



Academic Senate Meeting

October 3rd, 2025 at 9:10-11 via WebEx

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

Absent: Evan Falk, Robert Halgren, Chris MacKersie, Jeff Janowick

- I. Call to Order – 9:11AM
- II. Roll Call
- III. Approval of Agenda
 - a. Approved without objection.
- IV. Approval of Minutes
 - a. Approved without objection.
- V. President's Report
 - a. Constituents Meeting – A reminder that our next Constituents Meeting will be held on October 17. This is a great opportunity to connect with your constituents and bring their voices forward.
 - b. In-Person Senate Meeting – Our November 14 meeting will be held in person at West Campus. Please plan to join us on site; more details will be shared as we get closer.
- VI. Consent Agenda
 - a. Curriculum Committee Report
 - b. Approved without objection
- VII. Fall Elections Update – Senator Eliza Lee
 - a. Welcome Amy Simons as new HHS Senator.

VIII. Student Senators – Senator Cheyenne Wallace and Senator Zahra Djibrine

- a. Student Senators are having their own constituents meeting next Wednesday. Flyer will be sent out to senators to advertise.
- b. Already hearing about priorities from students.
- c. Senator Dustin Abrego – what would you like to see in the college?
 - i. Senator Cheyenne Wallace–
 - 1. The higher classes don't have Peer Tutors in them. Did better in class that had a Peer Tutor. The higher the class, the more difficult and want more help.
 - 2. Food, want cheaper options somehow. It's a big ongoing topic.
 - 3. Students want more campus wide engagement, not just segregating themselves.
 - 4. Club policies restrict a lot of things that clubs can do. If someone could explain why they are the way they are, that could explain why we are being blocked.
- d. Faculty Martine Rife – Learning Commons is beautiful. Still have the 24/7 online tutoring that students still have access too. Students should get 35 hours of that. What do you mean by higher classes?
 - i. Provost Sally Welch - Brainfuse is the online 24/7 tutoring program available in a number of different subjects. The link is found: [Tutoring Services](#)
- e. Senator Tanya McClain – has a lot of space and opportunities in the Office of Empowerment. Would like to collaborate with the student senators.
- f. Senator Zahra Djibrine – Working to get more feedback from the students via the flyer. Heard that many students want more College Wide activities. Hoping to get some ideas for priorities.

IX. This Cycle Priorities Continued – Senator Tracy Nothnagel

- a. See handout
- b. Common Topics from last meeting
 - i. Student Clubs and Events
 - ii. Student Mental Health and wellness
 - iii. Support for Parenting Students
 - iv. Artificial Intelligence (AI)
 - v. Faculty Support and Wellbeing
- c. Senators first took a poll to pick their top 3 topics and rank the 5.
- d. Senators were then asked choose a topic and then list an action item that the Senate could cover.
- e. President Nothnagel will compile the chat and bring this back for the Senate to do.

X. Provost's Report

- a. Board approved the Strategic Plan about a year ago. Working on aligning activities with the Strategic Plan. Will be showing it in Senate or PD days soon. Need ideas or projects for one objective: Introduce and maintain initiatives to celebrate student milestones and completions with a high level of inclusivity. This will help cultivate a culture of achievement and motivation across the campus, encouraging students to reach their academic and personal goals
- b. Last meeting talked about inclusive food at college wide events, have taken it to the appropriate people and will be circling back.
- c. Use to have a pot for funding for conferences. This year divided funding through divisions. Provost has money in budget for college wide professional development. Through Deans, will get link to apply for funding.

XI. Purpose Statement Team – Senator Mark Kelland

- a. See Appendix I.
- b. First read of proposed Academic Senate Purpose Statement.
- c. Will bring back at the next meeting

XII. Standing Committee Reports

- a. Budget Committee – Senator Marv Argersinger
 - i. See Appendix II
 - ii. Developed POP FAQs. To help departments answer budgetary questions when doing their POP.
 - iii. Budget committee looking for new members. Contact Marv Argersinger or Lisa Dobson. Meetings are before Senate meetings from 8-9am.
- b. Committee for Assessing Student Learning (CASL) – Senator Mark Kelland
 - i. See Appendix III
 - ii. Looking at Draft CASL goals.
 - 1) First goal will be led by Karen and the Assessment Coordinators; we were going to roll it out to the Academic Senate this fall, but they have all the work they can handle right now. This will be highlighted in the Year 4 Assurance Review.
 - 2) Second goal will be led by me to maintain the momentum we built with the Quality Initiative; in March 2019 the AS approved a definition of cocurricular, and between 2020-2023 we conducted our Quality Initiative on cocurricular assessment; our plan is to develop and begin using a standardized cocurricular assessment report form that will be easy to read for external reviewers as they compare cocurricular

programs of very different types (again, this will be quite useful for the Year 4 Assurance Review)

- iii. In addition to our goals, CASL will work on projects deemed appropriate by the members of the committee. Earlier this year we split into groups which were looking at authentic/collaborative assessment, socially conscious/student-centered assessment, and the fundamentals of assessment processes. That work will continue, as well as new items which arise.

XIII. Lumi Artificial Intelligence – Senator Chris Richards

- a. See PowerPoint.
- b. Lumi for D2L is a generative AI tool, within D2L courses, that allows instructors to create materials for course assessments, module summaries, and align learning outcomes entered in courses to course assessments.
- c. Lumi consists of:
 - i. D2L Lumi Idea
 - ii. D2L Lumi Practice
 - iii. D2L Lumi Outcome
 - iv. D2L Lumi Question
 - v. D2L Lumi Summary
 - vi. D2L Lumi Study Support
- d. Presentation of Lumi in D2L. Showed the various ways Lumi could be used to generate things. Pulls information from course texts to make quizzes, make summaries, etc.
- e. Lumi Will Read:
 - i. HTML Pages in D2L
 - ii. Office Files (Word, PPT)
 - iii. Text Files
- f. Lumi Will NOT Read:
 - i. PDFs
 - ii. Kaltura Videos (there is a workaround)
 - iii. Websites outside of D2L
 - iv. LTI/Third Party Tool Integrations
 - v. D2L recommends input submitted to D2L Lumi be in English
- g. Lumi only sources what is in your course, or text that you input during the generative process. Uses the same level of security used across D2L. No customer data is used to train the LLM. Intellectual Property is not stored. Nothing is automatically placed in the course. "The human is kept in the loop".
- h. Will be used starting in December 17th, Spring Course Shells.
- i. WebEx updates are coming!

XIV. Closing the Loop on Contacting Constituents – Senator Laurie Bishop

- a. <https://www.canva.com/design/DAG0jmfoCXg/LNMqEXCb43PE82OSmkSzZA/edi>
- b. Link for a Canva that summarizes ideas on contacting constituents from the last meeting.
- c. Will continue discussion with constituents next week.

XV. 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 Eliza Lee – Please show constituents the Academic Senate website at the constituents meeting next week.
- b. Senator Annesia Dillard - **CTE Workshop Registration is now available!** This semester, we have sessions that focus on a variety of topics, such as online instruction, like the upcoming library resources for online instructors session and the Art of Asynchronous Communication. There are sessions related to AI; we have a 3-part Conversations about AI series, Generative AI and OERs, Brown bag sessions related to CVs, Resumes, Portfolios and even a Sabbatical Resource Hour. I would like to highlight next week's session, which is Library Resources for Online Instructors on Tuesday, October 7, 10:10 am-11:00 am in person in TLC 3302 and Webex option – [CTE Workshop Event Calendar Link](#). To stay up to date with CTE workshops, visit our CTE Workshops page. All of our sessions for October are listed, and November will be posted by early next week. If you would like more information about the sessions not listed, please feel free to reach out to us in the CTE. [CTE Workshops page](#)

XVI. Potential Future Agenda Items

- a. Senator Mark Kelland – Shout out to the Therapy dogs that are brought on campus. Can we bring them to the next face to face Senate meeting?
- b. Senator Dustin Abrego – Graduation is a week early when classes are in session. Could have an overlap for students who are in graduation but need to test or be in class. We need to make sure that students who want to attend the ceremony are able to.

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

Proposed Academic Senate Purpose Statement

The Academic Senate is dedicated to enhancing student success at Lansing Community College (LCC). It provides input and advice across the College on matters related to collegewide educational philosophy, academic policy and procedure, strategic initiative priorities, and the deployment of capital or financial resources – except where such matters fall under the scope of collective bargaining. The Academic Senate will take a proactive and collaborative approach, seeking consensus whenever possible, respecting diverse perspectives and striving for inclusivity. It will foster and support effective, transparent communication with the LCC community.

Appendix II

Budget Committee Report to the Academic Senate

10-5-25

The Budget Committee has been tying up a few loose ends from spring semester. We hope to soon add additional information to our webpage addressing Budget and Program Operating Plan (POP) FAQs and other information to help programs and departments with budgetary items. As well as a question and answer area, where you can ask questions about the budget process, POPs, or other items and we will help find the answer.

Speaking of POPs. If you did not begin planning last spring, **NOW** is the time to begin filling out your Program Operating Plans (POP) for next Academic Year. This fall programs will complete annual improvement plans, if reporting for program review, and remember faculty requests to fund program initiatives must happen through POPs.

As mentioned at our last Senate meeting the Budget Committee is looking for new members, we had 5 members that were not able to participate because of work commitments. The Budget Committee thanks these members for their hard work and years of dedication. Please contact myself at LCC-AS-Budget-Committee@star.lcc.edu or Lisa Dobson at LCC-AS-Engagement-Committee@star.lcc.edu from the Engagement Committee if you are interested. Our meetings align with the Academic Senate meeting days, from 8:10 am to 9:00 am, via Webex.

If you have a concern you believe the Budget Committee needs to address, please contact myself or any member of the Budget Committee, we would be glad to look into your concern.

As always, we want to encourage faculty and programs to utilize their Program Operating Plan (POP). Remember it is a living document that can be changed to meet your programs changing needs and help model a continuous improvement plan for your program.

Timeline of College Budgeting Process for Academic Programs

1. In Fall, Academic Programs will fill out:
 - a. Program Operating Plans (POP): Planning for next Academic Year
 - b. Professional Activity Plans (PAP)
 - c. Annual improvement plans, if in reporting year for program review
 - d. Note: Faculty requests to fund program initiatives must happen through the POPs.
 - e. Note: Programs should, ideally, begin planning for the POP proposal in the prior Spring.
2. In Spring,
 - a. Divisions quantify the budgetary impact of POPs, PAPs, and improvement plans. All the program funding requests are tallied up for a top-line number for the Division.

- b. Divisions make preliminary decisions about funding and communicate with departments/programs.
3. In January, State of Michigan process kicks off
 - a. Consensus Revenue Estimating Conference (meets Jan) starts the state budgeting process. Principals are House Fiscal Agency, Senate Fiscal Agency, and State Treasurer/Budget Director.
 - b. Governor releases budget proposal, including allocations for Higher Education.
 - c. Senate and House Proposals are made, reconciled.
 - d. LCC CFO averages the (three) estimates of state funding to form a baseline for that source of income.
4. All Divisions submit Savings, Labor requests, and Reallocation requests to LCC Executive Budget Committee
 - a. Labor (salary, benefits) for LCC employees
 - b. Savings (what the college will not spend, i.e. work-study being funded again)
 - c. Traditional Reallocation form (i.e. reallocate from print/copy to supply budget or professional development).
 - d. Can't reallocate labor/savings above.
5. LCC Executive Budget Committee (President, Provost, CFO, Senior VP Business Ops, Director of HR)
 - a. Meet every other week from Feb to April
6. CFO makes budget proposal to the LCC Board of Trustees
 - a. Board must approve by June 30 of each year.

FAQ:

1. When should programs start developing their Program Operating Plans (POPs)?
 - a. Spring of previous year, official submission in Fall.
2. What are budgeting items that can be included in POPs?
 - a. Funding for events, new program initiatives, conferences, etc.
3. Where do I find a POP template? Can I access/review the POPs of other programs?
 - a. [Here is a blank POP form.](#)
 - b. Programs have access to past POPs, may revise old POP to create the new POP.
 - c. Here are a few examples of POPs some programs have used. [PowerPoint slides with examples.](#)
4. What are some criteria to consider for budget items in a POP?
 - a. Specificity, innovation, link to instruction, connection to Program and College learning outcomes, professional development, whether the total cost is reflected in the form, connection with the strategic plan, implementation timeframe.
5. When should programs evaluate their POPs for adjustments?
 - a. It is a living document, can be revised in coordination with departmental and divisional leadership. Programs should update their POP in fall and spring to account for changes.
6. How do POPs interact with the other program elements?
 - a. Individual PAP (Professional Activity Plan) should align with POPs.
 - b. POPs culminate with and inform Program Review
 - i. Program Review process, once completed, will inform subsequent POPs.

7. What happens if we forgot to put something in a POP?
 - a. Make the adjustment in Spring (see 5 above) or for the following year.
8. I keep submitting something as part of my POP, and it keeps getting turned down.
 - a. Consider the criteria in point 4 above.
 - b. Communicate with your divisional leadership. The POP is a communication as well as a budgeting tool.
9. What is a departmental need vs a college need?
 - a. POPs are the way to communicate program needs. College can see multiple departments with a certain need, through POPs.
10. How can the faculty engage in budget for the College? How do they make their input heard beyond the POPs?
 - a. Spend the money you asked for!
 - b. Attend strategic plan meetings, campus master plans.
11. What are common funding sources at LCC?
 - a. Foundation, reallocated funds, external funding/partnership.

Appendix III

DRAFT CASL Goals – AY 2025-2026

1. Promote curriculum mapping and the use of the D2L Learning Outcomes Tool
 - Leads – Karen Hicks, Director of Assessment and the Assessment Coordinators
 - Involve individual CASL members in experiencing the process to foster awareness and address challenges and concerns
2. Establish standardized form for cocurricular assessment to provide consistent, readily understandable reports on cocurricular assessment
 - Leads – Mark Kelland, Chair, CASL and a Cocurricular Assessment Team
 - Involve all members of CASL in evaluating cocurricular assessment processes