



Academic Senate Meeting

January 23rd, 2026 at 9:10-11 via WebEx

Present: Dustin Abrego, Brittany Barber, Laura Bishop, Chelsea Brandon, Jacob Callahan, Rick Caprario, Mary Clisch, Robyn Corey, Annescia Dillard, Lisa Dobson, Joshua Galat, Lee Gardner, Bill Garlick, Courtney Geisel, Homa Ghaussi Mujtaba, Susan Hardie, Robert Halgren, Melinda Hernandez, Jessica Hester, Jamie Holcomb, Ed Kabara, Mark Kelland, Eliza Lee, Ian Leighton, Tanya McClain, Tricia McKay, Wade Merrill, Dan Mulligan, Tracy Nothnagel, Charles Page, Chris Richards, Adam Richardson, Diane Roose, Joann Silsby, Amy Simons, Diane Snyder, Tedd Sperling, Sally Welch, Jeff Janowick

Absent: Marvin Argersinger, Elizabeth Clifford, Zahra Djibrine, Evan Falk, Chris MacKersie, Tamara McDiarmid, Jim Owens, Steve Simonson, Cheyenne Wallace,

- 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. You don't have to be a Senator to join a committee so if you have a passion for one of our committee subjects, please reach out and I would be happy to connect with the committee chair.
 - b. On our Academic Master Plan work: Themes 1 and 2 are moving from planning into action. Theme 1's student self-assessment questionnaire project is getting underway, with the goal of helping students assess which learning modality fits them best so they can make more informed decisions when scheduling. We'll continue bringing updates back to Senate as that work develops. Theme 3's inclusive and engaged teaching professional development work is also on the horizon for summer, with a focus on making professional development more accessible and convenient for adjunct faculty.
 - c. On AI: that is an agenda item for today, and our goal in that discussion is to come away with a short list of agenda topics for our upcoming meetings this

semester— what faculty need, what students need, and what we should recommend institutionally. If you have ideas as we talk, please share them. If something comes to you afterward, send it to me — we want that list to reflect what you're hearing and what you need.

- d. Related to adjunct engagement, we had a really strong turnout at the last Adjunct Advisory Committee meeting last Friday at 2:00, and we're moving forward with that standing time. The upcoming meeting dates are February 27, March 27, April 24, and May 8. Those dates are also published on the website, and I'd encourage senators to help spread the word to the adjuncts in your divisions.
- e. Finally, if there are issues you're hearing from constituents, please bring them forward — things like barriers to student access and participation, questions about modality and scheduling, student support needs, or items that feel like they would benefit from Senate attention. And if you have additional ideas — as senators or guests — connected to the priorities we identified for this year, please bring those forward to the Executive Committee. You can always submit an agenda item request, but you can also just email us. We're happy to have a conversation and help shape ideas into something actionable.

VI. Provost's Report

- a. Big thank you to CTE for a great PD days as well as many wonderful sessions this Spring.
- b. Enrollment Verification soon. Don't forget to send out an Academic Alert. Can send before Enrollment Verification. Students who go to tutoring from an alert are more successful.
- c. Graduation is May 7th. Faculty who are impacted have been notified.
- d. Men's and Women's basketball teams are having great seasons.
- e. Senator Diane Snyder will be coming in March to the Academic Senate to discuss mental health. Will be conducting mental health first aid classes. Trainings scheduled through the CTE, virtual or in person. Feb 20 and 27 (need to attend both) for virtual. April 3 and 10 (need to attend both) for in person.

VII. Consent Agenda

- a. Curriculum Committee Report
 - i. Removed from the Consent Agenda

VIII. Curriculum Committee Report

- a. Art history 213 and 217 are listed as programs of study, but they are actually new courses.
 - i. Move to list Art History 213 and 217 as new courses.

1. Second Senator Eliza Lee
 2. Approved without objection.
 - b. Move to approve the CC Reports
 - i. Second Senator Eliza Lee
 - ii. Approved without objection.
- IX. Spring Elections Update – Senator Eliza Lee
 - a. Spring elections will be starting in February. Nominations are open February 16th through March 6th. Self-nomination is encouraged.
 - b. Open positions for Spring:
 - i. Communication Media and the Arts
 - ii. Health and Human Services At-Large, 2 three-year positions
 - iii. Library Instruction
 - iv. Technical Careers At-Large, 2 three-year positions
 - v. Member At-Large
- X. Standing Committee Reports
 - a. Budget Committee – Senator Marv Argersinger
 - i. Since the pandemic funding for peer tutoring has not returned. Put together a letter of support and appreciation that will bring back to the Academic Senate.
 - ii. Budget Committee is still looking for members. Meets 8AM on Payday Fridays.
- XI. 4 Credit Classes, 15 weeks – Provost Sally Welch
 - a. Senator Dustin Abrego – Majority of our faculty are adjuncts. Asking for feedback the Friday before a holiday weekend doesn't seem right. Concerned not everyone is represented.
 - b. Senator Diane Snyder – SSH has given overwhelming support for option 2. But folks were not aware that breaks were built in. For clarification, while the institution does not build in a break, faculty can still give a break?
 - i. Provost Sally Welch – If faculty members want to give a break, they are welcome to give a break.
 - c. Faculty Martine Rife- Question: I heard that PA days would be the same as they are now, in the same week, and that the 15-week semester faculty would then have a week off before classes start. Is that true?
 - i. This would be the same as if you only taught late start classes. There is no requirement that you have to do anything or do meetings. PA days will still be in January and May.
 - d. Senator Amy Simons – Doesn't that alter instructional time? Offering breaks that aren't scheduled?

- i. Provost Sally Welch – yes.
- e. Student Senator Cheyenne Wallace – As a student, a break does help honestly, especially for students who go to back-to-back classes. When classes don't have a break, mind shuts off.
- f. Senator Mark Kelland – If people are wondering about the minutes, this comes from Federal Law, which says 15 weeks. A lot of students now just take their break, many stay in the room and look at their phones. Flexibility of your classroom is important. Being on a standard schedule that is consistent is important for faculty and students.
- g. Senator Annesia Dillard – Intentionality of flexibility. There are students who do need explicit instructions that they can take a break.
- h. Senator Eliza Lee – Most of the MCS department chose option 2 but agree a break is good for learning. How many 4 credit classes do we offer? Have we thought about the fact the other credit classes will have varying start times and students may have trouble scheduling them?
 - i. Provost Sally Welch – Majority of our A&S courses are 4 credits. Fall 2025 596 out of 1237. We already have to work with classes not lining up so that would not change for scheduling with students.
- i. Senator Dustin Abrego – Being aware of start times and classroom, classes overlapping. Need to get students to full time for funding but they have to be able to schedule. If we are doing a 4-6 option, can it be 6-8? Many choose online because they work until 5.
- j. Senator Rick Caprario – In the working world, employers give 20 min breaks after 2 hours. Agree with student senator. Asking student to sit in an environment where focus and engagement are paramount.
- k. Senator Diane Snyder – It is important to acknowledge that it sounds like many folks don't give a break at all. Option 1 would mandate a break.
- l. Senator Joshua Galat – English faculty have been mostly for option 2. It works well with an informal break structure. If the class is not full lecture, there will be natural breaks built in.
- m. Provost Sally Welch – Will make a decision quickly. Schedule role out January 30th.

XII. Technology on Campus – Senator Amy Simons

- a. Are other departments having problems with computers, especially for testing? HHS uses computers for Testing and they tend to not be well maintained.
- b. During Testing computers aren't really a tool, they are silent proctors. It protects the fairness and validity. It prevents anxiety if the technology works well. Well working technology preserves equity across learners so they have the same experience.

- c. Senator Mark Kelland – Had problem with computers loading up at the beginning of the semester. Even went before semester started. There are some interesting problems or inconsistencies.
- d. Senator Dustin Abrego – Have had great success with the help desk. During orientation, have problems with laptops students seeing each other's information which isn't good.
- e. Senator Amy Simons – Bill and Justin asked that every time there is an issue, to track it via email and be specific. lcc1@star.lcc.edu The more we can report, the more we can stay on top of these things.
- f. Senator Adam Richardson - The emails/tickets really help IT teams better understand the most pressing issues. Our help desk is quite excellent at responding promptly once contacted. If you ever need help and don't know who to send your concern to please send it to the Help Desk @ lcc1@star.lcc.edu or (517) 483-5221
- g. Senator Bill Garlick – The more reports the better. It seems to be the same machines or environments. Tracking will help.
- h. Senator Ian Leighton – Night classes don't have as much support. Help desk is around but e-learning and PC Techs aren't.
- i. Senator Chris Richards – While e-learning hours are 9-5 there is always someone on call 24/7. Please reach out and we will get back to you.

XIII. CASL Charter Vote – Senator Mark Kelland

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

XIV. Banner Outages – Senator Bill Garlick

- a. Why did we take the system down during grades last semester? How are these scheduled?
- b. In calendar year, there are major updates that have to happen. Banner is the one most impacted. Try to minimize large outages that happen.
- c. Try not to schedule during beginning or end of term. Certain business process that the college will run, try to avoid those dates. Avoid refund dates, enrollment verification, open enrollment for HR, any holidays, etc. We look at academic calendar and business operations to avoid those.
- d. Original update for December was November 14th. But had a full day outage so affected the date.
- e. We understand there is real life impact to you and the students. In many years here, haven't seen this before.
- f. Senator Dustin Abrego – How far ahead can we get feedback to you on when would be best?

- i. Senator Bill Garlick – We are often planning 3-6 months out. Trying to fit things into the known calendar events. Even if we are planning things many months ahead, the teams still meet often in case something comes up and can adjust.

XV. Standing Agenda Item: AI – Senator Tracy Nothnagel

- a. Senators met in small groups to discuss AI.
- b. See Appendix II

XVI. 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 Annesia Dillard – I'm Annesia Dillard, Program and Office Specialist in the Center for Teaching Excellence and CTE representative on the Academic Senate. I wanted to make you all aware of a few upcoming deadlines in the CTE. First is the PA Days Evaluation Survey. Thank you all so much for your engagement and participation during the January 7th, PA Day. If you attended and have not had a chance to complete the survey, please do so as today is the deadline. [January 2026 PA Days survey](#) Today is also the registration deadline for our Spring 2026 courses (TLTT, TOC, HyFlex, and PoE). You can find that information on our website. And finally, near and dear to my heart, we are accepting proposals for workshops as part of our Spring 2026 calendar through next week Friday, January 30. The CTE strives to provide phenomenal support to our workshop facilitators, and we compensate adjunct faculty who facilitate us. If you are interested but have a few questions, feel free to reach out to me via email, phone, or Webex message (I can usually address Webex messages more quickly). All of this information is included in the CTE's Newsletter that went out on Wednesday of this week. [CTE 1/21 Newsletter](#).
- b. Associate VP External Affairs, Development, and K-12 Operations Toni Glasscoe - Hello, friends. I'd like to invite you to an informal discussion about supporting/responding to disruptive students in the classroom and elsewhere. This topic often comes up as many of you are asked by your colleagues across campus, "What's allowed? What's not? How do we respond to disruption if the cause is potentially a documented disability?" I'll share some information that has been part of a presentation I've done a few times on this topic, but I'm hoping it's more of a conversation in which you share with one another some strategies that have worked. If you've ever felt like your campus colleagues look to you as the expert on this complicated situation, then please join us. You'll depart with an actual step-by-step process that you can adapt to your campus. Tuesday, Feb 3, 4 pm ET. No need to register, and no cost. [Here's the link](#). Hope you can come! Yes, it will be recorded, and please invite colleagues you think might be interested.

XVII. Potential Future Agenda Items

a. None

Purpose: *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.*

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.*

Appendix I

Charter for the Committee of Assessing Student Learning

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.
CHARGE OF THE COMMITTEE
<ul style="list-style-type: none">• Support a learning-centered, data-driven culture that uses student learning outcomes to inform continuous improvement of the teaching-learning process.• Assist, review, and provide feedback on the mapping of assessment methods and learning outcomes across course, program, and institutional levels to ensure alignment.• Review outcome data and make recommendations regarding continuous improvement of student learning for all Academic and Cocurricular Programs.• Provide tools and recommend criteria for writing student learning outcomes.• Provide feedback on documents and processes used in administering Program Review and participate in cross-functional meetings to encourage ongoing program area improvements.• Collaborate with the Center for Data Science to ensure the integrity and efficiency of the assessment system.• Collaborate with Academic Senate Standing Committees on issues related to assessment.• Regularly report CASL's progress to the Academic Senate, retain committee-approved meeting minutes, and maintain an institutionally representative membership.
MEMBERSHIP
<ul style="list-style-type: none">• The Chair and Chair Elect will be faculty members who at the time of appointment are Academic Senators. A Vice-Chair will be appointed by the Academic Senate Executive Committee from among the membership of the committee. The Chair Elect will be chosen and serve for the final year of the Chair's term. The Chair serves a 3-year term.• A minimum of 4 Academic Senators.• A minimum of 70% 50% faculty.• Members Representation from each of the following Divisions/Areas<ul style="list-style-type: none">• Arts and Sciences• Health and Human Services• Technical Careers• Community Education and Workforce Development/Credit for Prior Learning

<ul style="list-style-type: none"> • Academic Affairs • Student Affairs • Provost's Office (e.g., CDS, eLearning, Library) • Cocurricular Programs • Finance, Administration, and Advanced Placement • Ex-officio Members • Academic Senate President per Senate Bylaws • Director of Assessment • Director of Institutional Research • Executive Director of the Center for Data Science • A member should not miss more than 2 meetings a semester
MEMBER AND CHAIR SELECTION MEMBER, CHAIR, VICE-CHAIR, AND CHAIR ELECT SELECTION
Will be appointed under the direction of the executive committee.
TERM
<ul style="list-style-type: none"> • No term limits
ROTATION
<ul style="list-style-type: none"> • None
CHARTER APPROVAL
<p>CHARTER APPROVED 09-08-23 09-04-15</p> <p>CHARTER Revised 04-21-23, 11-3-23, tbd</p>

Appendix II

ACADEMIC SENATE - AI AGENDA BACKLOG BREAKOUT HANDOUT

PURPOSE: Build a list of specific schedule-ready AI agenda topics (beyond division spotlights). Each topic must end in a tangible Senate output.

BREAKOUT TASK (10 MINUTES) - YOUR GROUP MUST PRODUCE TWO PITCHES

- Choose any AI issue the Senate should address (instruction, student services, operations, privacy, equity, workload, governance, etc.).
- Complete the AI Topic Pitch Card below for TWO topics.
- Pick a reporter. When we return, the reporter pastes BOTH pitches into the main meeting chat.

RULES (TO AVOID GENERAL DISCUSSION TOPICS)

- State the problem in one sentence (what confusion, inconsistency, risk, or need are we solving?).
- Choose ONE Senate ask: recommendation, guidance, or questions to elevate.
- Name the deliverable we will produce by the end of that meeting (tangible output).
- List who should be in the room (roles/divisions, not names).

EXAMPLES (IF YOU GET STUCK - USE OR IGNORE)

Fair process for suspected AI misuse; Privacy/FERPA do/don't for AI tools used by faculty/staff;
Equity and access - preventing AI from widening gaps; Student AI literacy baseline;
Transparency expectations when AI is used in student-facing services/communications;
Faculty/staff training priorities (adjunct-friendly);

AI TOPIC PITCH CARD - COMPLETE BOTH COLUMNS

	TOPIC PITCH #1	TOPIC PITCH #2
1) Topic title (specific):		
2) Problem (1 sentence):		
3) Senate ask (choose ONE): recommendation / guidance / questions to elevate		

4) End-of-meeting deliverable (tangible output):		
5) Who should be in the room (roles/divisions):		

SUBMISSION

- Reporter out one of your topic pitches
- Email: send BOTH pitches to Tracy Nothnagel nothnat1@lcc.edu