



## Academic Senate Meeting

May 2nd, 2025 at 9:10-11 via WebEx

**Present:** Dustin Abrego, Marvin Argersinger, Brittany Barber, Laura Bishop, Chelsea Brandon, Autumn Brown, Rick Caprario, Elizabeth Clifford, Annesia Dillard, Lisa Dobson, Joshua Galat, Lee Gardner, Bill Garlick, Courtney Geisel, Gerry Haddad, Melinda Hernandez, Jessica Hester, Mark Kelland, Eliza Lee, Ian Leighton, Chris MacKersie, Tamara McDiarmid, Tricia McKay, Wade Merrill, Dan Mulligan, Tracy Nothnagel, Chris Richards, Adam Richardson, Diane Roose, Joann Silsby, Steve Simonson, Diane Snyder, Tedd Sperling, Sally Welch, Jeff Janowick

**Absent:** Mary Clisch, Robyn Corey, Evan Falk, Homa Ghaussi Mujtaba, Robert Halgren, Susan Hardie, Ed Kabara, Tanya McClain, Jennifer Muffet, Jim Owens, Charles Page,

- I. Call to Order – 9:10
- II. Reminder to vote on Elections
- III. Roll Call
- IV. Approval of Agenda
  - a. Approved without objection
- V. Approval of Minutes
  - a. Approved without objection
- VI. President's Report
  - a. Recruiting Student Senators for 2025-2026 year. Reach out to the Executive Committee or Elizabeth Clifford the Chair of SAC.
  - b. Forming Academic Master Plan implementation teams. Will start in Fall. If you are interested in serving on one of the teams for one of the teams, reach out to President Tracy Nothnagel.
  - c. Due to Academic Senate Motion, Library has received 300 calculators. Congratulations to Elizabeth Clifford and SAC on their hard work.
  - d. First Fall Academic Senate meeting September 5<sup>th</sup> and summer Academic Senate meeting July 18<sup>th</sup>.
  - e. Looking forward to seeing everyone at graduation.
- VII. Provost's Report
  - a. Happy Nursing Week next week. Thank you for everything you do for our students.

- b. We have dental hygiene pinning, fire academy graduation and many others.
- c. Graduation Spring 2026, working on three dates. April 30<sup>th</sup>, May 4<sup>th</sup> or May 7<sup>th</sup>. Trying to do the least impact for students and faculty.
- d. 15-week pilot semester, have one more step to go. Meeting with Eva and MAHE to finalize. Will be moving to 15 weeks in Fall 2026.
- e. PA days: May 14<sup>th</sup> is college-wide in person with a keynote speaker, May 15<sup>th</sup> all day on campus work in your programs to work on a draft POP, assessment work, and course work.
  - i. [Professional Activity Days](#)

#### VIII. Consent Agenda

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

#### IX. Standing Committee Reports

- a. Adjunct Advisory Committee – Senator Ian Leighton
  - i. See PowerPoint.
  - ii. Biggest topic is finding a universal means in which adjuncts can claim their pay for meetings, curriculum development and any and all special projects they are involved with. Currently there are 5-8 different ways adjuncts have to report their pay. This causes confusion amongst adjuncts and departments.
  - iii. Goal is to make it easier for adjuncts and avoid mistakes.
  - iv. Still looking for members for the Adjunct Advisory Committee. Contact Ian Leighton if you're interested.

#### X. Curriculum Committee Charter Vote – Senator Courtney Geisel

- a. See Appendix I.
- b. Approved as voted.

#### XI. AI Syllabi Language – Provost Sally Welch

- a. See Appendix II
- b. Senator Dan Mulligan – 4<sup>th</sup> category that AI can be used on some assignments without instructor approval. As stated, feels like all or nothing.
  - i. Provost Sally Welch – Suggestions using 3<sup>rd</sup> category and amending it slightly for some assignments.
- c. Senator Eliza Lee – Wording suggestion from a constituent in beginning paragraph: “Failing to properly cite your use of AI may result in a loss of points, an assignment grade of zero, and/or being referred to the Office for Student Compliance for plagiarism.”

- d. Senator Ian Leighton - If we choose category 1 (no AI allowed), will LCC supply an official AI checker? As of now, papers are "suspected" of being AI created but there is no proof that would stand up. For the record, I would choose option 1 because I primarily teach DevEd where it is important for students to find their voice. Currently, some of my students use AI to "cheat". So.... what AI tools would be available to us? Thank you.
    - i. Provost Sally Welch – No AI checker works. Suggest setting up assignments differently or having a discussion with the student. The last sentence in category 1 allows you to have an interview with the student to determine if they are using AI. Had suggestions of students who were so off from the assignment it was easy to tell it was from AI. We will try to do a lot of work to help the faculty. We may develop a process for getting the evidence.
  - e. Senator Mark Kelland – Suggest looking more into category 2 since category 1 (no AI at all) will be hard to enforce.
- XII. Elections Update – Senator Laura Bishop
- a. Eliza Lee elected Senate Secretary.
  - b. Tracy Nothnagel elected Senate President.
- XIII. Public Comments
- a. None
- XIV. Potential Future Agenda Items
- a. Senator Chris MacKersie - Capital Projects update
  - b. Senator Mark Kelland – Looking into meeting on West Campus or because of difficulties make a new motion that doesn't include West Campus.

**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



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

#### **I. 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.

#### **II. CHARGE OF THE COMMITTEE:**

1. Evaluate proposed new and/or revised ~~academic programs of study~~ **courses** and 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.

#### **III. 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

#### IV. MEMBER AND CHAIR SELECTION:

- Will be appointed by the Academic Senate Executive Committee

#### V. TERM:

- Chair: 3-year term
- Chair Elect: Will be appointed by the Academic Senate Executive Committee at the end of the 2<sup>nd</sup> 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

#### VI. ROTATION:

- n/a None

#### VII. CC CHARTER APPROVAL:

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

## Appendix II

### Course Procedure Regarding Artificial Intelligence I Use:

Artificial intelligence (AI) is a tool designed to assist people with various tasks. AI, however, does not replace skills such as critical thinking and problem solving needed for future courses or your career. Instructors at LCC have a choice of whether they will allow some or no use of AI. It is your responsibility to conform to the expectations of the instructor for each course you take. Below describes what I will allow in this course. [If you allow students to use AI for certain assignments or all assignments, please add the following line. While you are allowed to use AI in the course, you must properly cite the AI information. If you don't this could lead to a loss of points in an assignment to a zero grade to being referred the Office for Student Compliance for plagiarism.

#### Category 1 – The use of AI tools is not allowed in this course.

This course does not allow the use of generative AI tools. You should fully prepare and complete all assignments. Developing strong competencies in the skills associated with this course will prepare you for success in your degree pathway and, ultimately, a competitive career. You may be required to explain or demonstrate how you developed your paper(s) or completed your assignment(s). Instructors reserve the right to request clarification, revisions, or source documentation at any time.

#### Category 2 – AI may be used on some assignments per approval by the instructor

You may use artificial intelligence (AI) tools and applications (such as Copilot, DALL-E, etc.) in this class for certain assignments or portions of assignments as directed by the instructor and as they support the learning objectives of this course. Please be aware you are responsible for the information you submit based on an AI query (i.e. the AI results might contain misinformation or unethical information). Your use of AI tools must be documented and cited to conform to this course's expectations. Instructors reserve the right to request clarification, revisions, or source documentation at any time.

#### Category 3 – Encouraged to use generative AI tools in their course work

This course permits unrestricted use of artificial intelligence (AI) tools for any aspect of coursework. Students are responsible for the accuracy, originality, and appropriateness of any content submitted—whether created independently or with the aid of AI tools. Instructors reserve the right to request clarification, revisions, or source documentation at any time. While you are allowed to use AI in the course, you must properly cite the AI information. If you don't this could lead to consequences ranging from a loss of points in an assignment to a zero grade to being referred the Office for Student Compliance for plagiarism.