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**Academic Senate**

# Student Advisory Committee (SAC) Minutes

**October 20, 2022 Meeting**

The Academic Senate Student Advisory Committee (SAC) met for their second meeting of Fall 2022 via WebEx on October 20, 2022, 11:30 a.m. - 12:30 p.m.

**Members present:** Veronica Wilkerson-Johnson (Chairperson), Alex Azima (Professor Physics), Joann Silsby (CIT Adjunct Faculty and Senator), Louise Rabidoux (Counseling), Ashlee Podleski (Adult Resource Center Coordinator), Linda Hamlin (eLearning), Fran Krempasky (Library and Sub-Committee on Web Resources Chair), Bruce Mackley (Marketing Director), Armando Arévalo (Student Success Coach Manager), Debra Coulston-Kwapisz (ACCESS Coordinator), Dean Ronda Miller (Student Affairs), Sarah Garcia-Linz (Student Success Coach Director), and Student Senators Kyle Cook and Jazmyne Crawford.

**Unable to attend:** Jon Tenbrink (Academic Senate President and Chairperson of Music Dept), Elizabeth Clifford (Tutoring Services in Learning Commons), Greg Lattig (Athletic Director), Bill Garlick (CIO), Christopher Smelker (Surgical Technology HHS Division), and Student Members Keshawn Mitchell-Roland, Noel Mukeshimana, Austin Suddieth, Meghan Patterson, Baron Pham, Unique Major, Josiah Beauchaine, Andrea Sanchez, Paul Palmer, and Brian Ringstaff.

The 10/22/22 SAC Committee highlights are as follows. Minutes provided by Senator Joann Silsby and Fran Krempasky.

1. **Welcome**
2. Veronica Wilkerson Johnson welcomed everyone to the meeting.

Chairperson Veronica Wilkerson Johnson started by stating that the Student Advisory Committee now has 12 students which is outstanding. It’s an opportunity to hear what students think and proceed in ways that aid students more fully. Two of our members are Students Senators as well, Josiah Beauchaine and Kyle Cook.

The Student Senators and SAC student members are working on a project to research Student Leadership organizations (Student Academic Senates or Advisory Councils, et.al.) at other community colleges to discover ideas and best practices that could aid LCC’s potential development of a Student Academic Senate. Student Senators Cook and Beauchaine will report on this at the 11-18-22 Academic Senate Mtg.

Veronica also introduced new SAC Member Debra Coulston-Kwapisz (Debra K), who is recently appointed as the LCC ACCESS Coordinator. Previously Debra was a tutorial education coordinator with the STEM faculty in the Learning Commons.

1. **Student Members**
2. Veronica stated that she had a special meeting with the SAC students and they had lots of great feedback about a variety of areas, including returning to school, changing careers, being a mom/parent while furthering one’s career, ways that we can best support students who are not new to the working world, but who need on-boarding support as other new students when they return to school. The students also mentioned the LCC transfer process and making it more transparent. Student Senator Kyle Cook is currently in this process as he transfers in January 2023 to Central Michigan University. Kyle mentioned ways in which the transition process could be made easier. The students also mentioned mental health and food insecurity concerns as ongoing areas to address. Student Senator Josiah also mentioned the importance of having job shadowing opportunities for students, in addition to internships. Also, the students suggested that LCC do more marketing of the many resources and activities it currently offers, including the event announcements so that they know the event dates, times and places.
3. The students and members have expressed interest in having a Student Senate. Alex Azima stated that he remembers previous developments toward a Student Senate, but those efforts ceased during Covid. Veronica mentioned that the previous Academic Senate President Monica Del Castillo and others worked to gather students in this effort pre-Covid. Since the pandemic many of those students have moved on and it is time for us to begin the discussions again. The question was asked, what are the roles for a student senator? Alex said he will gather and share information he has about the previous work (Charter, background materials) that was developed.
4. Jazmyne Crawford, a new student member, introduced herself. She is a nursing student. She thanked SAC for making things more accessible with the new web site for students.
5. **SAC Subcommittee Update – Fran Krempasky, Joann Silsby, and Ashlee Podleski**
	1. Fran reported that the subcommittee met at the end of September to work on the details of managing the student resources web page, and how to maintain it going forward, looking at analytics with Nick in Marketing. Analytics can be retrieved by filling out a 5-Star request. Fran said plans are to do this in November which will give 3 months of information. In addition, Fran worked with Nick to edit the “Didn’t find what you’re looking for” form. Stats would be hard to pull since it was a uniform form used on other LCC pages. Nick made a new form for the Student Resources page so that stats can now be pulled. To date, the form hasn’t been used yet. Fran shared a document that lists the framework of the web page. The goal moving forward is to help manage the content process of the web page and assign tasks in the overall maintenance of the page, and review the analytics. This document will be shared with SAC in November. Also, along with the analytics, do some usability testing with students and our Student Senators. Plans are to keep this document in the SAC committee so that in the future anyone who follows the current members will know how to maintain the web page. The subcommittee plans to report updates quarterly to SAC.
	2. Fran also reported that she had the opportunity to actually use the web page to help students in the Library seeking resources (a calculator and advising).
	3. The SAC Technology Sub-Committee is also developing documents on web page maintenance, web analytics, and page review “checklists”, that will be accessible via an online directory for SAC members going forward.
6. **Linda Hamlin, Director of eLearning**a. Initiatives and Updates:
7. Launched a 3-question student survey. The first question was what resources does eLearning have (e.g. their self-paced trainings, student resource site, eLearning live training sessions offered each month). The second question was what do students find most helpful (how topics are communicated, handy one-minute “how to’s”, finding your course syllabus). The third question was open ended, and 65 students took time to write in their comments. Some students wrote 2 to 3 paragraphs! Comments mostly mentioned courses being more consistent and standardized. They had nearly 400 students respond to the survey! They are collecting the data and will pass it on to the Provost.
8. Launching self-paced training in 2023 self-paced training. One topic would be how do you use Webex? How do you use some of the tools in Webex?
9. Facebook posts, announcements, and graphic images that are sent out bi-weely to students.
10. Things they see and experience every day in eLearning and the responses they get on service requests and challenges with which they assist students. Linda hopes these responses will help support the online committee with the work they are doing in online learning.
11. eLearning live training sessions are each month and are heavily attended by students. If a student cannot attend, they can ask if another session will be offered. In October, the topic was enhancing your personal learning experiences. In November, the topic will be tools to help support student success. On November 15, the topic is “Exploring eBooks: Enhance your Research and Teaching.”
12. Kudos to eLearning! Debra Coulston-Kwapisz shared that she feels the eLearning staff has been wonderful, and a big help when she has sent students there in need of technology assistance.
13. **Dean Ronda Miller, Student Affairs**
14. Dean Miller had the first Fall 2022 semester “Doughnuts with the Dean” gathering in the Gannon Commons area. Students get to meet the Dean and learn about her work. Also, it gives a chance to mingle in a non-intimidating environment. She had a good turnout at West Campus, and will hold the event on Main campus the next week.
15. Student forums are scheduled for November 10 and 15, 2022, for students to share their successes and challenges and things they would like to see offered. This gives an open opportunity for students to express their needs, concerns, challenges, barriers, and discuss opportunities. There will be food at both events. The forums will be 11:30am to 1:00pm at Main, and 4:00 – 6:00 p.m. at West Campus.
16. **Food Insecurity:** Dean Miller mentioned that her department has had much discussion about ways to address student food insecurity. Instead of pre-packaged bags with which students often take out and discard the items they do not want, Dean Miller recommends developing, via a ‘soft proposal’ at present, pop up pantries at each of our campus locations. Since each location has different needs, it could be helpful to have shelf stable foods, microwavable meals such as ravioli and mac and cheese, Granola chips, fresh fruits (apples and oranges), and water as examples, in a pantry setting students can access and select the items they want. She is arranging for students to have access to Rm. 2214 in the Gannon Bldg. which has no windows, and therefore feels private for those who might feel embarrassed accessing the pantry. She is seeking to provide bags with handles for students’ convenience when selecting foods in the pop-up pantry. The goal is to provide this service at main campus once a week, and set similarly scheduling at the other campus locations, including aviation, depending on the schedule that best accommodates their students. Dean Miller noted that West campus still has sack lunches. Cindy Roger spoke to the food service provider at Main campus about providing sack launches at Main as well, but Dean Miller believes the pop-up pantry, with foods students could self-select, would be a more sustainable and convenient approach on Main campus. This would allow students to get foods as needed throughout the day and potentially, and hopes to have it in place by the first or second week in November 2022.
17. Dean Miller also mentioned she talked with Provost Welch about having an event for the Michigan Reconnect and Front Liner students, possibly an evening reception for the students to network and learn about our services. She said, “We want to make sure that they are not missing anything, as most of them are non-traditional students. Michigan Reconnect has 25 students, some being older students, so we would want to provide information about childcare, scholarships, and any information we advertise to the students as a whole”. Also, she wants to have refreshers for non-traditional students to streamline the process so it is not intimidating. Veronica thanked Dean Miller and said that she will share this information with SAC student member Andrea, and other students who are returning to campus.
18. Clothing Closet: Joann asked about an update on the Clothing Closet event held a few weeks ago. Debra Coulston-Kwapisz responded that it was a success. She is on the committee with Rebecca Sowa, who coordinated the event. They received many shirts, blazers, pants, and ties that can be used for interviews. Rebecca is in the process of cleaning the clothes and organizing them. She’s going to have them out for students to take in the next two weeks. This is a successful venture.

Veronica asked if Rebecca Sowa and her team are still collecting clothing, and Debra responded that they will likely continue to accept clothes as faculty and staff learn about this program and offer them.

1. **Sarah Garcia-Linz and Armando Arevalo – First Generation College Student Initiatives**
	1. Sarah mentioned that there are several members of the Academic Senate in the SAC meeting today (Armando, Dean Miller, Deb, and Fran) that are involved with the initiative to support first generation college students.
	2. **National Day of First-Generation College Students November 8:** Sarah mentioned that there is a national day of celebration for first generation college students, and for the first time Lansing Community College will be participating. The intention is to bring awareness about what it means to be a first-generation college student. Many faculty and staff who work at LCC are first in their family to attend college. This initiative is making LCC a place of support, learning about resources that are going to be helpful, and to also celebrate, because it is a big deal. The National Day will take place November 8 (Election Day!) in the Gannon highway area from 11:00am to 1:00pm, and then at West campus from 4:00 – 6:00pm with refreshments and giveaways. Students will be encouraged to stop by and celebrate.

Frank Krempasky added that they are working with Jim Luke in CTE to create an open webpage for first-generation students and staff to share their stories. Also, the Library will be having a first-generation display and other resources for students.

**First-Generation College Student Logo**: Sarah shared a logo for First Generation College Students. Armando piloted the logo in his email correspondence and has already gotten positive responses. At the National Day of Celebration for First-Generation College Students event LCC will have stickers, T-shirts, and buttons for folks who are currently first-generation college students, or faculty and staff, can share, celebrate and display during this celebration together.

1. **Bruce Mackley, Marketing Updates and ideas for SAC Engagement**
	1. Bruce mentioned the deployment of a video email platform with Student Services. This great initiative will offer personalized, branded, and accessible video emails, so you can see each other. He also mentioned that the voices of LCC college recordings need to have more diverse voices. They need to be younger voices as well. Currently in the recordings an established script is read. It is informational, but Bruce and his staff are seeking to make it more engaging of our brand, in a kind way, for students and everyone to feel they can identify and relate.
	2. His Marketing team is also seeking varieties of students to be in LCC ads and videos. He said they usually go to the market or performing arts to find students, but plans now to build a landing page for input and selfie downloads to gather a resource pool of student faces of those who would be willing to be in the ads. They can get more photography, more smiling faces. And in facility shots, have more people in them, otherwise they are a bit chilly. Veronica mentioned that perhaps some of our student members would be interested in being a part of this. Bruce responded that he welcomes everyone, and hopes to have a link to the actual input landing webpage by the next SAC meeting.
	3. In response to Bruce needing more students in their LCC advertisements, our new student member, Jazmyne Crawford, mentioned that she would be interested.

1. **Louise Rabidoux – Student Wellness and Engagement updates**
	1. Louise stated that October tends to be when those in counseling, coaching, disability support, student services and other supportive roles start to feel a bit chaotic, as advising and support services reach their peak times of the semester.
	2. **October is depression awareness month:** As midterms approached, counselors held an event on October 19, 2022 to talk about mood and mood disorders, counseling support, and mental health screening. There is definitely an increase in counseling referrals from faculty and staff as well as student referrals. This is also a busy time for the behavior intervention team. As the semester gets underway, students who have behavioral challenges in the classroom or on campus, code of conduct issues, or mental health crises have increased, and Counseling is seeing and responding to a lot of referrals. Louise said to keep the referrals coming.
2. **Debra Coulson-Kalisz – ACCESS and CCLC Updates**
	1. ACCESS Coordinator, Debra Coulson-Kalisz shared that CCLC had an open house last week. Debra extended a “thank you” to those who attended.
	2. This week (October 17-23, 2022) is Hispanic Heritage Week in the Center. Debra invited everyone to refer students and come by for food, music and mingling at the Arts and Sciences Building 1313, 1:00 – 4:00pm. formerly the Learning Commons.
3. **Alex Azima – Reflections on SAC and Student Progress**
	1. Alex asked Veronica about the meeting she had with SAC Student members on 10/19/22 and the discussion she mentioned of making the transfer process more transparent. Veronica said it the students would like to see a more seamless process in working with the academic advisors at 4-year transfer institutions so that students begin their LCC experience taking the right courses for their intended major, in line with the requirements of the university they are seeking. There needs to be more detail, for instance, on what a student would be taking if they are seeking to transfer to the MSU College of Business. How many credits are needed? When is it best to start reaching out for that interest in transferring? As LCC students prepare themselves for academic achievement, they desire an easy transfer process if they are seeking to advance to a 4-year college or university. Student Senator Kyle Cook said that he is transferring to Central Michigan University next semester, and mentioned the value of having an MTA process in place for ease in transferring to any school. Veronica mentioned that there are 15 public universities and many private schools in Michigan, and it would help to provide students easily accessible options as they explore interest in them, to learn how it all works. Dean Miller mentioned Envision Green, and MSU program that helps students from LCC transfer to MSU. Veronica mentioned that there is also a University of Michigan outreach effort being developed to better connect LCC students in the transfer processes.
4. **Additional discussion -** **Student Members Jazmyne and Kyle**
	1. As mentioned in Bruce’s report, Jazmyne put in the chat they she is interested in being a student in ads that promote LCC.
	2. Jazmyne also mentioned that after attending today’s meeting, she is so thankful for all of the resources available at LCC.
	3. Kyle mentioned that he really likes hearing about Michigan Reconnect and how it would be nice to have some extra prioritized tutoring sessions for the students, especially in math.

**Action Items**

1. Alex Azima will locate and provide information on the formation of a student senate.
2. Veronica will share with SAC Student Members the invitation to contact Bruce Mackley if they are interested in being in ads to help market LCC.

**Completed Action Items**

1. Veronica invited Sarah Garcia-Linz to today’s 10-20-22 SAC meeting to share the First-Generation College Student project.
2. Veronica held a meeting with Alex, Louise and Dean Miller to discuss SAC support for funding allocation for Counseling Services, and sharing that support in Academic Senate reports.

**SAC Meeting Dates**

1. The next SAC meeting is Thursday, November 17 at 11:30am - 12:30pm via WebEx.
2. Future meeting: December 15 (tentative).

Respectfully submitted,

Veronica Wilkerson-Johnson, Chairperson

Fellow Scribe:

Joann Silsby and Fran Krempasky