Lansing Community College

Academic Senate Meeting

October 23, 2020, 9-11 am, Virtual Via WebEx

**Present**: Kabeer Ahammad Sahib, Marvin Argersinger, Alex Azima, Alandis Baker, Mark Bathurst, Matt Boeve, Mackenzie Caksackkar, Michelle Curtin, Tim Deines, Monica Del Castillo, Nancy Dietrich, Paige Dunckel, Sarah Garcia-Linz, Bill Garlick, Amalia Gonzales, Gerry Haddad, Leslie Johnson, Heidi Jordan, Mark Kelland, Lyndia Klasko, Frances Krempasky, Eliza Lee, Megan Lin, James Luke, Tricia McKay, Vern Mesler, Ronda Miller, Joann Silsby, Tedd Sperling, Mark Stevens, TeAnna Taphouse, Jon Tenbrink, Matt Van Cleave, Denise Warner, Nancy Weatherwax, Sally Welch, Veronica Wilkerson-Johnson, Richard Williams, Melinda Wilson,

**Absent**: Joe Barberio, Courtney Geisel, Dawn Hardin, Melissa Lucken, Tamara McDiarmid, Kent Wieland,

1. Call to order- 9:02AM
2. Roll call- 9:02AM
	1. Quorum
3. Approval of agenda –9:03AM
	1. Added StarTalks as item XIV
	2. Approved as amended
4. Approval of minutes – 9:04AM
	1. Approved without objection
5. Public comments – 9:06AM
	1. None
6. President’s report
	1. Thank you to Patrick Butcher. He runs the virtual meetings. On vacation and still meeting with us.
	2. Kent Wieland will replace Jeremy Davis as A&S Admin.
	3. Budget charter committee met. Working on drafting a charter. Another meeting on Monday. CFO Don Wilske and Provost Sally Welch will be joining. Learning the budge process.
7. Provost’s report
	1. As I understand it, The Higher Education Opportunity Act requires institutions like LCC to disclose textbook adoptions at the time of student registration.  Suppose that MBS says that a textbook is available at the time of the adoption deadline but then just weeks (or less) before classes start say that the textbook is no longer available.  Would this cause LCC to be in violation of HEOA?
		1. **HEOA:** It is an institution’s responsibility to notify students of the total cost of attendance at the time of registration, to the best of their ability. Changes to availability do not violate HEOA.  If we update the course listing when we find out about changes, MBS and the institution are doing everything we can to provide changes in cost to the students at the time we are notified.
	2. Process to order book:
		1. Adoptions are accepted from faculty in spring for the fall term.  Receiving adoptions in April allows us to stock courses and order materials before students start purchasing for fall.
		2. Once adoptions have been submitted, the courses are stocked.
			1. Courses are stocked based on past sales history and estimated enrollment for previously adopted items.  New adoptions are handled differently for each institution based on our history with the school and the availability of enrollment data.
		3. Once courses are stocked, inventory is purchased based on our current inventory level and the availability of each item from the publisher.
			1. We generally begin purchasing in May for the fall terms, but also continue to place orders throughout the summer and fall based on the demand.
			2. Publishers do not alert us when a title has gone out of print, so we do not know until we attempt to place an order.
			3. In some cases, we have enough new and used inventory to get us through most of the selling season but are required to purchase more from the publisher when our inventory is depleted.  If the publisher has stopped printing an item, we are notified when we attempt to purchase it that it’s no longer available.
			4. If an item is no longer available from the publisher, we attempt to source the item through the marketplace.
			5. It is only after exhausting all of our purchasing options, that we ask instructors to make changes to the adoption listing.  We do everything that we can to keep from changing adoptions mid-stream, but sometimes it is unavoidable.
	3. COVID semester: In general, the percentage of purchases cancelled by publishers is VERY low compared to the total volume of items ordered, but the scenarios you brought to us allowed us to shine a spotlight on the problems because of the turnaround time required to correct the issues late in the game.  COVID had an unexpected impact on our business this year because more schools/students were participating in a virtual model than we’ve ever seen before.  The stock we ordered in advance was wiped out long before we could circle back to reorder.
		1. Cancelled Orders
			1. This year we had a lot of items that were cancelled without notice.  Publishers often filled other items on the PO but did not notify us that some items were unavailable.  When this happened, we didn’t find out until the packages were checked into our warehouse.
		2. Delayed Order
			1. Publishers filled partial orders because printing was delayed on some items.  In many cases, we were not notified and found out only when the packages were checked into our warehouse that some items were missing.
		3. Changed Materials
			1. There were some instances where publishers changed an item’s ISBN midstream without changing the edition.  We don’t know why this was done, but the “old” ISBN was cancelled.  We learned of these only after contacting the publisher about why the “old” item didn’t ship with the rest of the order.
	4. Communication in General
		1. Due to the volume of orders required, we did not have the staff to follow up on PO’s after the initial order submission
		2. Client Services staff reached out on as many PO’s as possible, but the hold times made it difficult to get updates
		3. Recently we found order status listings online for many of the larger publishers.  These will allow us to get updates without calling, but these websites are not available for all publishers.
8. Consent agenda
	1. Curriculum committee
		1. Senator Mark Kelland - Request that Dance 100 be taken off agenda.
			1. Refer Dance 100 back to curriculum committee
		2. Prop Proposed New Program(s) of Study:
			1. None
		3. Proposed New Courses:
			1. None
		4. Proposed Course Revisions:
			1. COMM 280: Intercultural Communications
			2. DANC 100: Intro to Dance Techniques
			3. MATH 098: Support for Math 120 (fka Support for Math 121)
			4. MATH 109: Foundations of Algebra (fka Fast Track Algebra)
			5. MATH 120: College Algebra
			6. MATH 126: Precalculus (fka Accelerated Pre-Calculus)
			7. MATH 151: Calculus I
			8. MATH 152: Calculus II
			9. MATH 253: Calculus III
		5. Proposed Expedited Course Revisions:
			1. ECON 201: Principles of Economics-Micro
			2. ECON 202: Principles of Economics-Macro
		6. Proposed Program of Study Discontinuations:
			1. None
		7. Proposed Course Discontinuations:
			1. None
9. Election updates: Secretary Eliza Lee
	1. Welcomes Kent Wieland as new A&S Admin representative.
	2. Welcomes Jim Luke as new Business and Econ senator.
10. DEI initiatives
	1. Breakout session on DEI Questions from 9-25-20 meeting.
	2. Senators met for 20 minute in small groups. Discussion will be summarized and reviewed at a future meeting.
11. Proposed bylaw changes
	1. Addition under Article V

Section 2. Electronic Meetings:

* + 1. In-person meetings are preferable. However, exigent circumstances may dictate that certain Senate meetings be held online. The Secretary will audibly inform the President and the Senate whether a quorum is present at the beginning of these meetings. Voting during these meetings will either be without objection or will utilize the electronic voting/polling system available within the online platform used to hold the meeting.
		2. Senate committees and teams may also conduct business via electronic formats when necessary.
	1. Senator Jim Luke- Amendment on language. Strike first line, should just start that certain Senate meetings should be met online. In person meetings don’t need to be preferable. Academic senate needs chair governance. Participation and attendance has been greater now.
		1. Second by Mark Kelland.
		2. Senator Denise Warner strikes the word “certain.”
			1. Second by Rick Williams.
			2. Approved without objection.
		3. Approved without objection.
	2. Similarly in part b, strike out “when necessary.”
		1. Second by Mark Kelland
		2. Approved without objection.
	3. Will be brought back at next meeting for a vote.
1. Proposed changes to Senate Operations Advisory and Review Committee (SOAR) charter
	1. Committee Charge Addition: Monitor the ongoing and proactive involvement of the Academic Senate in college-wide equity and student success initiatives.

Membership Addition: At least one representative from the Office of Diversity and Inclusion.

* 1. Senator Jim Luke – Growing concerned that have two bodies, exec committee and SOAR (not in original conception). Contract only acknowledges Academic Senate. Two bodies that have much less democratic power. Power and operations of everything is devolving to these two bodies with the senate being subsidiary.
		1. SOAR is advisory and made up of past presidents to keep the history.
	2. Senator Mindy Wilson – Charge is to monitor. How is that going to happen?
		1. Senator Michelle Curtin – Meeting regularly, pay attention to Achieving the Dream, helping exec committee. Being proactive takes a lot of energy. Help the Academic Senate.
	3. Senator Alex Azima – Inception of the whole thing. SOAR members keep track of what is going in the Senate and what is going on in the college. Hence exec leadership people are involved. Watching what’s happening around the college, bringing things back to the Academic Senate. More than a reflective body. Take time to think ahead.
	4. Senator Mark Kelland – Idea behind this, valid concern was that we keep dropping initiatives. Soar can address these issues and remind Academic Senate about these initiatives that fall through the cracks. Just want to make it official that SOAR keeps an eye on everything going on including DEI. Ensure Academic Senate keeps valuable things moving forward without making a separate committee.
		1. Motion to approve the changes to the SOAR charter
		2. Senator Nancy Dietrich seconds
		3. Senator Kabeer – This is a monitoring committee. Should come up with ideas on what is involved in inequities. Should have certain goals and define those goals. What are inequities and what fields have inequities. Once committee has ground rules, they can figure out how admin is helping them. What are they monitoring?
		4. Vote by roll call. Approved without objection.
1. Program review updates: Director of Academic Quality Cheryl Garayta
	1. See document.
	2. Some people are stressed that their program will be eliminated based on program review. If you get to program review, your program is continuing. Meant to be a positive process. Will go through program review every 4 years.
	3. Senator Matt VanCleave - Question 7 won't be relevant for most programs. Careers will be all over the map. That question seems more relevant if one were talking about a four year degree program or a PhD program.
		1. Director of Academic Quality Cheryl Garayta - CIP codes have been changed at the federal level. With an AA it may not make sense, so think farther on with bachelors and transfer.
	4. Senator Rick Williams - What is the percentage of programs still standing after review?
		1. Senator Michelle Curtin - 100%. Program review does not eliminate. Program Health is a different process.
2. StarTalks – Leslie Johnson
	1. Looking for feedback from senate for path forward. 1 or 2 StarTalks. Use people from last year or new theme? Face to face or over video?
		1. May only with “Pandemic or Resilience” theme.
		2. May only with those nominated last year.
		3. January with “Pandemic or Resilience” theme then May with those nominated last year.
		4. January with those nominated last year then May with “Pandemic or Resilience” theme.
	2. Senator Ted Sperling – Should move forward as we can because we don’t know the state of things in May. Not face to face in January.
	3. Senator Megan Lin – Currently don’t have PA day plans. January 7th and 8th. All online. If its decided that StarTalks be videos or live, we can add those to our PA day plans. Agree that in person has a lot more impact.
	4. Senator Jim Luke – Like the resilience theme. Preference that those nominated last year be given their choice of old talk or new theme. The idea of doing anything in January would be hard. Faculty are tired and exhausted and working more hours than normal. January is only 10 weeks away, not time to get ready.
	5. Senator Leslie Johnson – Recommend a small one in January for anyone who is ready. Then in May will do one with a resilience theme.
3. Potential future agenda items
	1. Jim Luke concern over SOAR and exec committee.
	2. Follow up on ATD concerns
	3. Follow up on DEI break outs
4. Motion to adjourn
	1. Senator Michelle Curtin
	2. Second by Senator Monica Del Castillo
	3. Adjourn at 10:49AM

***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.*

Respectfully submitted by Academic Senate Secretary, Eliza Lee, with special thanks to Penny Tucker.