculty and staff to shape Academic Senate priorities**
* **Develop strategies for two-way communication between the Academic Senate and faculty, staff, and administration.**
* **Recruit faculty members to serve on Academic Senate and college-wide committees, and ensure faculty representation on such committees**
* **Diversify representation in college-wide work by identifying full- and part-time faculty who can serve as subject matter experts or faculty representatives on college committees, teams and projects**
* **Expand opportunities for professional growth and leadership within the Academic Senate to a broader and more representative group of faculty and staff**
 |
| **MEMBERSHIP** |
| * Chair (Must be an Academic Senator and a teaching fulltime or part-time continuing contract status).
* A minimum of five Academic Senators
* Members from each of the following Divisions
	+ Arts and Sciences
	+ Community Education and Workforce Development
	+ Health and Human Services
	+ Student Affairs
	+ Technical Careers
* Non-teaching members
	+ Office of Diversity and Inclusion representative or designee
* Ex-officio Members
* Academic Senate President per Senate Bylaws
* Resources
* Internal Communications Coordinator or their designee
 |
| **MEMBER AND CHAIR SELECTION** |
| Will be appointed under the direction of the executive committee. |
| **TERM** |
| * A maximum of 6 years (or current Senate language from other charters)
 |
| **ROTATION** |
| * Stagger every 3 years
 |
| **CHARTER APPROVAL** |
| **CHARTER APPROVED**  |