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**Academic Senate**

# Student Advisory Committee (SAC) Minutes

**November 17, 2022 Meeting**

The Academic Senate Student Advisory Committee (SAC) met via WebEx on November 17, 2022, 11:30 a.m. - 12:30 p.m.

**Members present:** Veronica Wilkerson-Johnson (Chairperson), Alex Azima (Physics Professor), Joann Silsby (CIT Adjunct Faculty and Senator), Ashlee Podleski (Adult Resource Center Coordinator), Fran Krempasky (Library and Sub-Committee on Web Resources Chair), Debra Coulston-Kwapisz (ACCESS Coordinator), Dean Ronda Miller (Student Affairs), Elizabeth Clifford (Tutoring Services/CCLC in Learning Commons), Greg Lattig (Athletic Director), Jon Tenbrink (Academic Senate President and Chairperson of Music Dept); Student Senators Kyle Cook and Josiah Beauchaine; and Student Members Paul Palmer and Caleb Caballero.

**Unable to attend:** Louise Rabidoux (Counseling), Linda Hamlin (eLearning), Bruce Mackley (Marketing Director), Armando Arévalo (Student Success Coach Manager), Sarah Garcia-Linz (Student Success Coach 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, Andrea Sanchez, and Brian Ringstaff and Student Senator Jazmyne Crawford.

The 11/17/22 SAC Committee highlights are as follows. Minutes provided and compiled by Senators Joann Silsby, Fran Krempasky and Veronica Wilkerson Johnson.

1. **Welcome**
2. Chairperson Veronica Wilkerson Johnson welcomed everyone to the meeting and acknowledged new student member, Caleb Caballero, who is a first-year student at LCC majoring in Kinesiology and Applied Exercise Science. She also welcomed Student Senators Kyle Cook and Josiah Beauchaine, and Student Member Paul Palmer.
3. **Student Members**

Veronica thanked the committee members for all they are doing. She stated that we are moving very quickly ahead on a number of initiatives. She asked our Student Senators to share highlights of the presentation they will provide at the next Academic Senate meeting on November 18.

* 1. Students Transitioning to another college:
	Student Senator Kyle Cook started by stating they plan to address the idea of creating something similar to the student resource page to aid students transitioning from LCC to a job or a four-year college. It could include information on transferring, for example to CMU or Northwood, with links to their equivalency pages. This would help students know how their credits transfer and provide lists of potential scholarships, such as Phi Beta Kappa and other honor scholarships.
	2. Students transitioning from LCC to a job:
	The resource site could include job opportunities in the local area, a resume guide and template on preparing a general resume, and include resources available for students in the career center.
	3. Encourage students to see an Academic Advisor
	The site could help students access LCC academic advisors. He noticed a lot of students saying “Why should I take this class?”, and wonders why more students do not take advantage of academic advising. When Kyle was going through orientation at CMU, they stressed seeing an academic advisor, and noted that LCC could do the same during student orientations. Maybe it wasn’t addressed as much at LCC due to the resources? He suggested assigning academic advisors for certain subjects. What would be nice is an automatic message from an academic advisor stating that enrollment for spring has now opened and you can talk to an academic advisor about classes you plan on taking. Debra Coulston-Kwapisz asked Kyle why he didn’t use academic advising? Kyle said he didn’t know how important it was and that he thought it was for students who really needed additional help, not realizing that advising is for everyone. Also related to resumes, Fran Krempasky mentioned that the LCC Library has databases that include templates for resumes. Dean Miller mentioned that academic advising is mentioned in orientation and that there are Academic Success Coaches and D2L help for students. Alex Azima mentioned that the resources being mentioned could be included in the informational website Kyle was talking about. Paul Palmer added LCC should have academic advisors for incoming students and promote it more. Veronica stated that promoting academic advisors more will help students get a sense that this is a part of their rite of passage.
1. **SAC Subcommittee Update – Fran Krempasky, Joann Silsby, and Ashlee Podleski**
	1. Fran shared in an earlier email to the SAC members a couple of documents that the subcommittee created and has been working on. The first document was on the strategy of the site which is helping students locate hard to find resources, and offering them an avenue to inquire further, clicking the “Didn’t find what you were looking for?” box.
	2. Fran said that the subcommittee is starting the analytics on the student resources web site. She said this is an exciting time and the SAC committee is the first group to hear the analytics, noting the results of how many are using the site. Fran showed the document on the web content management, a guide the subcommittee will use going forward to maintain the site. It will aid in getting student feedback, promotion and in determining that it is being used. The intent is for the guide is to help SAC members maintain and update the site at least yearly. The subcommittee wants these documents to be clear on who’s working on this project (e.g. SAC) and provide various tools for its continuance and monitoring.
	3. The second document is the web content review checklist to evaluate, on a quarterly basis, how the links and content are being checked and utilized. Website analytics and usage reports compiled by the subcommittee from the 5 Star System will continue to be very helpful.
	4. Response from “Didn’t find what you were looking for?” Fran reported that the web team received a response through their 5 Star System from a student who reached out about finding a math professor. Fran reached out to Armando, Ashlee and Joann to quickly provide a response back to Nick, to give to the student. The link and process on “Didn’t find what you were looking for?” works!
	5. Moving forward: Plans are to do a usability test of the student resource website with students in January to see if other content is needed, and further evaluate the ease in using the site.
	6. Communication: The subcommittee will report to SAC quarterly and talk with LCC departments, as needed about the content, and review the site at least annually.
	7. Checking the site: Add to and edit the content as needed to ensure that dates, names of departments, phone numbers are accurate, reaching out to departments as needed. Make sure the site is current, well organized, the text easy to read, everything easy to find, the pages are accessible, visuals up to date, and the links work.
	8. Summary of Analytics: On the student resources website, between August 24 - November 3, 2022, there were a total of 1,098 visitors to the page. Number one of the most clicked on the Student Resources website was the Center for Student Support, followed by Academic Resources, and Counseling Services. The site’s Services page is number 88 out of 31,968 pages on the web site. It comes just in front of the parking page. The web team said this page is performing better than most but said in order to keep the momentum the page will need to remain easy to understand. Sometimes web sites get too bloated by adding more and more content to their home (first) page which loses their effectiveness.
	9. Veronica thanks the subcommittee for all their work. It is not quite a year later after she and current SAC members began our work, and she is proud that we have a student resource website, addressing an important goal we have sought to accomplish. This also aids students in reaching out to academic advisors and D2L as Dean Miller mentioned.
2. **Dean Ronda Miller, Student Affairs**
	1. Dean Miller reported that she held two student forums the week of November 7, 2022. Between the two forums, 18 students attended. This was opportunity to have great conversations with the students. She is seeking to get more participation, creating ways for students to have their voices heard. She said there was student discussion on what is working or not working in their experience and what they’d like to see. Plans are to have two forums in Spring Semester 2023 at the Downtown and West campuses, respectively. A 911 student satisfaction survey went out the week of November 21st via email, and working with the LCC Center for Date Science, Dean Miller will look at the trends and responses to help inform the focus for the spring forums.
	2. Pop Up Food Pantry update: Dean Miller plans to begin providing food pantry options in early Spring Semester 2023. She will provide more on the logistics at upcoming SAC meetings.
	3. National Day of First-Generation College Students, November 8, 2022: Fran added that the First Gen (i.e. first generation to attend college) was really successful and expressed her thanks, noting that the students were pleased by it. Dean Miller responded that it was really well attended. They held it in the Gannon highway and at West campus. There was a white board at Gannon and students attending the event signed the board identifying they are First Gen students. Dean Miller said they will put information in the December 2022 President’s Report to the Board and the community sharing the success of these events. She noted it would be nice to have a picture of the names on the white board to inspire others, but noted this would not be possible due to confidentiality. She thanks Fran and others who helped with the First Gen college student celebration committee.
	4. Another event was Pizza with Professors on Tuesday, November 15, 2022 in the Commons. Professors from various disciplines and academic advisors attended, and students stopped by to learn more about LCC programs. It was well attended, and she noted “pizza” certainly helps draw students!
3. **Elizabeth Clifford – Tutoring Services in Learning Commons**
4. Elizabeth reported that there is generally good student traffic, and the weather seems to matter. She also added that they have a snack basket in the office, available if a student needs a sandwich or snack, and that the team has items in the freezer they can get and warm up. This accessibility and attentiveness is appreciated by the students.
5. **Jon Tenbrink** **– Academic Senate President and Chairperson of the Music Dept.**
	1. President Tenbrink noted his support, and encouraged SAC to continue accomplishing our goals, and he said he is happy to assist.
6. **Debra Coulston-Kwapisz – ACCESS Coordinator update**
	1. Debra gave kudos to Dean Miller and her wonderful staff. She noted that they provide academic advising at all the sites. They have ‘Wednesdays’ which used to be called ‘Walking in Wednesdays’. She has received many positive comments from students that visit Cesar Chavez, and said she would like to have an academic advisor there once a week or every two weeks.
	2. She said they held an event on Tuesday, 11/15, with the Accident Fund for internships and careers for students, and provided pizza and mini Jimmy John’s subs. This was a great hit. 30-40 students attended. Many photos were taken and representatives from the Accident Fund and their subsidiaries came and presented to students the first 20 minutes, and then mingled and talked with the students about getting a job.
	3. On Wednesday they held another event where they did professional photo headshots, working with Career Services and the Library to help students create a LinkedIn account. Kevin Fowler came to take pictures in the CCLC.
	4. Debra mentioned that it has been great having students come to the Access Center where students can also get tutoring. They are seeing a lot more activity on campus. She mentioned that there is much food insecurity and that some students need coats, mittens or hats as well. Students seem to like the center, as do faculty. Some faculty hold office hours there.
7. **Alex Azima, Professor Physics – Reflections on SAC and Student Progress**
	1. He said he is delighted to hear the student members of the Academic Senate take leadership and come up with projects that they’re involved in like having a web site with student information. It reminded him of a Facebook page that his students developed some years ago called “How I survived Alex’s Azima’s physics class!” Even though we have a fantastic new student resources website that the subcommittee Fran, Ashley, and Joann put together, when students put something together that they feel is needed, it is fantastic because it’s an additional way to reach out to students. Student to student contact is always good. He commends our student group taking on that project. It’s fantastic.
8. **Greg Lattig - Athletic Director**
	1. From their last Student Athletic Advisory Council meeting, Director Lattig echoed statements made by Kyle mentioned earlier regarding academic advising. He encourages more involvement with advising and the website piece that Kyle mentioned. He also stated, as Alex mentioned, that students prefer having different ways of accessing and disseminating information, including Instagram and other social media and apps. He noted that students are more likely to get information through social media than websites, finding ways to do so would be helpful.
	2. Director Lattig shared that LCC’s Women’s Cross-Country team won the national championship, and LCC’s main team took 3rd! This is great representation in the classroom and on the course.
9. **Additional discussion**

New LCC Marketing initiative:
Debra noted that Bruce Mackley, Director of Marketing, is launching a new initiative entitled “Stars Lighting the Way for Others.” He will be disseminating cards campus wide, bearing a QR code, with which students can easily get involved in marketing their story. Selfie photos for casting reference will be gathered. If chosen to be included in marketing materials, the students will have a digital portrait taken by our award-winning photographer and the digital portrait will be theirs to keep. Debra believes there is no deadline currently, and all students will welcome and encouraged to participate. Veronica stated that it would be great to market this opportunity broadly, including in The Star and on social media, to get students involved. Alex said he assumes these cards are being handed out on campus, and noted we have a lot of alumni that have stories as well. Alex will mention this in his classes. Veronica asked that Alex share his communication draft so that she and others on the committee can aid in spreading the word, and Alex said he’d be happy to share. Veronica asked Fran if this is something that could be mentioned on the student resources website. Fran responded that at this time we don’t have an events section on the site, but this will be explored.

* 1. Veronica asked President Jon Tenbrink if there will be an Academic Senate meeting in December. He noted that if there is nothing pressing at the moment the meeting may be cancelled. As noted, the December 2, 2022 Academic Senate Mtg. was cancelled.

**Action Items:**

1. Alex will share with his classes the marketing initiative that Bruce Mackley is doing. He will share his write-up with Veronica so it can be shared with others.

**SAC Meeting Dates**

The SAC meeting for December 15 has been cancelled.

SAC Meetings in Spring Semester 2023

are as follows:

Thursdays, 11:30 am - 12:30 pm,

January 12, 2023

February 9, 2023

March 16, 2023

April 6, 2023

May 4, 2023

Respectfully submitted,

Veronica Wilkerson-Johnson, Chairperson

Fellow Scribes:

Joann Silsby and Fran Krempasky