

Academic Senate Meeting

Feb. 24th, 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, Nathaniel Colon, Tim Deines, Nancy Dietrich, , Paige Dunckel, Bruce Farris, Sarah Garcia-Linz, Bill Garlick, Courtney Geisel, Gerry Haddad, Dawn Hardin, Melinda Hernandez, Jessica Hester, Jeff Janowick, Susan Jepsen, Heidi Jordan, Mark Kelland, Frances Krempasky, Eliza Lee, 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:** Lisa Dobson, Andrea Sanchez,

1. Call to order – 9:10AM
2. Roll Call
3. Approval of Agenda
4. Motion to remove X. Communications Website – Senator Tamara McDiarmid
5. Approval of Minutes
   1. Senator Mark Kelland –
      1. 13.a It’s needs an apostrophe. Should end in question mark.
      2. E.1 missing apostrophe
      3. 14 paragraph c minutes do not reflect adoption of the main motion
   2. Minutes approved as amended.

## Statement by the President – President Steve Robinson

* 1. Speaking about the LCC response to the MSU tragedy. Acknowledge the loss of the three students at MSU. Express concerns for the students still recovering and the entire MSU community.; Really appreciate all of the LCC faculty and staff in responding. At the Board Meeting made sure to thank the LCC policy and emergency management but the list is exhaustive. Thank counseling services and empathetic faculty. Many are extending grace and understanding to students. Thank everyone planning the healing events during the week. Returned quickly from a conference to be back at LCC and see response first hand. Thank campus community for grace and understanding. Particularly with StarCards. Want to acknowledge and continue to encourage to urge our students of all the support we have for them. Listening sessions, counseling, healing session. Encourage faculty and staff to use employee assistance programs. Thank everyone who has reached out for him and family. Son is at MSU. There are many in the same situations. Unenviable club of parents who have children in a school shooting. In constant contact with counterpoints at MSU. Will honor that connection. Came to LCC as MSU intern. All degrees from MSU. Impacts family deeply. Other community college presidents met and brought many resources. MCCA reached out to governor and Michigan state police. Emergency response is strength of LCC. Senior leadership has been fantastic to work with. End talking about students. A student reached out by email. Wants to see change. Compares LCC response to MSU response. Wants to know what the president is personally doing about the tragedy. Emergency management determined that LCC could safely have classes again (LCC was the only CC to close). Personally want to continue to provide an education in as safe a way as possible. Everyone is working 24/7 on the issue of safety. Unlike otgher CC’;s, we are utilizing our policy department. Use the amazing professionals and resources available to all LCC students. Thank you to everyone for having conversations similar to this one with students. This is an endemic problem that can happen anywhere. Thank everyone for everything they are doing.
     1. Student Senator Josiah Beauchaine – Do not believe MSU was going to happen, and that is why they took off the time. Was for mental health. Wondering how needing a StarCard helps protect students. Does StarCards provide additional safety?
        1. President Steve Robinson – You’re exactly right and the rationale for having multiple days off. It was for mental health. Being here and providing support. Think we made the right call by closing on Tuesday because of the connection to MSU. Before the shooting our public safety professional had already recommended “hardening” the buildings by making it harder for people to get in or control entry points. In the months before will have seen some doors locked. Badging in and out happened before the tragedy. Public safety says this provides more protection but no where is 100% safe.
     2. Senator Nancy Dietrich – Thank Dr. Robinson for checking on East Campus which is on MSU campus. East Campus had to lock down Monday night during the event. Public safety was there in minutes and all the training came in to place quickly.
     3. Hannah Anderson - Question: do we have any plans in place for classrooms with open windows? For example, my location at the Writing Center in A&S is all windows, and there's concern (I haven't been able to confirm yet) that the door does not lock from the inside. We have an annex we can go to, but in worst case scenario, we have to go out in the hallway to do so. I would love to know if anyone else has this issue with their location.
        1. Robinson - ^Let's make sure we get a specific answer from Public Safety on this question about A&S. I don't have a specific answer right now.
        2. Provost Sally Welch - You can also ask your question through the employee concerns email. This will help us log the question and make sure it gets answered.

## A Moment of Teaching and Learning – Senator Louise Rabidoux and Senator Megan Lin

* 1. See PowerPoint. “Considerations for Students Coping with Collective Trauma”
  2. Shock, suffering, sadness, anger, anxiety are all common responses to trauma immediately or over long days after.
  3. PowerPoint included common signs to look for in students and other people around LCC to see they are coping with trauma. PowerPoint also included many good strategies to respond to collective trauma. Showing grace and referring back to our Culture of Care.
  4. Also includes LCC specific responses such as counseling, early alerts, LCC police, etc.
  5. [**LCC Counselors**](https://www.lcc.edu/services/counseling/)

*(located in the Center for Student Support, StarZone, Gannon Building 2nd floor)*

**https://www.lcc.edu/services/counseling/**

**Phone: 517-483-1924**

* 1. [**LCC Police and Public Safety**](https://www.lcc.edu/campuslife/safety/)

*(located in Gannon Building, Room 2110 and at West Campus)*

**https://www.lcc.edu/campuslife/safety/**

**Phone: 517-483-1800 or 911 from any campus phone**

* 1. [**Community Mental Health**](http://www.ceicmh.org/services/cs) **(24 hours a day)**

Phone: (517) 346-8460

Toll free: (800) 372-8460

**http://www.ceicmh.org/services/cs**

* 1. [**Crisis Lifeline**](https://988lifeline.org/) **(24 hours a day)**

Phone: **988**

**https://988lifeline.org/**

* 1. [**LCC Employee Assistance Program (EAP)**](https://www.lcc.edu/hr/benefits/wellness/hmsa-employee-assistance.html)

HMSA

https://www.lcc.edu/hr/benefits/wellness/hmsa-employee-assistance.html

## Committee Reports

* 1. Technology Across the Curriculum (TAC)- Senator Bill Garlick and Senator Bruce Farris
     1. Chat GPT, AI. It is of interest to the group and being monitored. Impact of what that means to us as in an institution.
     2. Additional webcams in various classrooms. As of January, all of those webcams have been installed in those specific classrooms.
     3. New conferencing sound bars for conference rooms. For HyFlex meetings.
     4. ITS classroom services has been collaborating with math department on utilization of tablets in the classroom. Ease of access to students and all the writing in the classroom. Could have benefits to other programs.
  2. Committee for Assessing Student Learning (CASL) – Senator Tim Deines
     1. Completing work on co-curricular student handbook. Working with Director of Assessment Karen Hicks and data science.
     2. Creating a website dedicated to college wide assessment. Should be a good contribution about what assessment means and how it can be used during student learning.
     3. Gradebook Language, CASL Resolution
        1. See Appendix I.
        2. Senator Rick Williams – Why is this not more Academic Affairs? Where is the accreditation liaison? Have not heard of Assessment Coordinators or Director of Assessment. This is for program review.
           1. Senator Mark Kelland – Karen Hicks is Director of Assessment. Works with CASL. Assessment Coordinators are in programs. This is more than program review. Helps with accreditation. Not knowing about Director of Assessment and Assessment Coordinators shows we need to do a better job of advertising who they are and what they do.
        3. Senator Susan Jepsen – Maybe the resolution could be written without the labels of people? The job titles could change and then the resolution could be moot.
           1. Senator Mark Kelland – These specific terms are not determined by the accreditor. It seems inconceivable that we would not have a Director of Assessment. We have also changed resolutions before.
           2. Provost Sally Welch – Titles are important because shows where the materials need to go.
        4. Approved as voted.

## Consent Agenda

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

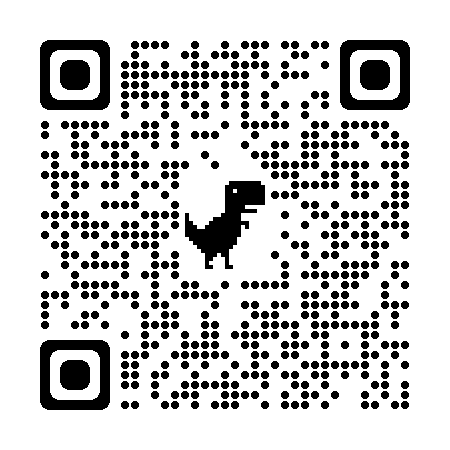
## Elections – Senator Eliza Lee

* 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

## HLC Reaffirmation Information –Accreditation Liaison Officer Mark Kelland

* 1. See PowerPoint.
  2. Accreditation happens every ten years and we are up in 2024.
  3. Criteria for accreditation: 5 criteria, 18 core components, 68 subcomponents.
     1. Mission
     2. Integrity: Ethical and Responsible Conduct
     3. Teaching and Learning: Quality, Resources, and Support
     4. Teaching and Learning: Evaluation and Improvement
     5. Institutional Effectiveness, Resources, and Planning
  4. Preparation of Assurance Argument and Federal Compliance Filing includes 8 senators.
  5. Criteria for Accreditation:https://www.hlcommission.org/Policies/criteria-and-core-components.html
  6. Assumed Practices:https://www.hlcommission.org/Policies/assumed-practices.html
  7. Federal Compliance:https://www.hlcommission.org/Accreditation/federal-compliance-program.html
  8. We are in very good shape due to our attention to detail.

## Cardio Exercise and Academic Success – Senator Courtney Geisel

* 1. See PowerPoint.
  2. Culture of care in Teaching and Learning
     1. Exercise is a lifelong skill and essential for personal care
     2. Exercise has positive effects on emotional and mental wellbeing
     3. Phase 1 and phase 2 of cardiovascular exercise and academic success at LCC
  3. Includes students’ perspective.
  4. Most students get introduced to this in Health and wellness/ kinesiology courses but are applying it to other disciplines.
  5. 82% of students found doing cardio before an exam, test, or presentation helpful. Most students reported a 5% increase in grade change.
  6. 

Use this bar code to access **Activities for Success** webpage

Brain breaks

## Chair Elect – Senator Jon Ten Brink

* 1. See Appendix II
  2. Recommendation is for chair elect to be a one-year term. But the resolution is to just have a chair elect.
  3. Idea is to have a smoother transition of leadership. Expectations of chairs in CC and CASL are numerous and sometimes more daunting than a regular member is aware of. Needs to be a way for preparation of chairing a committee. Even though there are no term limits for anyone in the committee, need to look at possibility of chairs transitioning out and being more prepared. Don’t want to set the committee back.
  4. Approved as voted.

## President’s/Provost’s Closing Remarks – Senator Jon Ten Brink and Provost Sally Welch

## “As the Provost and President of the Academic Senate, we stand together in solidarity with the LCC and MSU communities.  For the next few minutes, we will talk about topics important to us, and relevant to the last two weeks.

## It’s been a *long* week and a half. Not one of us has been unaffected by the tragedy that unfolded at MSU last week. We are close to people who barricaded themselves for protection—they include our fellow LCC faculty members, our family members, and our students. Many of us struggle with the lingering questions—what if it happens here? How can I protect those I care for, including both those close to me and the students in my care? And we’re fielding questions and hearing comments from our students. “I’m not ready to come to campus.” “I’m having trouble concentrating, I just keep thinking about it.” “What do we do if it happens here too?” And we deal with the never-ending struggle of knowing how to care for ourselves, and help our students learn what they need to learn to achieve their goals while caring for them too. It’s a seemingly impossible task. The immediate threat is over, but the trauma continues. The uncertainty remains. We can’t ignore that. We shouldn’t ignore that. But we will all process this differently; in diverse ways and at different speeds. Some are ready for “normal.” Some can’t stop crying yet. Some want to talk about it. Some need to compartmentalize. Knowing those differences exist, being sympathetic to the needs of others, and understanding that none of us are at our best right now, are all crucial as we navigate this together. We’re all trying to do the best we can.

## After the tragic shooting at MSU, we decided to close on Tuesday to give everyone the chance to catch their breath and start to process what happened.  Because of our experience with locked building access during covid, on Tuesday, it was also decided to have all campus buildings locked and the only way to access the buildings was through star cards.  We knew at that time not all students had star cards and that it would cause some challenges for everyone on Wednesday.  Through a lot of effort by many people who helped out at the doors, creating cards and ensuring that all dynamic forms were processed, the new procedure went relatively well.  In addition to keeping our buildings locked down, Chief Gaines and the officers increased their foot patrols on downtown and west campus.  We appreciate their quick action to help people feel safe.

## We’ve talked about the Culture of Care quite a bit in recent years. And it’s needed now as much as ever. That doesn’t mean students just get a pass because life is hard. It never has. But it does mean we recognize that we are all human. All fallible. All needing opportunities to display growth. All needing to feel supported. Sometimes your hands are tied—an accrediting body has strict rules that need to be followed, or the semester doesn’t leave enough time to catch up. But, when possible, I ask you to extend grace. You may know they’re lying about why they missed class, but have you asked yourself why they feel the need to do so? Can you accept the work late? Can you assume they’re telling you the truth when they say they’re sick without forcing them to provide the doctor’s note? Even better, can you ask how they’re doing and really mean it, and be prepared to listen to why they’re not ok? Can you have a conversation outside class time or office hours when you see them in the hallway? Can you reach out when you see they’re struggling, even if you know you won’t hear back? We’re all tapped, and all these little asks add up. The extra grading. The time spent in correspondence that sometimes feels like screaming into a void. The emotional reserves to support someone who can’t do it on their own. It’s too much! We all know you can’t be all things to all people. So don’t do it all. Find places where you can. Find the little moments where you can make a big difference. Find the person you’re there for before you try to assess them. And you’ll find a little can go a long way.

## On January 5th and 6th, Amanda Provost and Russell Lowery Hart presented on appreciative education and the culture of caring.  Dr. Robinson then connected their speeches with the idea of connection and culture of care on our campus.  I want to make sure that everyone understands what all 3 presenters talked about is not just for students.  The culture of care we are emphasizing at the college is also about you and how we treat each other. Please take a moment to read yesterday’s star.   As Jon talked about trauma earlier, we need to recognize that we are dealing with the events from last week differently and we need to acknowledge this and respect it.  This means that we need to be kind to each other, respect each other space so we can process the events what happened last week.  Remember, we are a community here and we are here to support each other.  Try to take time to ask your colleagues how they are doing, how their day is going, and if there is anything you can do to help.  Culture of care doesn’t mean that you just give and give of yourself.  You also need remember that you are part of this equation and that you need to also care of yourself.  You can do this by using your support system.  Talk to them about how you are feeling and how last week impacted you.  Try to stay with your routine and ask for help if you need it.  In a little bit, I will also share some resources that are available to you.

## The campus has been closed three days in the last two weeks, and for very different reasons. One was a needed day of rest to let everyone process the prior day’s events. The other two a closure of campus due to severe inclement weather. It’s the first real test of the “Emergency Days” language added to syllabi this year telling students what to expect should there be such an emergency; will the class continue asynchronously, or in WebEx as an Online Real Time class, or something else. While still processing trauma, we needed to pivot quickly and change plans. Again. Now that we’ve gone through it, what are the pain points? Did our students get the message? Were we prepared? Let’s make sure that we’ve all—and I mean every Program, every course, every instructor—not only has a plan for what will happen when campus is closed, but also has a way to communicate that to their students when—not if—it happens next. Not every emergency will be the same or have the same needs in its wake. But we can plan ahead to know how to handle it when it comes. An ounce of prevention is worth a pound of cure. We may not be able to prevent emergencies from happening, but by being prepared we can mitigate their negative impact, and build resiliency for ourselves, and our students.

## Over the last week and half, the college counseling services and human resources have provided a number of listen services and private counseling sessions.  If you need help and are uncomfortable speaking with people on campus, I will drop a few links into the chat for you.

## [LCC Counseling Services](https://www.lcc.edu/services/counseling/) (https://www.lcc.edu/services/counseling/)

## [HMSA Employee Assistance Program](HMSA%20Employee%20Assistance%20Program%20() (https://www.lcc.edu/hr/benefits/wellness/hmsa-employee-assistance.html)

## [Crisis Text Line](https://www.crisistextline.org) (https://www.crisistextline.org/)

## [988 Suicide and Crisis Lifeline](https://988lifeline.org/) (https://988lifeline.org/)

## We appreciate you being here, and all that you’re doing to support student success. Thank You to Star Zone employees, everyone at DPS, the Success Coaches, Faculty, Counselors, the BERT team, HR, Executive Leadership, and everyone who put in extra time and attention over the last two weeks to help those around you manage this tumultuous time. You are incredible, and so appreciated! LCC is full of individuals who care—and collectively all those individuals make something special for our students—and for each other.”

## Public Comments

* 1. Senator Eliza Lee – Need new life and invigoration in the Senate. Challenge all senators to nominate one person.

## Potential Future Agenda Items

* 1. Accreditation site updates

## Adjourn 11:07AM

***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**

**CASL Resolution**

**Gradebook Language – 27 Jan 23**

Whereas, Students are assured of quality education when assessment is an intentional and integral part of the learning process;

Whereas, Criterion 4 of the Higher Learning Commission’s Criteria for Accreditation focuses on assessment; and

Whereas, Coordinating the language and alignment within D2L of assessment artifacts in the D2L gradebook for multi-section courses would facilitate and simplify the ability of the Director of Assessment to collect data for annual assessment reports and for program review; therefore, be it

Resolved, That academic programs should work with Assessment Coordinators and/or the Director of Assessment to ensure standard naming conventions for common assessments in multi-section courses used for programmatic and college-wide reporting.

Approved by CASL on 27 Jan 2023

Appendix II

Chair elect

The Curriculum Committee (CC) has undergone repeated and unexpected changes in leadership in the last few years. Someone has always been found to step into the role, but they have not always felt prepared for it, and there has been a steep learning curve. To help stabilize a pipeline of leadership and help minimize these times of transition the Executive Committee proposes the addition of a “Chair Elect” position for CC as well as the Committee for Assessing Student Learning (CASL), as well as any other committee that feels this would be useful.

The Chair Elect would serve for one year prior to taking on Chair responsibilities and would shadow and be mentored by the outgoing Chair. Terms with limits for Chairs would need to be established to create and maintain a timetable for succession. Additional consideration is needed for membership—who can be a chair/chair elect (senator/non-senator, faculty/non-faculty, etc).

The Executive Committee moves that the Senate affirm moving toward a chair elect model for CC and CASL, with necessary changes to Committee Charters to be crafted by the respective committees and presented to the Senate for first read by March 24th—received by the Senate Secretary by Monday, March 20th. Other committees may adopt this model and craft language for their charters if they choose. Language changes shall include:

1. Term limits for chairs
2. Requirements that the Chair elect be a Senator, though they may proceed to the Chair role if their Senate term ends and serve as Chair while not a Senator.
3. Allowance for the outgoing Chair to remain in position should the Chair elect be unable to take over for whatever reason