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# Academic Senate

# Student Advisory Committee (SAC) Minutes

**February 9, 2023 Meeting**

The Academic Senate Student Advisory Committee (SAC) met via WebEx on February 9, 2023, 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), Chris Richards (eLearning), Fran Krempasky (Library and Sub-Committee on Web Resources Chair), Christopher Smelker (Surgical Technology HHS Division), Debra Coulston-Kwapisz (ACCESS Coordinator in CCLC), Ronda Miller (Dean of Student Affairs), Elizabeth Clifford (Tutoring Services in Learning Commons), Greg Lattig (Athletic Director), Louise Rabidoux (Counseling), Student Senators Andrea Sanchez, Josiah Beauchaine; and Student Members Danni Botti, Paul Palmer, Caleb Caballero.

**Unable to attend:** Armando Arévalo (Student Success Coach Manager), Bruce Mackley (Marketing 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.

**Guest:** Penny Tucker (Project Coordinator, Academic Affairs).

The 02/09/23 SAC Committee highlights are as follows. Minutes provided and compiled by Senators Fran Krempasky, Joann Silsby, and Veronica Wilkerson Johnson.

1. **Welcome**

Chairperson Veronica Wilkerson Johnson welcomed everyone to the meeting and thanked them for attending including our Student Senators Andrea Sanchez and Josiah Beauchaine, and student members Danni Botti, Paul Palmer, and Caleb Caballero.

1. **Student Senate Report**
   1. Veronica wanted to give audience to Andrea Sanchez, Student Senator, to share her research on forming a Student Academic Senate. This has been a dream for a very long time. It was suggested by our Academic Senate President Jon Tenbrink that the student members check out other community colleges and universities that have developed student governing bodies so that we can gain ideas for shaping our own model.
   2. Andrea reported on her findings thus far on a student academic senate. She found they go on the basis of the student body and staff making nominations, and the student body voting on the student senator candidates. MSU and Grand Valley State University have a student senate and Andrea is working on getting more information from them. It definitely presents a strong voice from the students to the professors and administration to know what students are feeling and what would help them more. Also, it is a good springboard for students to get involved on the civic side where their voices are also needed. Alex Azima asked if Andrea could share her notes on the research. Andrea formulated her notes and Veronica has shared them with our SAC members.
   3. As Andrea mentioned, on February 14 in the Gannon Highway by the Star Zone, 11:30 a.m. to 1:00 p.m. there was an open invitation for all students to come and see what student clubs they can get involved in, such as the Academic Senate. Veronica planned on attending and invited others to attend as well.
2. **SAC Subcommittee Update – LCC Student Resources Webpage (Fran Krempasky, Joann Silsby, and Ashlee Podleski)**
   1. Fran Krempasky, Subcommittee chair, reported that the sub-committee is continuing to work on updating the page. She will be meeting next week with the sub-committee members, Ashley Podleski and Joann Silsby, to discuss some of the changes that need to be made and send the changes to the web team. Fran posed a question regarding the food resources page, asking if the wording should be updated now that there is a new pop-up food pantry. Should student still reach out to the Success Coaches in this regard? Dean Ronda Miller responded by stating that success coaches are the point of contact because the pop-up pantry, at least in the downtown campus, isn’t as concrete as some of the other campus locations, so the success coaches are going to be the best resource for students. We will have more info on the updates at the next meeting. In addition, Fran said once the changes are made she will send it out to all the committee members. Veronica thanked the subcommittee and added that the [LCC Student Resources web page](https://www.lcc.edu/services/index.html) is making a difference.
3. **Penny Tucker – Presentation and the LCC Catalog** 
   1. Penny Tucker, Project Coordinator Academic Affairs, was asked by Joann Silsby and Veronica Wilkerson-Johnson to attend the SAC meeting to share the various information that is included in the LCC Catalog, which is of great benefit for the entire college.
   2. Penny stated that a few years ago, while working in the Registrar’s Office in Academic Affairs she discussed how the current Schedule Book was inefficient in providing what students needed. As soon as it went to print it was outdated, though some LCC alumni on the committee called it “their Bible”. It was a comprehensive 1,000-page document and unfortunately is still in the PDF format. The goal is to move it into the web design format where updated information is readily available by clicking various links, and this also addresses accessibility issues with the PDF accessible format.
   3. Penny is interested in also making the LCC Catalog accessible through the student resources site. She commented that the site is wonderful, it’s bright, it’s knowledgeable and accessible. She downloaded and shared the LCC Catalog, displayed in PDF format, with a clickable Table of Contents. She also navigated through some of the information in the Catalog. See below for the categories of information included:
      1. LCC Catalog includes academic calendars, maps, information about the administration and board, and some history of LCC. Also, what are the student requirements, information about Title 9, Public Safety, and Equal Opportunity. Included are student rules, guidelines, and conduct, campus department in alpha order, their locations and who to contact in those departments, registration (how to register, testing services, late registration, course tuition and fee costs, military, financial aid, scholarships, adding and dropping courses), the high school programming process (transfer credits, military credits or international credits, placement scores).
      2. Penny said our financial aid director, Stephanie Bogart, has done a wonderful job of providing the financial aid information (how to apply for financial aid, listing and explanation of policies), and program pathways through which students can bookmark and go to a particular pathway.
      3. For courses, information on how to find a course, the prerequisites for courses, and course descriptions. Penny said that she can send a student to Banner which is beneficial, but with this system her office can put all of the course descriptions into one large document, and include a course description section, course code, the title, number of credits, billing hours, and what semester(s) the courses are offered. Also, transfer course information and availability by semester and year is provided.
      4. Penny works with point persons from the departments to help keep the information updated and accurate. They are working on the 2024 catalog to have all information completed and updated when classes for fall 2023 go live (around the end of April 2023).
      5. Penny asked if SAC members had any information, suggestions for review or implementation ideas she can take back for the catalog review committee, or if anyone would be interested in joining in the catalog review process. She encouraged us to email her with any thoughts going forward.
      6. Questions: (1) Paul Palmer asked if the catalog was accessible. Penny said yes but if they are not able to access or open it for some reason, her office can print a copy, or students can reach out to an advisor for a printed copy. (2) Penny was thinking about having a Frequently Asked Questions section.

Joann Silsby mentioned the possibility of linking both ways…. the LCC Catalog linking to the Student Resources page and the Student Resources page linking to the Catalog. Also having a Hot Topics section.

(3) Josiah Beauchaine mentioned that it would be nice to have a Getting Started section. (4) Josiah also mention including instructions on how to navigate the catalog on the LCC web site. (5) Josiah also said it would be helpful to have information on how to link your LCC D2L email to your LCC email. In response to the email question, Chris Richards said he has information on this and will provide it. Veronica added that the Student Resources subcommittee should add this email feature to the Student Resources site. (6) Veronica mentioned she will reach to Bruce Mackley about sharing the LCC Catalog in Marketing materials his staff will be disseminating. Penny added that she was thinking of a cheat sheet to be included in that marketing.

1. **Alex Azima – SAC Textbook Accessibility Subcommittee Discussion** 
   1. Veronica thanked Alex for sharing information on ideas for coursebook accessibility, and making provisions to have textbooks available in various places on campus. Veronica said she will defer to Alex to lead the next steps, and will share the subcommittee updates with SAC. Access to previous but current semester titles will be a welcome outcome. Fran Krempasky mentioned that the LCC Library has textbooks and can assist in this process. Alex said that this is great and helpful.
2. **Chris Richards – eLearning Initiatives and Updates**
   1. **eLearning videos for Students:** Chris shared they have two communications coming out in February. (1) A one-minute video for the student work-to-do widget. On the homepage, students can see current assignments, quizzes, and discussions that have a due date or end date, and set them in the widget for all of their courses, including those that are 2 weeks overdue. This will help them track what assignments are coming up in their courses. There is a video on this. (2) On February 13th eLearning “Tech It Out” self-trainings began. Most of them can be completed in under 15 minutes. There are also videos sharing differences between email and LCC Gmail and how to connect your Google account. Helpful tools in Google functionality that students may not be aware of, Kaltura videos, hidden gems that students may have seen but not used.
   2. **Student Survey:** Chris reported that Academic Senate President Jon Tenbrink contacted Veronica and Chris, and the Center for Data Science on behalf of the Provost, to look at why students choose the modalities they do. They are looking at a way to get an embedded survey drafted by the Center of Data Science that can be deployed with students on why they choose an online, high flex or face to face class. Students have a variety of reasons for doing so - it fits their schedule or they just feel they learn better under a certain method of delivery. With high gas prices it is more convenient in this era of Covid to not come to class in person. There will be no wrong answer, as stories from students are shared. The survey will be deployed by eLearning.
   3. **Modality:** Joann Silsby mentioned she was sent data from a CIT faculty member regarding what several colleges and universities project modalities will look like in 2025. This was from a Quality Matters conference where a survey was given. 271 COO’s (Chief On-Line Officers) responded. In the graph that was presented, many students preferred some form of being on campus rather than being online. Therefore, it was evident that there are still a fair amount of students who, despite having the option of online classes, are participating in traditional in-person learning.
3. **Dean Ronda Miller – Student Events, Updates and Initiatives**
   1. **Reconnect Students:** Dean Miller shared that Lieutenant Governor Garlin Gilchrist would be visiting campus next week (on February 15, 2023) and was looking to speak to 10 to 12 “Reconnect” students. She has space for one more student. Danni Bott is interested and is a future for front liners student. Andrea Sanchez is a reconnect student and is interested in attending as well. Dean Miller will get their names after the meeting. Veronica asked if other students who are not reconnect students can be part of the discussion with Lt. Governor Gilchrist. Dean Miller believes the focus is on Reconnect because the Governor just made some adjustments to the reconnect program and this visit is specific to them. Veronica added that the Lt. Governor is outstanding in inspiring and motivating students. Previously he founded the Center for Social Media Responsibility at the University of Michigan School of Information, and has a computer science background.
   2. **Pop-Up Pantry (for Reconnect students):** The pantry started this past Monday (February 6, 2023) at the downtown campus. Dean Miller said they are excited about it, and the pantry offers nutritional food to students while they’re on campus. Students do not need to bring eligibility verification. Student Affairs checks to make sure they are current students. They will be provided a reusable cloth bag that they can bring each time they visit the pantries of the Main campus, Livingston, West campus or Aviation. Unlike the new Main campus pop-up pantry which is getting set up and has hours a few days a week, Livingston and Aviation campuses have foods available every day, and they have a smaller cohort of students. Also, West Campus has foods available every day for students facing food insecurity. Student Affairs is arranging for some of the foods coming in as a part of the new food pantry initiative to be delivered to West campus to be included with the bag lunches at West campus.
4. **Louise Rabidoux – Student Wellness and Engagement Updates**
   1. Counseling has been really busy. A new counselor started in January and they are addressing the current demand and capacity. The Office of Student Compliance has also had more behavior intervention reports for students of concern, and the Center for Student Access has been inundated with accommodation needs for students.
   2. Regarding the discussion of modality, the counselors have been keeping track of their modality services for counseling students. In the fall semester, about 65% of our students met for face-to-face counseling sessions, and the rest have chosen to have WebEx sessions. A lot has to do with scheduling constraints where some had face to face appointments, but switched to virtual due to child care issues, transportation, or quarantining during COVID. More students are still being seen in-person than in previous years. They are doing High-Flex like the instructors. Not sure how this data compares to the overall modality service provision but it is useful to take into account regarding modality.
   3. Counselors in the Office of Student Compliance on Tuesday for Valentine’s Day did their annual “Healthy Valentines Healthy Relationships” outreach event. They talked about the qualities of healthy versus unhealthy relationships on consent, sexual assault, domestic violence, intimate partner, and relationship concerns. Because Student Life and student group events are in the Gannon highway, information will be available in the Star Zone by the Center for Student Support check-in desk. Signs will be posted to direct students. Encourage anyone to stop by to visit and talk about consent and bystander intervention and pick up some Valentine goodies.
   4. Veronica asked Louise what materials they decided to send out on level of acuity in student mental/emotional concerns, green, yellow, and red? Louise responded that based on feedback, they are reviewing what will be best for counseling needs, crises, and emergencies. They are incorporating that in their departmental crisis and immediate need response protocol. They will also determine how best to disseminate it to the campus community.
5. **Debra Coulston-Kwapisz - ACCESS Coordinator**
   1. Debra shared some of the events that Cesar Chavez and ACCESS is hosting:   
      (1) February 7 – Freddie and Erika from Envisioned Green came and did a nice presentation for students transferring to Michigan State University.   
      (2) February 8 - they hosted a forum on financial literacy from Michigan Federal Credit Union.   
      (3) February 15 – 2:15 p.m., for Black History month, a pop-up library, and popcorn. They showed the Black Panther movie at 6:00 p.m. and with pizza. Relaxing fun events for students to hang out in the CCLC.   
      (4) February 16 - they are doing a LinkedIn event. Students can come and have a professional portrait taken by Kevin Fowler, who will help them create their own LinkedIn account. and   
      (5) February 22 – Chill Crafts and Service with the Arts and Sciences Department for students and staff from 11:30 to 1:00. Snacks provided. Working on crafts. Students can bring a craft or work on crafts provided. Will have music and popcorn, and will also be decorating lunch bags for the pop-up pantry and for West Campus, putting snacks in brown bags. It will be a day of service for students and staff to come and put inspirational messages and decorations on the bags.   
      (6) Also on February 22 from 2 – 4 p.m. they will have a pop-up library for Black History Month and the second Black Panther movie at 6:00 p.m.   
      (7) February 23 – Case Federal Credit Union, our partners who are on campus in the Gannon will also speak on financial literacy.

Debra mentioned that they are working on their web site to post future events. They will also continue to be posted in The Star. She also mentioned that the events are for everyone, not just the Trio students.

1. **Christopher Smelker – Surgical Technology HHS Division**
   * + - 1. Christopher stated that he feels this committee is pretty awesome because students give us first-hand information for some problems we can together tackle. There are many entities that come. Josiah agreed, mentioning questions he needed answered from emails he was fielding, and having Chris Richards from eLearning in attendance allowed him to get the answers needed. Professor Smelker added, “keep up the good work!” Veronica thanked Christopher and how much we all appreciate it.
2. **Greg Lattig – LCC Athletic Director**
   1. Thankful also to be a part of this committee so that he can take this information back to his student athletes. Their athletic advisory group meets next week so he will have more information to share at the next meeting.

**Additional Comments**

Veronica will be sending out to the SAC members information she mentioned about after the meeting today, and hoped all the events went well.

**Next meeting**: Thursday, March 24, 2023 11:30-12:30 via WebEx

**Action Items:**

1. Student Senate: Andrea Sanchez will formulate her notes from researching other colleges and universities on forming a student senate and send her notes to Veronica who in turn will send out to the SAC members.
2. Subcommittee on Student Resources: The subcommittee will be meeting to address the updates, make changes, and Fran will send them out to the committee.
3. Any SAC member that has information they feel should be in the LCC Catalog should contact [Penny Tucker](mailto:tuckerp3@star.lcc.edu?subject=College%20Catalog%20Inquiry) (email tuckerp3@star.lcc.edu ). Also, if any member wishes to participate in the catalog review process, please email Penny.
4. Chris Richards will provide information on how to link your D2L email to your LCC email.
5. SAC Student Resource Web Site subcommittee will look into adding information about students’ two emails (D2L email and LCC email). Also add a link to the LCC Catalog.
6. Penny Tucker (re: LCC Catalog) will explore linking the LCC Catalog to the Student Resources web page.
7. Veronica has emailed the Committee textbook information from Alex Azima and the SAC Textbook Accessibility Subcommittee

**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

May 4, 2023

Respectfully submitted,

Veronica Wilkerson-Johnson, Chairperson

Fellow Scribes:

Joann Silsby and Fran Krempasky