

# 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