



Academic Senate Meeting

April 18th, 2025 at 9:10-11 via WebEx

Present: Dustin Abrego, Marvin Argersinger, Brittany Barber, Laura Bishop, Chelsea Brandon, Autumn Brown, Rick Caprario, Elizabeth Clifford, Mary Clisch, Robyn Corey, Annescia Dillard, Lisa Dobson, Joshua Galat, Lee Gardner, Bill Garlick, Courtney Geisel, Homa Ghaussi Mujtaba, Gerry Haddad, Robert Halgren, Susan Hardie, Melinda Hernandez, Ed Kabara, Mark Kelland, Ian Leighton, Eliza Lee, Megan Lin, Tanya McClain, Tamara McDiarmid, Tricia McKay, Wade Merrill, Jennifer Muffet, Dan Mulligan, Tracy Nothnagel, Jim Owens, Charles Page, Louise Rabidoux, Chris Richards, Adam Richardson, Diane Roose, Joann Silsby, Steve Simonson, Diane Snyder, Tedd Sperling, Nancy Weatherwax, Sally Welch, Jeff Janowick

Absent: Tim Deines, Evan Falk, Jessica Hester, Chris MacKersie, Robin McGuire,

- I. Call to Order – 9:10AM
- II. Roll Call
- III. Approval of Agenda
 - a. Approved without objection.
- IV. Approval of Minutes
 - a. Approved without objection.
- V. President's Report
 - a. Thank you to all our outgoing senators.
 - b. Welcome to the new senators.
 - c. Congrats to all the StarPower Award Recipients.
 - d. Summer meeting is Friday July 18th.
 - e. May 2nd is the last meeting of the Spring semester.
- VI. Provost's Report
 - a. Another thank you to the outgoing senators. Welcome to the new senators.
 - b. PA days on Wednesday May 14th. On Thursday May 15th we will give you time to work in your department. Normal department meetings on Thursday.
 - c. We can not administratively withdraw a student from a course. They have to tell us that they want to withdraw from the course.

- d. Wanted to have draft language for AI usage for syllabi. Similar to Emergency Closure language. Faculty will be given a choice on which language works for their course. Final draft will come to May 2nd meeting.

VII. Consent Agenda

- a. Curriculum Committee Report
- b. Approved without objection.

VIII. Standing Committee Reports

- a. Budget Committee – Senator Marv Argersinger
 - i. See Appendix I.
- b. Committee for Assessing Student Learning (CASL) – Faculty Heidi Jordan
 - i. Officially announce Chair Elect Mark Kelland.
 - ii. CASL primary focus is on equitable assessment. Authentic and collaborative assessment. And student-centered assessment. Encourage equitable assessment on campus.

IX. Elections Update – Senator Eliza Lee

- a. Nominations for President and Secretary are open. Will take nominations until Friday April 25th. Elections will run on May 2nd. Senators will receive an email to vote during the May 2nd meeting.

X. Academic Master Plan – Senator Tracy Nothnagel

- a. See PPT.
- b. Reviewed institutional data on success rate across modalities, small groups discussion identified barriers, analyzed feedback from student modality survey.
- c. 5 themes
 - i. Equitable access to learning modalities
 - ii. Consistency and clarity in course design
 - iii. Faculty support and development for inclusive teaching
 - iv. Active student engagement and empowerment
 - v. Targeted support for marginalize and underserved students.
 - 1. Asked senators and faculty to be on each theme.
 - 2. Came up with objectives for each theme.
- d. Connects directly to Strategic Plan Goal 1: Achieving academic excellence with purpose and equity.
- e. Next steps would be a call for volunteers to work on a process for each of these themes. Looking for additional members to develop each project.
- f. Senator Mark Kelland – Motion to approve the themes for the Academic Master Plan and objectives
 - i. Second Steve Simonson

ii. Approved as voted.

XI. Curriculum Committee Charter – Senator Courtney Geisel

- a. Notice of proposed changes to the curriculum committee charter.
- b. See Appendix I.
- c. Will vote on changes at the next Academic Senate Meeting.

XII. Role of Member At-Large – Senator Laura Bishop

- a. Trying to define member at-large.
- b. Gathered the themes from the previous academic senate meeting and made a Padlet of the ideas.
- c. [Senate At Large Members Padlet](#)
- d. Great ideas from senators
 - i. Have a power hour
 - ii. Add to CTE newsletter
 - iii. PA days have a booth
 - iv. Anonymous Dropbox
 - v. Etc.
- e. Padlet is a live document. Please use link to add more ideas of the role of Member at-large.

XIII. Recordings of the Academic Senate – Senator Wade Merrill

- a. See Appendix II.
- b. Trying to give people (specifically adjuncts) more access.
- c. Wants to record the Academic Senate Meetings and make them accessible for anyone. Specifically for adjuncts who cannot attend meetings during the date. Would grow participation of the senate. Can link the video for people. Can make some targeted engagement with constituents. Don't want to create a lot of work for a lot of people but make the process as easy as possible.
- d. Senator Mark Kelland – Would be nice to have timestamps and break into chapters.
- e. Senator Annesia Dillard – Would be better to put on the MediaSpace instead of putting on the website. Website is too public.
- f. Senator Tracy Nothnagel – We do not make recordings public. We are not subject to the open meetings act.
- g. Senator Courtney Geisel – Already record CC meetings.
- h. Senator Marv Argersinger – Already record Budget meetings.
- i. Senator Brittany Barber - The only thing that I could see as an issue is that people may not be as open or willing to talk as these meetings could be a little more intimate or censorship might become an issue? etc.

- j. Senator Lee Gardner – Should couple that with a power hour or something to boost the messages in the meeting. Watching the meeting might not give full context. Offering the records could be offered with support.
 - k. Senator Bill Garlick – Mindful for retention schedules. Is there a time in the future when they no longer need to be retained? Vendors like to keep us in check with that.
 - l. Event Technology Specialist Patrick Butcher – Came up with an SOP to use MediaSpace. Would control access. Senate recordings would be housed on MediaSpace which would have people sign in. Would have to be downloaded and trimmed on beginning and end. Would need to be in a day but wouldn't get loaded until at least Monday after the meeting. Re timestamping in MediaSpace would be time consuming.
 - i. See Appendix III.
 - m. Senator Mark Kelland – Advice is to put it on a future agenda item, perhaps for summer.
- XIV. Public Comments - These public comments reflect the thoughts and opinions of their speaker and are not endorsed by the LCC Academic Senate or LCC.
- a. Senator Courtney Geisel – I'm Courtney Geisel, a professor in the Kinesiology, Fitness, Wellness Department. I am also a PhD student at Rocky Mountain University of Health Professions. For my dissertation, I am conducting a research study on the effects of walking on test anxiety. This study is approved by LCC's IRB and I am recruiting LCC students 18 years of age and older to participate. Thank you to those that have already shared this study with students. I can email the flyer to you, and there is no further involvement beyond sharing the recruitment flyer with potential participants. Although the end of spring semester is drawing near, there is still time for students to enroll, and I will also continue to enroll participants and collect data summer semester. Feel free to contact me with any questions. Thank you for your assistance.
 - b. Senator Chris Richards – Academic Alerts will be moved from its current location as a widget on your course homepage to the Manage Course menu in the Navigation Bar for the course. This will occur between the Spring and Summer 2025 semesters.
 - c. Counselor Louise Rabidoux – Counseling awareness month. Also, alcohol awareness month and sexual assault awareness month. Tends to be a tough month, students are overwhelmed. Please refer them to counseling. Counselors are here year-round, so even if you refer students now they can work with them during summer and next year.
 - d. Historian Jeff Janowick – Stop by StarScapes in Gannon in April 30th and May 1.

XV. Potential Future Agenda Items

a. None.

Purpose: *The purpose of the Academic Senate will be to provide faculty input and advice to the administration concerning issues of College-wide educational philosophy, College-wide academic policy, and priorities in the College-wide deployment of capital or financial resources, except as covered by the scope of collective bargaining. The Senate will be proactive and collaborative in its approach, seeking consensus whenever possible, and will foster and support effective and transparent communication with the college community. Student learning is the ultimate goal of this body.*

LCC Mission Statement: *Lansing Community College provides accessible, high-quality education through relevant and innovative instructional methods to equip and empower a diverse community of learners to complete their educational goals while becoming engaged global citizens.*

Land Acknowledgement: *Lansing Community College occupies the ancestral, traditional and contemporary lands of the Anishnaabeg - Three Fires Confederacy of Ojibwe, Odawa, and Potawatomi peoples. In particular, the City of Lansing and LCC reside on land ceded in the 1819 Treaty of Saginaw.*

Respectfully submitted by Academic Senate Secretary, Eliza Lee.

Appendix I

Budget Committee Report to the Academic Senate

4-18-25

The Budget Committee has been working very hard this academic year to identify areas the committee can help constituents and programs better understand the budget cycle as well as best practices for programs completing their Program Operating Plans (POPs).

At our last Senate meeting Budget Committee Vice-Chair Micheal Giles' presentation of Frequently Asked Questions and the College Budgeting Process gave the Senate examples of what the committee is working towards. The two areas presented will be the first added to the budget committee's webpage. This is just the beginning of what the committee would like to add to our webpage. When constituents have questions about general budget items and POPs, we want them to think of the Budget Committee and the information available to them on our webpage.

The committee is also working on a "Hot Topics" type of informational page to help Senators relay important budget information to their constituents. Eliza has graciously allowed us to add an item or two, to her Hot Topics until we are ready with our own informational page.

As with every standing committees charter, we all work towards meeting the charge of the particular standing committee. Obviously, those items for each committee are different, but the responsibilities of the committees have similarities. To help inform the Senate, constituents, programs and divisions of the needs these areas may have relating to the committee's charge, in our case, about budget processes and ways to help meet and inform the Senate, constituents, program and divisions about these processes.

As always, we want to encourage faculty and programs to utilize their program operating plan. Remember this is a living document, it can be changed to meet the programs changing needs and help model a continuous improvement plan for the program. If your program did not work on your POPs for the upcoming fiscal year. Now is the time to work on the plan for next fiscal year.

If anyone has anything they would like the budget committee to look into, please let us know. If you have suggestions of budget related items you would like to see on our webpage please let us know.

Appendix II

Charter for the Curriculum Committee (CC) Standing Committee of the Academic Senate

PURPOSE:

~~This standing committee of the Academic Senate provides leadership and support related to academic courses and curricula to ensure that academic standards are maintained.~~

To ensure academic integrity, collegewide consistency, and compliance with accreditation requirements, the Curriculum Committee (CC) reviews proposals for new and revised courses, proposals for new and discontinued programs of study, recommendations for the inclusion of courses on MTA and/or General Education – Applied Degrees, and recommendations for canceling courses. Recommendations of the CC are forwarded to the Academic Senate and the Provost for approval.

CHARGE OF THE COMMITTEE:

1. Evaluate proposed new and/or revised ~~academic programs of study and~~ **courses** ~~proposed new and discontinued programs of study~~ ~~courses to ensure alignment with the college's mission and consistency across the college's divisions.~~
2. Review courses submitted for Michigan Transfer Agreement and/or General Education – Applied Degrees.
3. Provide updates about tools and processes used to review new and revised courses and/or curricula.
4. Provide updates, as needed, about innovation and accreditation criteria related to courses and/or curricula.
5. Collaborate with the Academic Senate and other standing committees on relevant issues.
6. Regularly report the CC's progress to the Academic Senate, retain committee approved meeting minutes, and maintain a representative membership.
7. The Chair of the CC may form subcommittees, ~~as necessary,~~ to facilitate the work of the CC.

MEMBERSHIP:

- Chair and Chair Elect: Must be ~~an~~ Academic Senators **s** at the time of election and teaching full-time or part-time continuing contract status.
- Vice-Chair: Will be appointed by the Academic Senate Executive Committee from among the members of the committee.
- 70% teaching faculty (full-time and/or part-time continuing contract status)
- A minimum of four (4) Academic Senators.
- Members from each of the following Divisions
 - Arts & Sciences (3)
 - Health & Human Services (3)

- Technical Careers (3)
- Community Education & Workforce Development (1)
- Non-teaching members
 - Academic Affairs (1)
 - Academic Advisor (1)
 - Library (1)
 - Ex-officio Members
 - Academic Senate President per Senate Bylaws
- Resources
 - Accreditation Liaison Officer (ALO)
 - Center for Data Science (CDS)
 - Course Information Management Team (CIMT)
 - Degree Works Administrator
 - Director of Assessment
 - Office of Empowerment
 - Financial Aid
 - Registrar's Office
 - Others as needed

MEMBER AND CHAIR SELECTION:

- Will be appointed by the Academic Senate Executive Committee

TERM:

- Chair: 3-year term
- Chair Elect: Will be appointed by the Academic Senate Executive Committee at the end of the 2nd year chosen the last year of the Chair's term to serve concurrently the last year in preparation of taking over at the end of the Chair's term.
- Members: No limit None

ROTATION:

- n/a None

CC CHARTER APPROVAL:

CHARTER APPROVED by the Academic Senate on: Friday, March 2, 2018; revised April 22, 2022; revised May 5, 2023.

Appendix III

RECORDING OF LCC ACADEMIC SENATE AND STANDING COMMITTEE MEETINGS

Proposed:

- The Academic Senate will record all full Senate meetings and standing committee meetings when held in virtual or hybrid formats.
- Recordings of the meetings will be made available within five days through the Academic Senate website.

Reasons for the proposal:

- To help meet the Academic Senate's stated goal of involving more constituents in the activities of the senate.
 - Academic Senate meeting times can be difficult for many faculty, staff, and students to attend, particularly for adjunct faculty and part-time staff.
 - The ability for members of the campus community to watch recordings at a time that works best for them will provide a more detailed understanding of Senate business and related discussions on important issues with more detail and nuance than the minutes can provide.
 - Will allow constituents to give better feedback and ideas to their senators.
 - Broader access could help build engagement and participation in the Academic Senate in general.
- To provide a history of Senate meetings
 - An archive of meeting recordings can allow Senators and other interested parties to review previous meetings where topics have been discussed.

Appendix IV

Patrick Butcher

April 16, 2025

Academic Senate Recordings

If this proposal is passed how can this be accomplished?

- Main meeting
 - Download and trim the recording removing the head, (pre meeting start) tail (after meeting concludes), breakout sidebars.
 - This will take time and will have to happen no earlier than one business day after the meeting.
 - Webex takes time to process the cloud recording.
 - Completed recording will be uploaded to Mediaspace and published to the Academic Senate channel and Main meeting playlist.
- Link to website
 - Academic Senate Recordings should be housed on Mediaspace
 - Academic Senate channel will be created.
 - Any playlists will be created for Main Senate meeting, Standing Committees
 - Access to Academic Senate channel and content will require individual to log in to Mediaspace account.
 - Channel and Media analytics will be used to track impressions and views.
- Standing Committee meetings
 - Standing Committee meetings will need to be recorded by the Webex meeting organizer.
 - Recordings will need to be downloaded after any trims are made.
 - Recordings will need to be transmitted to designated data wrangler.
 - Data wrangler or designee will need to upload and publish to the Academic Senate Mediaspace channel and appropriate playlist.