



Academic Senate Meeting

Oct. 20th, 2023 at 9:10-11 via WebEx

Present: Brittany Barber, Laura Bishop, Brenda Brown, Elizabeth Clifford, Robyn Corey, Tim Deines, Lisa Dobson, Bruce Farris, Sarah Garcia-Linz, Courtney Geisel, Gerry Haddad, Susan Hardie, Dawn Hardin, Melinda Hernandez, Jessica Hester, Lorin Honeysett, Susan Jepsen, Heidi Jordan, Mark Kelland, Eliza Lee, Megan Lin, Tamara McDiarmid, Robin McGuire, Tricia McKay, Tracy Nothnagel, Scott Poe, Louise Rabidoux, Chris Richards, Danielle Savory, Joann Silsby, Denise Warner, Nancy Weatherwax, Sally Welch, Richard Williams, Jon Ten Brink, Jeff Janowick

Absent: Marvin Argersinger, Cheryl Chase, Amber Denney, Nancy Dietrich, Paige Dunckel, Bill Garlick, Charles Page, Andrea Sanchez, Tedd Sperling,

- I. Call to order- 9:10
- II. Roll Call
- III. Approval of Agenda
 - a. Addition of SAC Charter First Read.
 - b. Approved as amended.
- IV. Approval of Minutes
 - a. Approved without objection
- V. President's Report
 - a. Keep moving forward because the journey is as significant as the destination. We only get our students for a short while. We as professors have a huge impact on our student's lives. Our students are depending on us.
 - b. Looking for solid action items on our 4 priorities of the year. Remember to get feedback from your areas. Ask Secretary Lee if you do not know how to contact your area.
- VI. Provost's Report
 - a. Great time to submit an academic alert (half way through the semester).
 - b. HLC coming September 2024. Mark and team are pretty close to finalizing one part of the submission called Federal Compliance. As a reminder, we will be hosting a town hall like meeting to go over Criteria 1 and 2 on December 8th from 10-11am in the Adm Boardroom. [LCC HLC website](#)

c. Toys for Tots campaign supported by Veterans and Military Affairs during your Academic will start November 1st and run through November 28th There will be 4 boxes located on the main campus and one at West.

d. Last year for The Innovation Awards. Contact [Laura Medina](#).

VII. Committee Reports

a. Budget Committee – Senator Denise Warner

- i. We are taking on the issue of food service on campus by gathering information from administration and students with the goal of making recommendations to administration by the end of spring semester.
- ii. We continue to review applications for the Innovation Awards and recently recommended that the Interdisciplinary Field Study application be funded. Please let your constituents know that we are still accepting applications.
- iii. We continue to send reps from our committee to BOT meetings to monitor and report back to the committee.
- iv. We continue to encourage faculty to use the POPs form as a tool for making your needs known to your administrators. Please let the Budget Committee know if there are needs that fall outside of your POPs or if there are items that are on your POP but do not get funded.
- v. Need members- esp. faculty senators.

b. [CASL \(Committee for Assessing Student Learning\)](#) – Senator Tim Deines

- i. Recently revised portions of Co-curricular plan. Cocurricular Handbook and Assessment Plan
- ii. Phase one of a website development. Faculty can go to learn current trends in assessment.
- iii. Standing AI on agenda. Discussions have been good.
- iv. Had a good conversation with HHS and Political Science about honors options at LCC. Wanted to understand program and distinctions mean.
- v. Senator Chris Richards - There is a [D2L Pilot Participation Form](#) that faculty can sign up for to be included in future pilots, like the current one for the Learning Outcomes Tool!
- vi. CASL need representation from two areas: Student Affairs and Finance, Administration, and Advance Placement. If you are in either area, please join us!

c. CC (Curriculum Committee) – Senator Courtney Geisel

- i. Since July first have reviewed 27 forms, 69 expedited, and 4 MTA. Very busy!
- ii. Thank you to all the coordinators for processing the 5-star tickets.

d. SAC (Student Advisory Committee) – Senator Elizabeth Clifford

- i. Created the student resource page.
- ii. Hope faculty will make strides to lower cost of textbooks.
- iii. Our city is in a housing crisis. Food prices are growing exponentially. Student concerns on affordable food on campus.
- iv. A lot of frustration for the wait to get advising appointments as signing up for class next semester.
- v. Next meeting is November 1st. 12-1. [WebEx Meeting Link](#)
Following meeting is November 15, 7:10-8 to include students.

VIII. Consent Agenda

- a. Curriculum Committee Reports
- b. Approved without objection

IX. CASL Charter – Senator Tim Deines

- a. See Appendix I
- b. First read of the revisions. Vote will occur next meeting.
- c. Senator Mark Kelland – Motion to remove terms and rotation on the CASL Charter.
 - i. Second Tamara McDiarmid
 - ii. Senator Susan Jepsen – Better clarity to leave as is since some charters have rotation and terms. Need to have consistency across charters so no confusion.
 - iii. Motion withdrawn.
- d. Senator Mark Kelland – Motion to say the chair will rotate after a 3-year term. Under Rotation it will say: Chair will rotate after a term of 3 years.
 - i. Second
 - ii. Senator Mark Kelland – Amendment: The chair may remain as a member of committee. Can state that under rotation.
 - 1. Second by Heidi Jordan
 - 2. Amendment defeated as voted.
 - iii. Motion is defeated as voted.

X. Budget Charter - Senator Denise Warner

- a. See Appendix II
- b. First read of the revisions. Vote will occur next meeting.

XI. TAC Charter – Senator Bruce Farris

- a. See Appendix III
- b. First read of the revisions. Vote will occur next meeting.

XII. SAC Charter – Senator Elizabeth Clifford

- a. See Appendix IV
 - b. First read of the revisions. Vote will occur next meeting.
- XIII. Retention Projects Discussion – Provost Sally Welch
- a. Postponed
- XIV. Consistency/Quality Across Courses – Senator Tracy Nothnagel
- a. Senator Chris Richards – Gave PPT presentation on D2L courses
 - b. Top Service requests received from students: Broken links, old dates, incomplete syllabus, empty course info areas, no content.
 - c. Quality and consistency issues encountered by e-learning - Teaching out of announcement tools, one module called “Course Stuff”, duplicated content, old announcements.
 - d. Resources to address course quality and consistency:
 - i. D2L course design training
 - 1. Can self-enroll any time.
 - 2. [D2L Course Design Training Registration Link](#)(self-paced, in D2L):
 - ii. CMS Course and accessibility semester start checklist.
 - 1. [CMS Course & Accessibility Semester Start Checklist](#)
 - iii. Ally check in D2L.
 - e. What can senate do?
 - i. Try them out
 - ii. Spread the word
 - iii. Share in your meetings
 - f. Senator Bruce Farris – Is this primarily in online or in-person classes?
 - i. Senator Chris Richards – Across all modalities.
 - g. Librarian Kelli Herm - Has anyone at LCC gone through [Quality Matters](#) training and course design? I went through the training once at another community college.
- XV. Retention Projects Discussion – Provost Sally Welch
- a. Revisited.
 - b. See PowerPoint.
 - c. Retention Efforts from Academic Success Coaching Team
 - i. Teach skills to support college readiness, foster a sense of belonging and connection, proactive coaching, identify goals and barriers.
 - ii. Customer Relationship Management is a technology for managing all of your company’s relationships and interactions. CRM. We use salesforce.
 - 1. Banner integrations
 - 2. Built specifically for our usage

3. Reports built to inform our team of caseloads, student interaction, retentions, etc.
 - iii. Each coach has about 345 students. Includes many previous students, people who apply and who have not registered etc. Showed the ASC dashboard.
 - iv. Coaches were tasked with finding out why students aren't coming back. Reaching out to student and adding the notes into the dashboard.
 - v. Enrollment outreach developed in April 2023. Coaches reached out to students who have not registered.
 - vi. Got feedback from over 1000 students. 689 said yes, they are returning, 364 were not returning, 129 had a significant barrier (\$500 or more balance and/or financial aid suspended), 79 had a planned sit out (family, job, etc.)
 1. 364 said no for transferring, graduating, work/family issues, finance aid, guest student, moving, dissatisfaction of LCC (5), health, etc.
 2. Out of 689 who said yes, 505 ended up registering, 184 did not.
 - vii. Just started this documentation for 2024.
- XVI. Food on Campus – Executive Director of Administrative Services Chris MacKersie and Dean of Student Affairs Ronda Miller
- a. Strategic Plan 2021-2024, Focus Area 6 – Resource Management and Fiscal Responsibility.
 - b. Pre-Pandemic Pizza hut, Einstein bagel, and continental services all closed down.
 - c. June 2022 – Grand Avenue Market \$300-500 a week and Grab & Go averages \$4000 per week.
 - d. Additional Options explored – Subway, Jimmy John's, Local restaurants/guest kitchens, LCC Purchasing department-catering BID,
 - e. Contacted 30 food trucks and only 2 agreed to come because cant guarantee sales. These are also expensive at \$10-15.
 - f. Surveyed 11 community colleges in 2022. Most do grab and go. Same results in survey for 2023.
 - g. Will partner with LCC purchasing, will try to get more good trucks, will continue the Grab & Go Model because no subsidy.
 - h. Senator Tamara McDiarmid – Need to come up with a model where it is not \$8 a sandwich. Students have food insecurities and can't afford this.
 - i. Senator Tim Deines – Why is the subsidy not an option? Food is a really important cultural thing. Why is the profit the important? Seems like profit versus subsidy.
 - i. Not an economist. Not going to disagree that some subsidy would not be beneficial. What would that look like? Would it be a broad subsidy over

all items? There are things we have to subsidized across campus and we have to prioritize.

- ii. Chief Financial Officer Don Wilske - Food service is not considered to be a core function of a non-residential college/university.
 - j. Senator Denise Warner – Food is too expensive for the students. Aren't enough healthy choices, especially at a reasonable cost. If retention is so important, we need to have a campus that students want to come to.
 - k. Senator Elizabeth Clifford - This is a very complex and difficult issue. No easy answers. The snack baskets are a small step.
 - l. Chris MacKersie - There are a lot more people getting food than before. Volume is much higher.
- XVII. ORT Cameras – Senator Tracy Nothnagel
- a. Postponed
- XVIII. Public Comments
- a. Senator Megan Lin - [Friday Forums for Teaching Inspiration](#)
10/27 This month's presenters will be Susan Hardie, Art and Design, and Arthur Wohlwill, Biology.
 - b. Call for [PA days proposals](#). Proposals for PA Days Concurrent Sessions, Virtual, on Fri., Jan. 5
- XIX. Potential Future Agenda Items
- a. Food on Campus

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

Charter for the Committee of Assessing Student Learning Standing Committee of the Academic Senate

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

- Student Affairs
- Finance, Administration, and Advanced Placement
- Ex-officio Members
- Academic Senate President per Senate Bylaws
- Director of Assessment
- Director of Institutional Research
- Executive Director of the Center for Data Science
- A member should not miss more than 2 meetings a semester

MEMBER AND CHAIR SELECTION

Will be appointed under the direction of the executive committee.

TERM

- No term limits

ROTATION

- None

CHARTER APPROVAL

CHARTER APPROVED 09-08-23

Appendix II

Charter for the Budget Committee of the Academic Senate

PURPOSE

This standing committee of the Academic Senate will provide faculty input and advice to the administration concerning priorities in the College-wide deployment of capital or financial resources and provide a voice for programs concerned about budgetary issues, except as covered by the scope of collective bargaining.

CHARGE OF THE COMMITTEE

1. Represent the Academic Senate in providing input to the college early in the budgeting process before decisions are made regarding educational issues, capital improvements, and deployment of financial and human resources (including grant funding).
2. Make recommendations to the administration concerning issues of college-wide priorities and participate in budget development meetings as decisions are being made and before a final budget is submitted to the Board of Trustees.
3. Provide input regarding Full-Time Faculty Prioritization.
4. Encourage all faculty and administration to participate in a continuous quality improvement model for a collaborative and transparent budget-building process.
5. Represent the Academic Senate and facilitate dialogue among the Academic Senate, administration, and faculty throughout the budget process to encourage ongoing dialogue in budget meetings, particularly at the program, department and divisional level.
 - a. Alert Academic Senators to key points in the budget cycle and equip senators to participate in conversations with their program leads, department chairs, and deans.
 - b. Assist faculty and departments in understanding the importance of Program Operating Plans and their impact on budget.
 - c. Be a resource to the Academic Senate regarding the budgeting process and the ongoing budget cycle.
 - d. Represent the Academic Senate at budgetary meetings with labor coalitions and special meetings.
 - e. Represent the Academic Senate at Program Review meetings.
 - f. Provide input and advice to the Academic Senate, deans, other divisional leadership,

provost, and college president, as increased investment, as reallocations, cuts, or adjustments are made.

6. Provide a voice for those in the LCC community, including dissenting views, through regular analysis and discussion of budget priorities with senior leadership should budgetary issues arise.

7. Take on special projects related to budgetary issues as requested by the president of the Academic Senate or provost and approved by the committee.

MEMBERSHIP

- The Chair must be a faculty member of the Academic Senate.
- The Chair and Vice-Chair will be appointed by the Academic Senate President from amongst the membership of the committee.
- 70% teaching faculty (fulltime and/or adjunct)
- A minimum of 4 Academic Senators.
- Representation from each division of the College will be encouraged

Arts & Sciences (3)

Health & Human Services (3)

Technical Careers (3)

Community Education & Workforce Development (4)

Student Affairs (4)

Non-teaching members

- Ex-officio Members
Academic Senate President per Senate Bylaws
- Resource Members
Chief Financial Officer and/or designee(s)
 - Other members as necessary

MEMBER AND CHAIR SELECTION

Will be appointed under the direction of the executive committee.

TERM

- A maximum of 6 years None

ROTATION

- Stagger every 3 years None

CHARTER APPROVAL

The changes highlighted were approved at a meeting of the Budget Committee on 11-4-22

CHARTER APPROVED 3-26-21

Appendix III

Charter for the Technology Across the Curriculum (TAC) Committee of the Academic Senate

PURPOSE
<p>This standing committee of the Academic Senate is committed to seamlessly infusing technology into our college's educational journey, ensuring it underpins and enhances all teaching and learning activities. Focused on proactively identifying and resolving tech-related challenges, embracing and implementing innovative technological solutions, and eradicating any barriers that impede academic success, TAC deeply values collaboration and engagement with faculty and aligns efforts with the Academic Senate Standing Committees. Striving for transparent communication and upholding strict accountability, TAC aims to sculpt a digitally enriched learning environment that naturally integrates into every student and faculty member's educational experience, ensuring the sustained progression of the college's pedagogical mission amidst the continuously evolving technological landscape.</p>
CHARGE OF THE COMMITTEE
<ul style="list-style-type: none">• Identify and resolve technology related issues that affect the teaching and learning process.• Identify, test, and implement innovative technology solutions that support effective teaching pedagogies.• Identify and remove technology barriers to student success.• Engage in dialog and collaborate with faculty consumers of technology to advance the teaching and learning mission of the college.• Collaborate with Academic Senate Standing Committees on issues related to technology.• Effectively communicate updates, as needed, about technology items related to continuous improvement of student learning.• Regularly report the TAC Committee's progress to the Academic Senate, retain committee approved meeting minutes, and maintain a representative membership.
MEMBERSHIP
<ul style="list-style-type: none">• Co-Chairs (An administrator and a faculty member at least one who shall be an Academic Senator)• 70% faculty (full-time and part-time continuing contract status [not just Senators])• A minimum of one Academic Senator from each of the four academic divisions.• Members from each of the following Divisions<ul style="list-style-type: none">• Arts & Sciences• Health & Human Services• Technical Careers• Community Education and Workforce Development• Information Technology Services• Center for Teaching Excellence• eLearning

- Student Representative (Preferred)
- Ex-officio Members
 - Academic Senate President per Senate Bylaws
- Resources
 - IT Subject Matter Experts
 - Center for Data Sciences
 - Academic Affairs
 - Student Affairs
- A member should not miss more than 2 meetings per academic year

MEMBER AND CHAIR SELECTION

Will be appointed under the direction of the executive committee.

TERM

- No term limits

ROTATION

- No rotation required

CHARTER APPROVAL

CHARTER APPROVED XX-XX-XXXX

Appendix IV

Charter for the Student Advisory Committee of the Academic Senate

PURPOSE
This standing committee provides input of student voices and experiences to the Academic Senate.
CHARGE OF THE COMMITTEE
<ul style="list-style-type: none">• Provide input to the Academic Senate on decisions that impact students.• Advise the Academic Senate regarding the effect of the college's operations and policies on students.• Establish effective strategies for collecting representative information on the student learning experience at LCC.• Analyze and share this information with the subcommittees of the academic senate as well as the academic senate at large.• Interact directly with student populations.• Collaborate with Academic Senate Standing Committees to address issues that impact students.• Collaborate with Office of Diversity and Inclusion, Academic Success Coaches, Student Affairs, eLearning, and the Director of Student Life.• Regularly report to the Academic Senate on progress, retain committee approved meeting minutes, and maintain a representative membership.•
MEMBERSHIP
<p>The Chair must be an Academic Senator who is also a member of the faculty.</p> <p>A Vice-Chair, if needed, will be appointed under the director of the Executive Committee from amongst the membership of the committee.</p>

A minimum of 2 Academic Senators.

Minimum of 6 other college personnel

Minimum of 8 students from the areas listed below

All students are welcome. We strive to have representation across the college; students from diverse academic programs and demographics will be invited. Student members from each of the following areas:

- Arts & Sciences
- Health & Human Services
- Technical Careers
- Veteran's Affairs
- CCLC - Cesar Chavez Learning Center

Ex-officio Members

- Academic Senate President per Senate Bylaws
- Representation from Office of Diversity and Inclusion
- Athletic Director
- Director of Student Life
- Dean of Student Affairs

A member should not miss more than 2 meetings a semester

MEMBER AND CHAIR SELECTION

Will be appointed under the direction of the Executive Committee

TERM

- A term of one year for students (renewable for one additional year)

- No term limits for faculty and staff.

ROTATION

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CHARTER APPROVAL

CHARTER APPROVED 9-20-23 in committee, Senate approval needed