

Academic Senate Meeting

Jan. 27th, 2023 at 9:10-11 Virtual Via WebEx

**Present:** Marvin Argersinger, Alandis Baker, Mark Bathurst, Josiah Beauchaine, Brenda Brown, Cheryl Chase, Elizabeth Clifford, Robyn Corey, Tim Deines, Nancy Dietrich, Lisa Dobson, Paige Dunckel, Bruce Farris, Sarah Garcia-Linz, Bill Garlick, Courtney Geisel, Gerry Haddad, Melinda Hernandez, Jessica Hester, Jeff Janowick, Susan Jepsen, Mark Kelland, Eliza Lee, Megan Lin, Tamara McDiarmid, Robin McGuire, Tricia McKay, Tracy Nothnagel, Louise Rabidoux, Chris Richards, Joann Silsby, Tedd Sperling, Jon Ten Brink, Denise Warner, Nancy Weatherwax, Veronica Wilkerson-Johnson, Richard Williams,

**Absent:** Nathaniel Colon, Dawn Hardin, Heidi Jordan, Frances Krempasky, Andrea Sanchez, Danielle Savory, Sally Welch,

1. Call to order
2. Roll Call
3. Approval of Agenda
	1. Approved without objection.
4. Approval of Minutes
	1. Approved without objection.

## President’s Report

* 1. Senate Office Hours will be returning. They will rotate days and times. First will be Feb. 2nd on groundhog’s day.
	2. This past week thoughts were centered on our conversations about belonging. What does it mean for our students (and our employees) to “belong?” “I know I belong. I can rationalize how I belong. And yet, I don’t always feel like I do. And some years that makes me question whether I should attend, even though I know as part of my role here, I really need to. How many of our students have a similar relationship to LCC?” At an event where I had so much in common with everyone present, that thing that made me feel comfortable, and welcomed, and made me want to return and engage more had little to do with why I was actually there. But once we all realized it was a safe space—a place where there were others “like us” you could feel the tension in the room just evaporate, and it was the most lively and engaged session I have ever been a part of—at any conference. We found that which unites and excites us, and that made everyone in that room feel like they belonged, and they opened up and were willing to share, and grow. While it may be impossible to find that special thing that unites everyone, it’s quite possible that as we work to a culture of not just inclusivity--but of reaching out to actively learn about those with different life experiences, cultural heritage, or priorities than us—we better create or strengthen the sense of belonging that person has. We can’t be all things to all people—but when the opportunity arises, let’s make the most of it, and then be intentional about creating those opportunities as we are able.
	3. Care Services Manager Kate Schultz – Manager in Center for Student Access. Work with many students. Sharing a success story. Has a blind student who completed math 106 and math 119 all in braille. She was successful in a highly integrated science course. All were all online during the pandemic. Used texture fabrics and textiles to help. Also taking a music course. Wonderful instructors who made this possible. Andy George makes this all possible.
	4. Senator Sarah Garcia Linz – “Kristen: This student started last Spring at the age of 44, struggling with imposter syndrome, juggling family obligations, health issues, and personal challenges. She has worked a lot with her Success Coach on things like time management, confidence, and navigating college. She shared her story on the Student Success Scenario podcast on LCC Connect radio and is very open about her story which is why I can share her name. The Success Coach team recognized her as one of our students of the month and she was so proud; she will also be on the Success Team social media pages soon. She has earned 26 credits and has a straight 4.0.

Culture of Care examples: Student from another country recently came here with absolutely nothing and was very lost and confused. The student communicated a lot with Global Student Services and his Success Coach before arriving. As faculty and staff learned about his challenges they helped him out. Donations were made to provide this student with basic cooking supplies, a rice cooker, help with shopping, and even more importantly connection. I met with this student briefly and he was so appreciative and I know he is in much better shape than if he did not have so many people, at least one of whom is on Senate, looking out for him. Finally, a student employee on campus who is an adult, who has experienced many hardships including homelessness, and he has said that LCC is the first place he feels he belongs. He recently lost a cup that he used to drink water from that he always had with him. The cup clearly had significance. We have shared kitchen space and he was concerned someone took it by accident. He brought it up several times and drew up a “missing cup” sign. When I came in on Monday he said, “Hey Sarah, want to know how I know I’m blessed?” He held up the cup. I said that’s great, did you find it? He said no, and told me a staff member in our area bought it for him. At least two others talked about doing the same thing. It may seem small, but to this student it meant a lot and helped him continue to feel that LCC is a place where he belongs.”

## Provost’s Report – Delivered by Dean Ronda Miller.

* 1. Great time to submit early alerts. Can submit at any time. They go directly to Academic Success Coaches. Email was sent out recently about early alerts.
	2. Send in Culture of Care homework by Feb. 20th. Please refer to the email sent out.

## Committee Reports

* 1. Student Advisory Committee (SAC) – Senator Veronica Wilkerson-Johnson
		1. See Appendix I.
	2. Budget Committee – Senator Denise Warner
		1. Reviewing applications for Innovation Awards. Provost has money available.
		2. Seeking to advise the college on budget concerns. Encouraging faculty to use POPs for plan according. Feel free to contact budget committee.
		3. Engaging with financial briefings. Attending presentations. Deadline coming up in Feb. for saving recommendations and reallocations.
		4. College planning modest increase in tuition. More details coming.
		5. Need members! Would like representation from all areas of the college. Don’t have to be a senator.

## Consent Agenda

* 1. Curriculum Committee Report
	2. Senator Mark Kelland- Request that Conservation and Sustainability be pulled from consent agenda.
		1. Second Tamara McDiarmid
		2. Consent Agenda adopted as amended.
	3. Sustainability certification. Curriculum committee wasn’t aware of concerns when it was forwarded to. Refer Conservations and Sustainability back to curriculum committee.
		1. Second Tamara McDiarmid
		2. Approved as moved.

## Elections – Senator Eliza Lee

* 1. Nominations are open from Feb. 13th through March 3rd.
	2. Areas that have open seats:
		1. Advising
		2. Communication, Media, and the Arts
		3. Health and Human Services - 2 three-year Division At-Large
		4. Library Instruction
		5. Technical Careers – 2 three-year Division At-Large positions, 1 one-year Division At-Large position
		6. Member At-Large

## Phishing Emails – Director of Information Security Paul Schwartz

* 1. Sends out emails or phone calls about every 6 months. Proactive phishing to help teach employees. Use a company with 9 different emails. Sent at a slow and steady pace. If you get an email, please send to the help desk. You get on a phish reporter list and there is a prize. There is an article in The Star with the data. Clicking on the email is fine, clicking on a link or attachment is the risky behavior.
	2. Goal is to instruct and access employee ability to fight against phishing.

## Small Group Discussion – Senator Jon Ten Brink

* 1. What are our values and expectations for students, faculty, and staff?
	2. What commitments can we expect of our students? Here are a few examples to get started:• Finish what you start• Attend class and complete assignments• Be an active listener• Ask for help and support services when needed
	3. What commitments can we expect of ourselves (faculty and staff) to support the student commitments? Examples include:• Developing clear and consistent procedures for students• Providing engaging, meaningful instruction• Providing timely, meaningful feedback• Connecting students with support services as needed
	4. What support do faculty/staff need to follow through on their commitments?

## A Moment of Teaching and Learning – Senator Jon Ten Brink

* 1. What about teaching would you like more opportunity to learn about?
		1. HyFlex and engaging students
		2. How to deliver asynchronous instruction effectively
		3. Universal design for learning
		4. More time to keep up to date with discipline
		5. Project based learning
		6. Give meaningful praise to students
		7. How to work with neurodivergent students
		8. Translate love of scholarship to younger generation
		9. More experience with handling difficult students, students who don’t want to be there.
	2. What is a strength that you have as a teacher/someone that interacts with learners?
		1. Detailed instructor.
		2. Video narrate lectures to seem like in class.
		3. Organized which makes students be organized.
		4. Tolerant of various student perspectives
		5. Recognizing each student as individuals with their own learning styles, problems, etc.
		6. Approachable and communicate well
		7. Convey that genuinely care about my students and experiences
		8. Respect students as autonomous thinkers
		9. Community connections and seeing across cultures.
		10. Helping students think outside the box when they communicate barriers in class or in life.
		11. Show my humanness
	3. What is a practice involved in teaching that is not institutionalized (i.e. required) that could use more attention across campus?
		1. Tolerance of late work
		2. Skills needed to lead productive conversations
		3. How can you get help at LCC
		4. Help students dream bigger
		5. Create a sense of community
		6. We have institutionalized so much in recent years that we often fee4l we don’t have the time to focus on these aspects of teaching and deep discussions
		7. Let students know where they can find your feedback
	4. What trends have you seen that you’d like to address/see addressed that impact the learning experience for students?
		1. Removing books because of cost
		2. More instructors have choice in assignments to meet different learning styles
		3. Looking at Chat-GPT or AI that can write papers. [ChatGPT: Optimizing](https://openai.com/blog/chatgpt/)

[Language Models for Dialogue](https://openai.com/blog/chatgpt/)

* + 1. [ChatGPT passes exams from law and business schools article](i.%09https%3A/www.cnn.com/2023/01/26/tech/chatgpt-passes-exams/index.html)
		2. Complexity in trying to register for classes. Students don’t know the difference between HyFlex, Hybrid and Ort.
		3. Not keeping the gradebook up to date is an ongoing issue.
		4. Importance of OER materials for equity goals
		5. For Take a Stand! Sit In! will be exploring issue of data and AI and teaching/learning.
	1. How do we institutionalize these practices more effectively?

## Discussion on Modalities – Senator Jon Ten Brink

* 1. Kristen Buttigieg – See PowerPoint. Shows enrollment by F2F, Hybrid, HyFlex, Online, and ORT for Fall 2019 – Fall 2022. Also shows success rates of each year and modality. Students of color are 8-10% lower in all modalities. Data will eventually be self-service and available to everyone.
		1. Senator Robin McGuire – F2F sections are only half filling. Those students are privileged to be able to come to campus and take class. Not everyone can. Some instructors aren’t teaching in the modality they are most comfortable in. How do we tease that out?
		2. Faculty Martine Rife – Seems like the gap isn’t in modalities but rather in our students of color and the focus should be on that.
		3. Faculty Jill Reglin - I'd like to know how many of our 0.0 grades are 0.0F versus 0.0U. I'm alarmed by the number of students who just disappear (sometimes fairly early in the semester) and don't finish the class.
		4. Student Senator Josiah Beauchaine - Does the data also take in regard of which classes the students take? If not why are we not comparing course success rates? Schools in Lansing area don’t teach at an adequate level, so students who get to college fail out because high school didn’t prepare them. In Lansing schools there is a majority of black students which is why POC struggle in college.
	2. Faculty Jill Reglin – Looking at English 121 and data. Students choose ORT because of transportation, gas money, time, caregiving responsibilities, physical limitations, health concerns, anxiety, neurodivergence, identity, etc. Students appear to want more asynchronous and less ORT. But is that really the case or do students not know what all the different modalities are. Are students choosing the modality for a good reason? What can we do to help them make decisions with more awareness?
		1. Senator Brenda Brown - In Banner: why can't there be an alert pop up triggered when a student chooses the format, rather than words on the page as there is now?
			1. Senator Tedd Sperling – Not only 16 week courses, but 14, and 12, etc.
		2. Student Senator Josiah Beauchaine - As a student I personally have three difficulties and that’s why I'll choose to take a course online, one being that I do not want to have to commute to lcc campus 5 times per week and 2 that classes that I need to take conflict with other classes that I need to take the final difficulty is finals when taking 4-5 courses in person when it comes down to finals i will have to take 4-5 finals in two days with no flexibility.

## Public Comments

* 1. Senator Mark Kelland – A few year ago in CC, had presentation from Kinesiology. Talking about physical education requirements in college. Helps relieve stress. As we talk about student mental health and wellness. Would like to plant seed of physical education in our general education requirements.

## 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.

Appendix I

**Academic Senate**

## Student Advisory Committee (SAC) Minutes

**January 12, 2023 Meeting**

The Academic Senate Student Advisory Committee (SAC) met via WebEx on January 12, 2023, 11:30 a.m. - 12:30 p.m.

**Members present:** Veronica Wilkerson-Johnson (Chairperson), Alex Azima (Physics Professor), Joann Silsby (CIT Adjunct Faculty and Senator), Armando Arévalo (Student Success Coach Manager), Ashlee Podleski (Adult Resource Center Coordinator), Chris Richards (eLearning), Fran Krempasky (Library and Sub-Committee on Web Resources Chair), Christopher Smelker (Surgical Technology HHS Division), Debra Coulston-Kwapisz (ACCESS Coordinator), Dean Ronda Miller (Student Affairs), Elizabeth Clifford (Tutoring Services/CCLC in Learning Commons), Frank Taylor (Academic Success Coach), Greg Lattig (Athletic Director), Louise Rabidoux (Counseling), Student Senator Andrea Sanchez, and Student Members Daniel Arnold, Danni Botti and Paul Palmer.

**Unable to attend:** Linda Hamlin (eLearning), Bruce Mackley (Marketing Director), Bill Garlick (CIO), Jon Tenbrink (Academic Senate President and Chairperson of Music Dept); Student Senator Josiah Beauchaine; and Student Members and Caleb Caballero, Keshawn Mitchell-Roland, Noel Mukeshimana, Austin Suddieth, Meghan Patterson, Baron Pham, Unique Major, and Brian Ringstaff.

The 01/12/23 SAC Committee highlights are as follows. Minutes provided and compiled by Senators Fran Krempasky, Joanne Silsby, and Veronica Wilkerson Johnson.

1. **Welcome**

Chairperson Veronica Wilkerson Johnson welcomed everyone to the meeting including Andrea Sanchez and Josiah Beauchaine, new Student Senators and student members Paul Palmer, Caleb Caballero and Daniel Arnold.

Veronica recognized the work SAC did in 2022 including the [LCC Student Resources web page](https://www.lcc.edu/services/index.html). She thanked Fran, Joann, and Ashley for their work on it. Many areas of the campus and students are using the page and information about it is being shared.

Moving into spring semester Veronica would like SAC to continue to build on our relationship with students and how students help with the leadership of LCC. Our continuing partnerships with all areas of the college is important.

1. **SAC Subcommittee Update – LCC Student Resources Webpage (Fran Krempasky, Joann Silsby, and Ashlee Podleski)**
	1. Fran updated the new members about the [Student Resources page.](https://www.lcc.edu/services/index.html) It was created because students and Student Senators had a difficult time finding the resources they needed on the LCC site. The page was created with input from students, SAC members, and LCC Student Service areas.
	2. The Subcommittee (Fran, Joann, and Ashlee), will be meeting soon to work on updating the page based on web analytics on the page and from feedback they’ve received on it.
	3. The page was promoted during PA Days and that’s good news. The more faculty know about the page and share it with students the better.
2. **Chris Richards, eLearning Initiatives and Updates**

 a. Chris Richards from eLearning shared eLearning’s January resources for students, presenting for eLearning Director, Linda Hamlin.

b. Chris shared that eLearning is helping students by offering
 [on-demand resources and live sessions](https://myd2l.lcc.edu/d2l/le/news/6606/881232/view). Students can also contact their office directly for
 assistance.

 c. Students want to be presented information quickly so they’re offering new

 [“1 minute or less” help videos](https://elearning.lcc.edu/students/d2l-trainings/d2l-video-gallery/) on topics such as how to access and locate your syllabus and
 how to sign up for notifications. They are also presenting information on how to access WebEx
 sessions and classes. In process is a video on how students can view their grades and feedback.

1. **Dean Ronda Miller, Student Affairs**
	1. Dean Miller said that she was very pleased to see so many students joining and participating in SAC. We are trying to make a difference in the lives of students in the classroom and outside, and the only way that we have really good direction is when we hear from students.
	2. Pop Up Food Pantry update: Dean Miller plans to begin providing food pantry options soon. There are a few things to still work out. But this pantry will offer our students that are facing food insecurity an opportunity to select sustainable food. Information will be coming out in the Star and via email in the next couple of weeks.
	3. Dean Miller also stated that students continue to meet with advisors. This ensures that they’re staying on the right program path and not taking courses that they do not need or are not covered by financial aid. We want to encourage students to engage with their academic advisors.
	4. SAC Chair Veronica Wilkerson-Johnson, followed up with the fact that LCC strives to care for their students and food insecurity has come up quite a bit and many have mentioned that they were hoping that LCC could return to a day when there are more affordable food options. She also mentioned the importance of there being food for students on main campus like they have at West campus and at some remote campuses.
2. **Paul Palmer (Student) and Frank Taylor (Success Coach) – Disability Group on Campus**

a. Frank and Paul discussed the new Disability Group on campus. Paul is organizing the group and
 Frank is the faculty advisor to the group. The goal of the group is advocacy, socialization, and
 normalization of the population we have on campus.
 b. The group is seeking a permanent home/location for their meetings. They’ve held two meetings
 and there is a lot of interest on campus. Deb Coulston-Kwapisz, ACCESS Coordinator, offered
 the Cesar Chavez Learning Center space in the Arts & Sciences building, Room 13, which is an
 accessible room.

 c. Contact Paul Palmer at palmerp2@mail.lcc.edu if you are interested in joining the Disability
 Group or if you have questions.

1. **Armando Arevalo – Success Coach Manager**

a. Textbooks-- A number of students have been notified on Twitter or LinkedIn about the LCC Foundation offering textbooks to students. The parameters are a GPA of 2.0 or higher and enrollment in at least six credits. Students will need to see their Success Coach to obtain a textbook.
 The coaches will review their need in a holistic way, check to see if this is an emergency need or a
 financial need.

1. **SAC Discussion on Textbooks**

a. The group discussed text books in general and offered suggestions.

* Alex said that he has used OER in courses in the past but a course he is teaching doesn’t currently have an OER. The reserve book he is using wasn’t affordable to one student so they tried to check it out at the Library’s Reserve but it was missing. He loaned the student a copy he had.
* Alex suggested that SAC consider doing some fundraising to assure there are books available in some location for each course.
	+ Fran said that the Library does have funding to purchase general education core class titles on reserve for students. The Learning Commons also has some titles available for use. There are dedicated staff in the Library who work on reserves, which is a detailed process. Sometimes titles go missing. We might want to look into offering inclusive first-day access on what the College offers and the current process.
	+ Alex suggested checking out a book at the library for the entire semester. Fran said the Library has various check out times. There are 2 hr., 48 hr., and 2-week loans. This sometimes depends on how big the classes are and how many students will be needing that book. The Library doesn’t lend books for the whole term because access would be limited to one person per semester. If the Library has a 2-hour loan, many more people can use that book.
	+ Students can also copy pages that they need in a textbook.
* Fran said we might want to take a look at which departments on campus work with textbooks for students and where the gaps are.
* Frank Taylor said that Success Coaches sometimes get donated copies of textbooks from students, and they could give extra copies to the Library.
* Danni stated that students might also like to donate their textbooks at the end of the semester to other students that might need them for the following semester.
	+ Elizabeth said that the old TRIO Program used to have a textbook shelf, can a shelf be added in the new ACCESS area?
	+ Ronda didn’t think donations would be manageable in Student Affairs.
	+ Fran wasn’t sure that the Library could house donations as students might be confused, since the library’s model is to check out textbooks.
	+ Alex suggested a “little library” for donations. Faculty could also donate extra textbooks for this purpose.
	+ Alex suggested digital access to textbooks from the publishers so the link expires at the end of the semester. Fran said that LCC is doing this with some classes using the “first day digital access” that Sally Welch talked about in the Academic Senate. [See: [Textbooks and Bookstores webpage](https://www.lcc.edu/consumer-information/textbooks-and-bookstores.html)] Students can purchase online access at discounted prices.
* Fran said there are many things to consider with textbooks so maybe we could make a difference by better understanding how things are working at the college and how each area can coordinate efforts. The coordination part and marketing part might be what’s needed.
* Andrea Sanchez suggested grants and fundraising (from the community) for the Library to purchase more titles. Alex mentioned asking the Board of Trustees for more money.
* Fran stated that the Library does have a dedicated fund for textbook purchase. It's not like we're not getting the books that we need. Students are using the books and some of them are not being returned.
* Fran said it would be a good idea to meet and discuss textbooks in general, especially the coordination of them and funding for them.
* Veronica will contact SAC members and other LCC personnel to work on this textbook discussion and develop a plan to present.
1. **Louise Rabidoux – LCC Counselor**

 a. Louise stated that Counseling offers free, confidential counseling to students.

b. Counseling has a new staff member, Jim Owens. Jim worked previously at LCC as a Financial
 Advisor. This is the first counselor that LCC has hired since Louise was hired 24 years ago. Much applause ensued over this announcement!

 c. Along with individual counseling appointments, Counseling does outreach events with
 mental health themes. The next event is “Healthy Relationships” on February 14th.

 d. Louise explained that Counselors best communicate with staff and students about counseling
 care. Usually they schedule appointments and do intake and regular sessions. They also do
 immediate need counseling. Students in crisis are referred to 911 or 988 national response numbers. LCC Counseling is not a 24-hour crisis center.
 e. Louise presented prototype marketing materials and asked for SAC members’ feedback. The
 material is meant to show students and staff the different levels in counseling care.
 Louise shared examples of planned counseling care, urgent counseling care, and emergency
 care. The Counselors presented at PA Days and will be talking with departments about feedback

 on the levels of care handouts. SAC members liked both the “funnel” approach and the
 “stoplight” approach in the examples Louise shared on levels of care.

1. **Elizabeth Clifford – Tutoring Services in Learning Commons**

 a. Elizabeth reported that Tutors are available in all subject areas. Tutors are available 8 am-8 pm
 Monday thru Thursday and 12 pm to 4 pm Friday, Saturday, and Sunday.

1. **Additional Comments**
	1. Chris Smelker, HHS Division Senator, said that he learned a lot from the meeting and plans on
	keeping involved in SAC. Greg Lattig, Athletic Director, agreed with Chris and said that he will
	share updates with Athletics.
	2. Joann Silsby, Tech Careers Senator, said that she has used first-day access for textbooks in her courses and students liked the electronic version. They had to “opt in” to continue using the book and pay a fee for it. Usually the fee is thirty dollars. She said students really like the electronic version.
	3. Alex Azima said that not all of the first-day access books are affordable. Veronica said that she has seen higher prices this year on first-day access versions. Why would this be the case? Elizabeth said that the costs vary across courses just like print textbooks.
	4. Email Veronica if you have any other thoughts or concerns about anything discussed at the meeting.

**Next meeting**: Thursday, February 9, 2023 11:30-12:30 via WebEx

**Action Items:**

1. Alex will share with his classes the marketing initiative that Bruce Mackley is doing. He will share his write-up with Veronica so it can be shared with others.

**SAC Meeting Dates**

SAC Meetings in Spring Semester 2023 are as follows:

Thursdays, 11:30 am - 12:30 pm,

January 12, 2023

February 9, 2023

March 16, 2023

April 6, 2023

May 4, 2023

Respectfully submitted,

Veronica Wilkerson-Johnson, Chairperson

Fellow Scribes:

Joann Silsby and Fran Krempasky