

Academic Senate Meeting

April 21st, 2023 at 9:10-11

**Present:** Marvin Argersinger, Alandis Baker, Brittany Barber, Mark Bathurst, Josiah Beauchaine, Laura Bishop, Brenda Brown, Elizabeth Clifford, Nathaniel Colon, Robyn Corey, Tim Deines, Nancy Dietrich, Lisa Dobson, Paige Dunckel, Bruce Farris, Sarah Garcia-Linz, Bill Garlick, Courtney Geisel, Gerry Haddad, Susan Hardie, Melinda Hernandez, Jessica Hester, Lorin Honeysett, Jeff Janowick, Heidi Jordan, Mark Kelland, Frances Krempasky, Eliza Lee, Megan Lin, Tamara McDiarmid, Robin McGuire, Tricia McKay, Tracy Nothnagel, Charles Page, Scott Poe, Louise Rabidoux, Chris Richards, Joann Silsby, Tedd Sperling, Jon Ten Brink, Denise Warner, Nancy Weatherwax, Sally Welch, Veronica Wilkerson-Johnson, Richard Williams,

**Absent:** Cheryl Chase, Dawn Hardin, Susan Jepsen, Andrea Sanchez, Danielle Savory,

1. Call to order – 9:10AM
2. In Person Reminders – Senator Eliza Lee
3. Roll Call

### Approval of Agenda

* 1. Addition of Consent Agenda
  2. Removal of Budget Committee Report
  3. Approved as Amended.

### Approval of Minutes

* 1. Senator Eliza Lee – Addition of Attendance correction and Alex Azima corrections to public comment.
  2. Senator Rick Williams – Addition of public comment to the minutes until being cut off.
  3. Approved as amended

### President’s Report

* 1. Our summer meeting is tentatively scheduled for July 14th. Please mark it on your calendars. I’ve repeatedly told the Executive Committee everyone just needs some time away and we should cancel, but there’s a very good chance that meeting will be needed for a time sensitive issue, so please try to keep yourselves available.
  2. Anyone can add an item to the Agenda. There are two ways: a) request it in advance from the Executive Committee. They may counter with another date for it to be added, or suggest another place where the answer already exists to the question at hand, but it’s a good place to start. b) If you’re not satisfied with what you hear from them, you can make a motion as the Agenda is approved in the meeting to add what you feel needs to be added. With a 2nd from another senator, it is open for discussion, and following a vote to approve will be added. While adding an Agenda item is not directly discussed in our Bylaws, Robert’s Rules are pretty clear on the subject.
  3. Encourage you all to add the Academic Senate to your email signature with a link to the Senate webpage. It’s a simple thing to do, and goes a long way towards broadcasting the Senate across the College. Thank you to the Engagement Committee for the suggestion!
  4. Yvonne Creamer – Global Student Services is a student service program at Student Affair Division. GSS provides comprehensive student support services to two groups of students: International students and students who speak English as a second language (ESOL students). International students study at LCC with a visa status and usually return to their home country after reaching their academic goals. ESOL student group consists of refugees, immigrants, US citizens who speak English as a second language, and students who entered the US without inspections. ESOL students reside in the US permanently. Global Student Services (GSS) has been working with the Internationalization Committee. This Committee has been charged with formulating a plan to internationalize LCC. GSS segment of the plan revolves around recruiting international students and refugees who have been relocated to Lansing. There are many international and ESOL student success stories. Here are just two of them from each group:
     1. Minami Ito from Japan (International student)

Attended FA21 to SP23   General Associate    3.95 cumulative GPA             transferring to Western Michigan University

Accepted to WMU to become a pilot; even though she’s young, she has already had some flight experience. Student in the Leadership Academy. A student employee in Learning Commons. Has had regular contact with Academic Advising to make sure she was on track. Has been an invaluable resource to another Japanese student of ours who was struggling, and helped to turn his experience around.

### Tahira Ali (Refugee from Afghanistan)

### When Tahira just started her study at Kabul University, Taliban took over the power in the country and stopped her from going to school because she was a girl. Amidst the US war in Afghanistan, Tahira and her family fled the country and stayed at a refugee camps in Pakistan. They finally came to the US in early 2017 and resettled in Lansing, Michigan. She applied for fall 2017 admission at LCC and started her study at ESOL level 2. She had planned to transfer to a four year university and get a bachelor’s degree. GSS also helped her get into the Trio program for additional support for transfer students. Tahira graduated summa cum laude from LCC with an Associate of Science degree and transferred to MSU in fall 2019. Currently she is studying Neuroscience at MSU and will graduate this May. She also works at Meijer Pharmacy as a pharmacy tech.

* 1. “I wanted to take a moment to talk about my use of the mute button during public comment at our last meeting. It’s not an act I took lightly. Having a place where opposing viewpoints can be expressed is very necessary for the health of any organization. I also believe firmly in curating a place where constructive criticism can safely be expressed. In support of that aspiration I’d like to highlight that extra time was provided to an individual expressing criticism towards the Executive Committee and the College Administration just moments earlier in their public comment. This was about neither political disagreement, nor silencing criticism. Rather, it was a response to the culmination of at least three years of hearing members of our LCC community—our friends, colleagues, students, and family—repeatedly targeted. That has been an antithesis to our Culture of Care, and has no place in our Senate either in open dialogue or, during public comment, and it will not be tolerated. How the Senate chooses to respond to these repeated instances of public comment that cause harm, if at all, is up to you its members, but for the remainder of this meeting while serving as your President, I will continue to uphold the values of LCC and this Senate, and deny a platform for speech that diminishes the humanity of others.”

### Provost’s Report

* 1. Academic Catch up program – through funding from the state of Michigan we are able to host a summer program for high school and reconnect students impacted by covid. This summer we will be inviting students who graduate in 2020, 2021, 2022 and 2023 and Michigan reconnect students who are new to LCC and have not taken college level math or English to come to a free college readiness program. It will be offered July 17-August 4th. Students will learn how to transition to and navigate college, career readiness, and go through English and Math refreshers with the goal that students will either enter in the fall at college level math and English or be able to take the college level courses with support. The program is free and students will receive a $500 stipend upon successful completion of the program. We will also be providing light breakfast for the morning session and light dinner for the evening session, gas cards or bus cards, and a loaner laptop.
  2. Professional Development Days

### [**Wednesday, May 10, 2023**](https://www.lcc.edu/calendar/#event-details/117027be-8d4f-47dc-9b8e-fab5f39f46d0) (Face-to-face in the Gym, Gannon Building, 3rd floor) NOTE: Faculty and staff who are not required to attend F2F can find the WebEx link [**here**](https://www.lcc.edu/calendar/#event-details/117027be-8d4f-47dc-9b8e-fab5f39f46d0)

### 8:00am - 9:00am              Continental Breakfast

### 9:00am - 10:30am            Artificial Intelligence Writing and Its Impact on Higher Education

### 10:45am -12:00pm          Building Capacity for Change

### 12:00pm - 1:00pm            Lunch (Provided by Divisions)

### 1:00pm - 5:00pm              Division/Department Meetings

### [**Thursday, May 11, 2023**](https://www.lcc.edu/calendar/#event-details/3f4525e0-10c8-4974-9243-4b83b4519e6e) (Virtual via WebEx)

### 9:00am - 10:00am            *Culture of Care* (Online via WebEx)

### 10:15am - 11:05am          Concurrent Sessions (Online via WebEx)

### 11:15am - 12:05pm         Concurrent Sessions (Online via WebEx)

### 7:00pm                                 LCC Graduation

### Consent Agenda

* 1. Curriculum Report
  2. Approved without objection

### Committee Reports

* 1. Student Advisory Committee (SAC) – Senator Veronica Wilkerson-Johnson
     1. See Appendix I
     2. Student Senator Andrea Sanchez is taking a leadership role in looking into what other CC’s are doing with student leadership.
     3. Encourage others to look at the [Student Resource Page](https://www.lcc.edu/services/).

### Elections – Senator Eliza Lee

* 1. Incoming
     1. Advising – Lorin Honeysett
     2. Communication, Media, and the Arts – Laura Bishop
     3. Health and Human Services – Courtney Geisel and Brittany Barber
     4. Library Instruction – Charles Page
     5. Technical Careers – Marv Argersinger, Joann Silsby, and Scott Poe
     6. Member At-Large – Susan Hardie
  2. Outgoing Senators
     1. Advising – Alandis Baker
     2. Communication, Media and the Arts – Jon Ten Brink
     3. Health and Human Services – Danielle Savory
     4. Library Instruction – Frances Krempasky
     5. Member At-Large – Veronica Wilkerson-Johnson

### Faculty/Student Commitments – Senator Jon Ten Brink

* 1. See Appendix II
  2. Majority of students felt supported. Those who disagreed, disagreed strongly and had strong feelings. Most who disagreed had an accommodation that was not received well by faculty. Students were in favor of having expectations and a conversation at the beginning of class. Students were disappointed that there was no mechanism to hold faculty accountable. Timely and meaningful feedback was number one complaint, second was flexibility of due dates.
  3. Senator Mark Kelland – Faculty should not help in the safety of students and this issue should be discussed with Chief Gaines.
  4. Senator Heidi Jordan – What does timely and meaningful feedback mean?
     1. Senator Jon Ten Brink - We have an SOP on timely and meaningful feedback. Programs should revisit this in their POP.
  5. Senator Bruce Farris – Very supportive of having expectations. Against a Senate directive on how to do the expectations. Should be a program discussion.
  6. Faculty Martine Riff – Offering office hours is always required. Making any kind of mandate on working conditions would be a MAHE matter. Sounds like students need help self-advocating.
  7. Senator Megan Lin – Discussion about things like this are important in the classroom. Facet of inclusive teaching. Faculty should be having these discussions. Requiring faculty to be good instructors is probably not possible. Continually showing people how, providing PD is important. This is a good tool. We can’t force it but we can show them.
  8. Senator Rick Williams – Have problem with first bullet point with preferred names.
  9. Senator Veronica Wilkerson-Johnson – Lead by example.
  10. Senator Tricia McKay – Since this is a draft, maybe reorder some bullets. Standard of excellence toward the top.
  11. Senator Paige Dunckel – Everyone wants to be a good instructor. Peer evaluations of instructors, some of this could be addressed in that process. Peer evaluation needs some work. We can mentor new instructors.
  12. Senator Sarah Garcia-Linz – As non-faculty member this is great. Usually when talking to students, not talking about them. Pronouns won’t come into play when talking to them. Using the language that they prefer falls under non-discrimination policy. With office hours, there are often different ways instructors have them. Some people have office hours that are unreasonable. More specific is helpful.
  13. Senator Tricia McKay – Will students be seeing this document? Need to have guidance on some of these terms
  14. Senator Tedd Sperling – Each teach different subjects and modalities. What does office hours mean, drop in online? Best practices outline would be good.
  15. Provost Sally Welch - HLC office hours must be by time and day. No drop in.
  16. Senator Megan Lin – Instead of giving students an already written list, make a list with students. What should they expect from instructor, what should instructor expect from them.
  17. Senator Robyn Corey – Being adjunct for 23 years. This is a good list, but did not when first started teaching. New faculty members may not know these practice.
  18. Senator Denise Warner – Best if we look at it as best practices. Not a cultural change, we already care about these things. Most faculty support this. Not a mandate, won’t be punished.
  19. Senator Mark Kelland – Find it problematic that students cannot record or share online interactions.
  20. Senator Eliza Lee – Suggest going back to areas with expectations to get feedback. Make very clear that these are best practice and not mandates.
  21. Senator Joann Silsby – Would be nice to highlight some of these things but make additions at the program level.
  22. Senator Mark Kelland – Move to make a team to rework the language of the document.
      1. Second Veronica Wilkerson-Johnson
      2. Senator Denise Warner – Should get feedback from areas before the team.
      3. Senator Mark Kelland – Could happen at the same time. Feedback could be given to team.
      4. Senator Tracy Nothnagel – Could talk with areas during PD days and get feedback.
      5. Approved as voted.

### POPs – Senator Denise Warner

* 1. See PowerPoint
  2. Want to assist departments and programs with doing their POPs. Want to show “good” POPs. Started in 2012 in MAHE contract. There is a new form.
     1. Program/ department assessment, review and analysis of student success, effectiveness and vitality
     2. Program/ department action/ improvement plans
     3. Program/ Department standards for submission of documentation for use in Change of Status peer reviews under Article XIV
     4. Program/department budget requests. Be as detailed and specific as possible.  
        i. Equipment and materials needs
  3. Best Practices
     1. Review what other programs have done: [O Drive – Executive Public – Provost Office Public – Program Operating Plans Folder](file:///\\fleetwood\lcc-all-public\Exec-Public\Provost-Office-Public\Program%20Operating%20Plans)
     2. O drive gets updated annually, so it may not have the most recent version of a program’s plan.
     3. Use Program Review documents on SharePoint.
     4. Have ongoing dialogue with Lead Faculty, Department Chair, Director, Associate Dean, and Dean about the POP and the budget in your area.
     5. Make POP additions/updates a standing agenda item for every program or department meeting (5-10 minutes).
     6. Keep track of updates and changes by noting dates, using colors, etc.
  4. Make Connections
     1. Your POP drives your program’s budget which in turn allows for equipment, supplies and future program amenities.
     2. Use the POP to inform Professional Activities Plans.
     3. Use POP to inform Program Review and Program Review to inform POP.

### Facilitating Senate Discussion – Senator Jon Ten Brink

* 1. What is necessary to facilitate good conversation at the Academic Senate Meeting? Frustrations that we have a lot of FYI moments, not discussion. What makes for a good conversation?
  2. Senator Tracy Nothnagel – Good to ask directed questions. As faculty we always have moments where students don’t engage. Better than just leaving it open for discussion.
  3. Senator Gerry Haddad – Not a big fan of the breakout rooms. When there are only 3-4 people in the room then there is a dominant voice. And 5-15 min is not enough time to get discussion. And then recapping takes another 15 min.
  4. Student Senator Josiah Beauchaine – Be more direct on the topic. Don’t just open for discussion.
  5. Senator Mark Kelland – Sometimes it takes somebody to get things going. Having the interest and desire to dig into materials when the secretary to send things out. We need to read more carefully our materials when the secretary sends things out.
  6. Senator Jessica Hester – Wonder how much modality has to do with discussion. It’s easy to fade into the background when on the computer, easy to have distractions. More discussion today.
  7. Senator Bill Garlick – Modality piece is worth review. A lot of conversation happens in the chat when we are on WebEx.
  8. Senator Robin McGuire- Conversation was about teaching today. So easy to be engaged and have robust conversation.
  9. Senator Louise Rabidoux – As a non-teaching faculty, sometimes reluctant to chime in because have different perspective. Want to be on target. Still not sure what role is on the Senate, especially as a non-teaching faculty.
  10. Senator Tedd Sperling – Modality means a lot. Teaching F2F get more response from students. Tell students that regardless of the question to ask it because someone else has it too. More senate meetings where we are face to face is where we will get discussion.
  11. Senator Bruce Farris – It’s a complex issue. Modality does play a part. Having been involved with TAC, we met face to face and have seen no difference in discussion on TAC with online meetings.

### General Education Course Proposals for 2023-2024 – Academic Affairs Project Manager Rafeeq McGiveron

* 1. See Appendix III
  2. Early heads up. Will also send reminders in The Star.

### Public Comments

* 1. Senator Rick Williams – First, sorry to see Senator Jon Ten Brink’s last day. We have great leadership, including Nancy Dietrich and Bo Garcia. Appreciate Steve Robinson, leadership. Wasn’t professional at the last meeting. Some of the constituents feel we are leading with fear and losing freedom. Wanted to ensure that a discussion that opposes LGBTQ+ is available. Was muted at last meeting. Dr. Robinson wants progress but that progress can hurt others, including preferred pronouns. We are losing autonomy. Forced to use pronouns.

### Potential Future Agenda Items

* 1. None

1. Adjourn – 10:50AM

***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.

**Appendix I**

**Academic Senate**

**Student Advisory Committee (SAC) Minutes**

**March 23, 2023**

The Academic Senate Student Advisory Committee (SAC) met via WebEx on March 23, 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), Chris Richards (eLearning), Fran Krempasky (Library and Sub-Committee on Web Resources Chair), Christopher Smelker (Surgical Technology HHS Division), Ronda Miller (Dean of Student Affairs), Armando Arevalo (Student Success Coach Manager), Elizabeth Clifford (Tutoring Services in Learning Commons), Louise Rabidoux (Counseling), Student Senator Andrea Sanchez and Student Member Paul Palmer.

**Unable to attend:** Ashlee Podleski (Adult Resource Center Coordinator), Debra Coulston-Kwapisz (ACCESS Coordinator in CCLC), Bruce Mackley (Marketing Director), Greg Lattig (Athletic Director), Frank Taylor (Academic Success Coach), Bill Garlick (CIO), Jon Tenbrink (Academic Senate President and Chairperson of Music Dept); Student Members Keshawn Mitchell-Roland, Noel Mukeshimana, Austin Suddieth, Meghan Patterson, Baron Pham, Unique Major, Brian Ringstaff, Daniel Arnold.

Student Senators Josiah Beauchaine and Student Members Danni Botti, and Caleb Caballero.

The 03/23/23 SAC Committee highlights are as follows. Minutes provided and compiled by Senators Fran Krempasky, Joann Silsby, and Veronica Wilkerson Johnson.

1. **Welcome and Introductions**

Chairperson Veronica Wilkerson Johnson welcomed everyone to the meeting and thanked them for attending, including our Student Senator Andrea Sanchez and Student Member Paul Palmer. Dean Miller joined the meeting after another event.

Chairperson Wilkerson Johnson mentioned that in the last Academic Senate meeting we talked about succession planning and the need to look at how our committee progresses forward.

**Succeeding SAC Chairperson:** Her term concludes on the Academic Senate this semester, and it will be time for a new Chair for the Student Advisory Committee. Chairman Wilkerson-Johnson reached out to several members to consider the role, then a perfect candidate became immediately apparent, Academic Senator Elizabeth Clifford from Tutoring Services in the LCC Learning Commons. With the unanimous agreement of SAC members, Chairperson Wilkerson Johnson encouraged us to support Elizabeth Clifford as she prepares to become Chair in the Fall Semester.

**SAC accomplishments:**

***Student Resources Web Page:*** SAC Technology Sub-Committee Chair, Fran Krempasky, and members Joann Silsby and Ashlee Podlesky, have led a team effort and maintained an excellent record as the subcommittee progressed in creating the student resource web page. The subcommittee started as the full committee discussed the college’s idea of a chat bot. Originally, Dean Ronda Miller and former Academic Senate President Monica Del Castillo envisioned LCC developing a chat bot/box to aid 24-hour student web accessibility. In seeking to expand on their vision, Chairperson Wilkerson-Johnson engaged SAC in the pursuit of ways to address the need for a more user-friendly LCC web presence for our students. It is outstanding to note how the Student Resources Web Page that emerged from these discussions, as Fran, Joann, Ashlee, and the partners they engaged across the college, created this excellent online connectivity for our students. The resource page achieves the goal of 24/7 informational access for students, faculty, and staff, and for people outside of LCC. Thanks again to the Student Resource Subcommittee (Fran, Joann, and Ashley) for an amazing resource!

***Food Insecurity Efforts:*** Our SAC members and student Academic Senators, especially Dean Ronda Miller, Student Success coaches and others have also helped in developing food pantry availability, an effort that has been slower to develop over the last several years during the pandemic. There are now provisions of healthy food and snacks at particular times on Main campus at the Gannon Building, and daily at the West, East and Aviation campuses.

***Clothing Closet:*** Thanks to former and current SAC student members, particularly Amalia Gonsales, LCC staff have now developed a clothing closet for students going to their first interview, or in need of professional clothing as they head out into their careers. It is well attended and provided for.

***Textbooks for Students:*** Alex Azima, Chair of the SAC Textbook Accessibility Sub-Committee, recently brought the need of textbook accessibility for all students to our attention. The Sub-Committee plans to continue working ways to make textbooks more accessible for students who cannot immediately afford them.

***Connecting with other Departments:*** Chairperson Wilkerson Johnson noted that SAC has members from various areas across our LCC campuses, bringing engagement in ways that have never been done before. Our members include faculty, staff, administrators, counselors , and Marketing representatives to help in our efforts to move LCC forward in the interest of our students. She thanked everyone and expressed to Elizabeth Clifford, the incoming Chair in Fall Semester 2023, that the minutes of all of our meetings throughout Wilkerson-Johnson’s tenure are available for her background. SAC will meet on May 2, 2023 to wrap up our work for this Spring 2023 semester, and make plans as we go forward. Not sure if we will meet in the summer but will look forward to the meetings in the Fall semester.

1. **Student Senate Report**
   1. Wilkerson-Johnson invited Andrea Sanchez, Student Senator, to share her research on forming a Student Academic Senate. She continues to research other colleges, including Maricopa County Community College. There, student senators need to have at least a 2.0 grade point average, and other criteria that Andrea will share in her upcoming report to SAC.
   2. Student Senator Sanchez asked what is the expected timeline for starting a student senate? Chairperson Wilkerson Johnson indicated that efforts to develop a Student Senate will continue into the fall semester, and we will push full steam ahead on this initiative. The research, which was recommended by Academic Senate President Jon TenBrink to aid in the development, is meant to get a sense of some best practices that LCC can consider as it develops it’s own model. This effort has been years in the making at LCC, and this information Andrea is collecting will help us on our way. The Chairperson thanked Andrea for all her research.
   3. Regarding student class modality preferences, Andrea stated that as she talks with students in her classes about online versus in person, she is hearing that online is a first preference for many, and is working for them. The second choice is hybrid classes, the mix of online and in-person.
2. **SAC Subcommittee Update – LCC Student Resources Webpage (Fran Krempasky, Joann Silsby, and Ashlee Podleski)**
   1. Fran Krempasky, Subcommittee chair, reported that the subcommittee is continuing to work on updating the page. The subcommittee took a look at the analytics from the website. The page is staying at the same level as it was in the fall. Fran offered to write a synopsis for the Chairperson. Fran said that the stats would be helpful to share with the Academic Senate President. We have checked all the content and the links on the site. An additional item we need to check on is food pantry availability, and Dean Miller can provide more information on this. The subcommittee has a link under the Academic Resources topic for the College Catalog. This was developed as a result of Penny Tucker visiting our last SAC meeting when she showed us the catalog.
   2. The Subcommittee chair said the subcommittee will meet again in April, and seek more student input. Plans are to reach out to the student senators, Andrea and Josiah, to give us input on the page and further that task more in the fall semester. This will include reaching out to students for their input on the site, and the service departments to make sure that the content is current. Fran welcomed Elizabeth as the incoming SAC chair, and also thanked Chairperson Wilkerson Johnson for her leadership. Fran will be stepping down from the Senate in May but will stay on the subcommittee for at least one more year to help with the webpage. Fran wanted to thank everyone, including the LCC departments and service areas that gave such good feedback on student needs.
   3. Joann Silsby added that, in addition to sharing this report and information with the Academic Senate President, it should also be shared with Dr. Robinson for his President’s Report to the Board.
3. **Alex Azima – SAC Textbook Accessibility Subcommittee Discussion** 
   1. Alex reported that he sent a note to the student textbook accessibility subcommittee seeking their ideas and priorities. Presently he has heard back from student member Danni Bott, who suggested we provide a large bin for donations at the Star Zone, having everything come to one place, then a mechanism can be put in place to sort and distribute the books as needed across the campus.
   2. Alex shared screen to provide us his report and components for their planning. One is to work with faculty to identify current and prior editions of textbooks, and encourage faculty to consider developing textbooks themselves. Alex thinks some faculty want to take this on and brainstorm.
   3. Another component is getting more grant funding and he is seeking ways to go about that. Alex wanted to hear ideas from SAC members on reaching out to foundations. Do we look for an external grant? There are possibilities and he welcomes input from the larger group. Alex thinks it would be good to have several members brainstorm on options, then share with the Senate to explore further.

A third component is how we set up the process for book donations and how it will work. Veronica thanked Alex for all the work. When the subcommittee is ready to report, the next step will be to address the Senate for ideas on how we progress.

Veronica asked how the financial process for this works, do we bill the departments, and are there potential funding sources already available before we see a grant. Are there current guidelines that could help us. She said that Fran mentioned the Library being an immediate resource of available textbooks, and that students could become more aware of the Library textbook process. She said we could certainly mention this during public comment to the Academic Senate. Alex wants to create concrete suggestions to be shared with the Senate. Also, going forward as this process is developed, he doesn’t want to ultimately put tasks on the library of collecting, sorting, and distributing donated textbooks, but perhaps it is a place where students could go, to keep the mechanism simple. Since Fran does not work in the area where the textbooks would be stored/managed, she said that the textbook committee would have to get input from Ricky and Robin who work in the possible area where the distribution would take place since she didn’t want to speak for them.

Elizabeth Clifford said she works with students with textbooks, in the Learning Commons. She said they can use textbooks at the tables without checking them out, unlike the resource textbooks that are checked out. She wonders if we could have the donation/distribution bin in the Cesar Chavez Learning Center where very similar efforts have worked well in the past. It would be in a different building from the library where students could get help, and get plugged in for similar resources. Elizabeth said the Cesar Chavez Learning Center would like to get traffic flow to connect with more students. Student member Paul Palmer said we need to insure that all resources are accessible and staffed with someone that can be contacted to help throughout the area and kiosks. Veronica said both are good ideas, having the dispensary area and contact personnel available to help, much like in the library. If a student needed a Chem 105 textbook, for example, someone could confirm that “here is the one used in your course”.

Alex will send Veronica a summary of several developed points for SAC to review, and these can be reported to the Senate for further discussion.

1. **Chris Richards – eLearning Initiatives and Updates**
   1. **eLearning videos for Students:** Chris shared eLearning communications scheduled to go out soon. Some have been rescheduled due to the LCC outages. (1) eLearning has seen an uptick in students using Apple productivity software such as Pages, Keynote and Numbers. Students were turning in files instructors sometimes couldn’t read, especially if they didn’t have a Mac. He said those programs do offer the ability to save to Microsoft Office formats, and this advisory helps students complete this task.

(2) eLearning is putting out more of their 1-Minute videos on how to use the class progress tool. With this students can get a glance at their grades, assessments, their feedback and see how many times they’ve logged into a course. eLearning has delayed a bit sending out training due to the outage, and the fact that everyone had to reset their password. Veronica thanked Chris for the eLearning updates and representation.

**Modality:** Veronica mentioned SAC was invited by Academic Senate President Jon TenBrink to join in exploring why students choose the modality they do. She asked Chris Richards if there are updates on this. Chris responded that he hasn’t heard any more, the Center for Data Science will be crafting a survey eLearning will send out, with the involvement of President Jon Tenbrink. Chris is following-up and will provide updates.

1. **Dean Ronda Miller – Student Events, Updates and Initiatives**
   1. **Food Pantry:** The food pantry was not available this past Monday due to the outage and password reset, but the food pantry will continue to be available once a week in the Gannon Building, Room 2214, at the downtown campus, 11:30 a.m. to 1:30 p.m., and every day at the other campus locations. If someone comes in early, they are welcome. They encourage students to use reusable cloth bags the students were provided that they can bring each time they visit the food pantry. Word of mouth is spreading. At the last food pantry 18 students stopped by. Dean Miller is making note of how students find out about the Food Pantry (e.g. through faculty, other students, or success coaches). Veronica asked how SAC can help further this effort and wondered if Bruce Mackley or someone from Marketing is helping in the promotion. Dean Miller said they do have someone on their team from marketing.
   2. **Events:** They are planning a “Get Ready to Graduate” for students. On April 20 and April 24 students pick up their caps and gowns. They are planning to have the Alumni Association present to greet these future alumni. Some C.E.S. programming will be there and possibly financial aid providing checklists of information students need to know before they graduate. As Dean Miller’s office prepares for graduation, she mentioned she would also like to hold two more forums like those she had in the fall. If so, she will inform Veronica and SAC of the dates and locations.

Veronica shared that all the commencements she attends, including University of Michigan and Michigan State University, she especially enjoys LCC’s commencements! It is sheer joy for everyone, and wonderful to see the students cheering, and realizing “Hey, we Did It!”. She mentioned times when a parent and child graduated together. And those who came back to school after years, and are graduating now to make a difference in their lives, and the lives of others.

1. **Armando Arevalo – Updates and Initiatives**
   1. Armando reported that February and March have been very productive. They have been communicating with students on how to get back to campus and the campus network. Hats off to everyone who worked on this.
   2. They also have a hygiene pantry in their lounge (e.g. hygiene products such as toothpaste, toothbrushes, etc.). Students can drop by and request for these and other items. If students ask for financial assistance, or first time access to an eBook, send them to their success coaches. There is a small fund, related to credit hours, that can help. If the student doesn’t know who their success coach is, feel free to contact Armando.
   3. Orientation for summer will be coming up.

Veronica likes the way that all of our LCC services connect!

1. **Louise Rabidoux – Student Wellness and Engagement Updates**
   1. Counseling and Center for Student Support areas have been busy. Traditionally their busiest months are March and April, addressing mental health concerns, and May during finals week. Many students become stressed during midterms and finals, or when they are in crisis. In fact, the month of April, historically and nationally, tends to be a time of increases in behavioral intervention and conduct reports. Louise reminded members that if you see a student in crisis, feel free to fill out a student intervention report. They are confidential, and serves as an intervention to reach out to that student. During the recent closures at LCC, the MSU tragedy and closure, recent ice storms and the network being down, anxiety built among people who were already struggling. Louise stated that the counselors held 12 listening sessions after the MSU shootings. They had some students dropping because of crisis.
   2. They held their Healthy Valentines event last week. This event talks about healthy relationships, consent and sexual assault, and intimate partner violence.
   3. Louise commented that all of the services at LCC work together. That is why LCC is a great place to be.
2. **Elizabeth Clifford – Learning Center updates**
   1. The Learning Commons overall is going well, and the number of students using the Learning Commons have picked up again. It is also nice to see some students coming in on Mondays. Also, a few students are homeless, and they experience particular concerns when the campus is closed, as it has been in previous times, due to storms or closures. Gannon wasn’t even an option. Is there a place for homeless students to go?
   2. **Homeless Students:** Veronica asked Elizabeth if she has raised this concern with other campus services. Alex agreed that we need to follow up on this concern for our students. Veronica said this issue will be brought up as a part of our report to the Academic Senate, to help raise awareness in support of our homeless students.

**Additional Comments**

Wilkerson-Johnson said, in terms of our succession planning, we look forward to working with Elizabeth Clifford, the next SAC chairperson, starting fall semester 2023. Elizabeth is an Academic Senator and she will do an amazing job. Thanks to all for your various engagements.

Paul Palmer said he is glad to see a welcoming environment at LCC. Veronica mentioned that she is glad that Paul is part of SAC and is working to make sure that all are included. Paul mentioned that there is an Accessibility Club that meets on Tuesdays at 4:30 pm.

Chris Smelker mentioned congratulations to Elizabeth Clifford on being our next SAC chairperson and also a thank you Veronica for her leadership. This committee has done so many things and more to come!

**Next meeting**: Thursday, April 6, 2023 11:30-12:30 via WebEx

**Action Items:**

1. Student Senate: Andrea Sanchez will continue her research on getting information from other colleges on their student senate organizations.
2. Subcommittee chairperson Fran Krempasky will schedule a meeting for the student resources subcommittee to meet in the upcoming week.
3. Veronica will include in her report to the Academic Senate, SAC’s discussion about the need for a safe location at LCC for homeless students when there are college closures.
4. Alex will convene the Student Textbook Accessibility Sub-Committee to continue their work.

**SAC Meeting Dates**

SAC Meetings in Spring Semester 2023

are as follows:

Thursdays, 11:30 a.m. - 12:30 p.m.

January 12, 2023

February 9, 2023

March 23, 2023

April 6, 2023

Last meeting of Spring Semester: Tuesday, May 2, 2023

Respectfully submitted,

Veronica Wilkerson-Johnson, Chairperson

Fellow Scribes:

Joann Silsby and Fran Krempasky

**Appendix II**

As a faculty, I commit to:

* Fostering a welcoming environment conducive to student learning
  + Learn and use student’s preferred names
  + Listen to student concerns
  + Assume positive intent of others
  + Treat each student with respect and dignity
* Protecting the safety, interest, and rights of all students
* Creating and maintaining a comprehensive syllabus
  + Hold myself accountable to the syllabus
* Providing timely and meaningful feedback to all assessments
  + Respond to student emails within 48 business hours via both @D2L and @star.lcc systems
  + [Insert Program language on timely and meaningful feedback]
* Offering regular office hours for students to drop by without appointment
* Maintaining standards of excellence
* Paying careful attention to workload and scheduling policies remembering that most students are likely to take more than one course and have other work/life commitments
* Approaching accommodation requests with trust, empathy and appropriate levels of flexibility, and will afford necessary accommodations to address disability needs
* Encouraging students to collaborate and support each other and will be available to discuss concerns about the rules and boundaries that I have imposed about group work

As a student, I commit to:

* Being an active participant in this course
  + Find and read the syllabus
  + Ask questions any time I need clarity
  + Actively use my @mail and @D2L email accounts
  + Prepare for class in advance, and complete assignments on time
  + Go to the instructor with any questions or concerns about the class, including inability to attend class or complete assignments on time for whatever reason
* Assuming positive intent of others, including the instructor
* Using campus resources such as tutoring, my Academic Success Coach, Counseling Services, and more to support my studies as necessary
* Being a respectful member of the course, who supports my classmates’ ability to participate and access course materials and does not undermine the work of the instructor. This includes rejecting and not engaging in any form of device-enabled harassment or disruption
* Promoting academic freedom and intellectual engagement with course materials. I will not record or share online interactions that involve classmates or instructors in the course
* Honoring the intellectual property rights of instructors and classmates, and not record or make course materials accessible to anyone who is not enrolled in the course without the instructor’s written permission
* Abide by the Student Code of Conduct (<https://www.lcc.edu/consumer-information/student-compliance/code-of-conduct.html>)

Informed by <https://www.iebcnow.org/wp-content/uploads/2021/05/IEBC_CC-Top-six-commitments-faculty-2021.pdf>

<https://www.upliftparent.org/Page/763>

<https://theuniversityfaculty.cornell.edu/dean/academic-integrity/commitment-to-academic-integrity-equitable-instruction-trust-and-respect/>

<https://www.houstonisd.org/cms/lib2/TX01001591/Centricity/Domain/8374/HCC%20STUDENT%20COMMITMENT%20STATEMENT.pdf>

<https://www.rcboe.org/cms/lib/GA01903614/Centricity/Domain/37/Commitment%20Statementsa.pdf>

**Appendix III**

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| |  |  | | --- | --- | | |  | | --- | | **Course recommendations for the Michigan Transfer Agreement** The Curriculum Committee is pleased to announce that in Fall 2023 it will review course recommendations for 2024-2025 additions to the [Michigan Transfer Agreement (MTA)](https://lcc.us3.list-manage.com/track/click?u=c4bb7d7de86106a97b6669f16&id=334021001d&e=b6e385b3c3), which is designed to facilitate transfer from one institution to another. Courses currently on MTA will remain on MTA. This update will only review courses that would make valuable additions to the MTA list for the next curricular year.    The Curriculum Committee will review course recommendations for the MTA based on established guidelines. After this review, recommendations will be submitted to the Academic Senate for approval. The Academic Senate then will submit recommendations to the Provost or designee for final signoff. Upon decision by the Provost or designee, a letter will be sent to applicants from the Curriculum Committee.   Course recommendations for the MTA are due by **Friday, September 29th** through the 5-star ticket called [Request for MTA or for General Education-Applied Degrees](https://5starservicecenter.lcc.edu/TDClient/41/Portal/Requests/ServiceDet?ID=159). For each course submitted, a few questions must be answered, along with uploads of the following:   * The official course syllabus * Completed [MTA Course Recommendation Form](https://www.lcc.edu/provost/senate/cc.html/#mta)   To assist in identifying courses appropriate for the MTA, please refer to the documents listed below:   * [LCC General Education – Transfer Degrees (MTA)](https://www.lcc.edu/academics/catalog/general-education/), as example * [LCC MTA Guidelines](https://www.lcc.edu/provost/senate/cc.html/#mta) * [Michigan Transfer Agreement Frequently Asked Questions](https://www.mitransfer.org/frequently-asked-questions) * [Michigan Transfer Agreement Guidelines](https://www.mitransfer.org/michigan-transfer-agreement)   The Curriculum Committee is here to support you and to support the changes needed for student success. We want to work with you! Please contact Curriculum Committee Chair [Tamara McDiarmid](mailto:mcdiart4@star.lcc.edu?subject=22/23%20Gen%20Ed-MTA%20Inquiry) and Vice-Chair [Rafeeq McGiveron](mailto:mcgiver@lcc.edu?subject=22/23%20Gen%20Ed-MTA%20Inquiry) if you have any questions. | | |

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| |  |  | | --- | --- | | |  | | --- | | **Course recommendations for General Education - Applied Degrees** General Education requirements help our graduates gain four valuable [Essential Learning Outcomes (ELOs)](https://www.lcc.edu/provost/essential-learning-outcomes.html): knowledge of human cultures and the physical world, intellectual and practical skills, personal and social responsibility, and integrative and applied learning. For programs that do not require the Michigan Transfer Agreement (MTA), our applied and technical degrees from 2020-2021 onward require General Education in five categories: 1) English Composition; 2) English Composition (second course)/Communication or Applied Communication; 3) Humanities and Fine Arts or Social Science or Applied Social Science; 4) Mathematics or Applied Mathematics; and 5) Natural Science or Applied Science and Technology Lab.   The Curriculum Committee is pleased to announce that in Fall 2023 it will review course recommendations for 2024-2025 additions to General Education – Applied Degrees. Courses currently on General Education Core, General Education – Applied Degrees, or the MTA will remain available for applied and technical degrees. This update will only review courses that would make valuable additions to General Education – Applied Degrees for the next curricular year.    The Curriculum Committee will review course recommendations for General Education – Applied Degrees based on established guidelines. After this review, recommendations will be submitted to the Academic Senate for approval. The Academic Senate then will submit the recommendations to the Provost or designee for final signoff. Upon decision by the Provost or designee, a letter will be sent to applicants from the Curriculum Committee.   Course recommendations for General Education – Applied Degrees are due by **Friday, September 29th** through the new 5-star ticket called [Request for MTA or for General Education-Applied Degrees](https://5starservicecenter.lcc.edu/TDClient/41/Portal/Requests/ServiceDet?ID=159). For each course submitted, a few questions must be answered, along with an upload of the required Recommendation Form and documentation.  To assist in identifying courses appropriate for General Education – Applied Degrees, please refer to the documents listed below:   * [Process for Including New Non-MTA Courses for Applied General Education](https://www.lcc.edu/provost/senate/cc.html/#applieddegrees) * [Preparing the Applied General Education Course Recommendation Form](https://www.lcc.edu/provost/senate/cc.html/#applieddegrees) * [Applied Communication Course Recommendation Form](https://www.lcc.edu/provost/senate/cc.html/#applieddegrees) * [Applied Mathematics Course Recommendation Form](https://www.lcc.edu/provost/senate/cc.html/#applieddegrees) * [Applied Science Course Recommendation Form](https://www.lcc.edu/provost/senate/cc.html/#applieddegrees) * [Applied Social Science Course Recommendation Form](https://www.lcc.edu/provost/senate/cc.html/#applieddegrees)   Again, **courses currently on Core, General Education – Applied Degrees, or MTA do not need to be resubmitted.**   The Curriculum Committee is here to support you and to support the changes needed for student success. We want to work with you! Please contact Curriculum Committee Chair [Tamara McDiarmid](mailto:mcdiart4@star.lcc.edu?subject=22/23%20Gen%20Ed-MTA%20Inquiry) and Vice-Chair [Rafeeq McGiveron](mailto:mcgiver@lcc.edu?subject=22/23%20Gen%20Ed-MTA%20Inquiry) if you have any questions. | | |