Lansing Community College
Academic Senate Meeting
April 27, 2018, 9-11 am, Administration Boardroom

Senators Present: James Allen, Marvin Argersinger, Joe, Barberio, Suzanne Bernsten, Ed Bryant, Kevin Bubb, Christine Conner, Michelle Curtin, Tim Deines, Monica Del Castillo, Nancy Dietrich, Peggy Dutcher, Cheryl Garayta, Bo Garcia, Nikki Gruesbeck, William Gustin, Dawn Hardin, Andrea Hoagland, Jeff Janowick, Mark Kelland, Eliza Lee, Judy Leventhal, Megan Lin, Melissa Lucken, Zachary Macomber, David Mattson, Vern Mesler, Sue Mutty, Randy Paape, Elaine Pogoncheff, Kari Richards, Christopher Smelker, Vaughn Smith, Tedd Sperling, TeAnna Taphouse, Pam Tobin, Denise Warner, Joe Werner, Veronica Wilkerson-Johnson, Richard Williams

Senators Absent: Matt Boeve, Ann French, Dan Harned, Jennifer Hilker, Leslie Johnson, Terrence King, Christopher Manning, Jill Reglin, Ed, Thomas, Cathy Wilhm, Haala Zaid

I.   Call to Order
II.   Roll Call (9:06AM)
III.   Approval of Agenda (9:07AM)
    a. Amendment: Adding item 12, a report from Senator Dave Mattson on support of adjuncts for accessibility.
    b. Approved without objection
IV.   Approval of Minutes
    a. Correction, Joe Werner was absent.
    a. Senator Dave Mattson: Item 10, n, statement: How many documents need to be converted? Colleague says about an hour per document. His analysis of 3 classes he teaches yielded about 300 documents for those three classes. Our program has 37 courses. If his average holds true for all of our courses, it would take me 13 years to convert all of those documents using my 32 days.
    b. Second
    c. Approved
V.   Public Comments
    a. Regina Gong: There will be an OER summit May 9th. It is one of the PD days. It starts at 8:30 with breakfast. Program starts at 9:00. There will be three speakers, lunch will be in Gannon, and then a student panel. Afternoon will be 4 concurrent sessions. There will be faculty running the sessions.
VI.   President's Report
    a. Student success division as placed on hold this past fall. It is not off hold. There will be a reorganization. Some of this will affect academics. Writing Center is being blended into the Learning Commons. No official announcement has come out.
    b. Last Board of Trustees meeting was lively in discussion. One thing that was mentioned many times was that there was resistance to the embedded academic support. Senator Mark Kelland reminded the board that there are areas of resistance but there are mostly faculty who support the initiative. There are people standing up for the faculty.

c. There are parts of the new web refresh out there. There is a committee for the final overview. At long last this is finally going to happen.

d. There is a whole refresh of D2L. It will look very different but run the same. There are emails from e-learning, please look at those. It will be affecting summer classes.

e. Senator Chris Manning went on sabbatical and Senator Megan Lin has taken over chair of Student Advisory Committee. She has been officially appointed.

f. Thank you to Student Senator Vaughn Smith and Student Senator Haala Zaid.

g. May 11 meeting will start at 10:00am and go to 11:30am. There will be pizza after the meeting. It will be a student panel, where they discuss the support services that they benefit from. It is tied to EAST. Hopefully we will continue the discussion about student/faculty rights and responsibilities.

VII. Provost's Report

a. There is a tentative academic affairs proposed calendar on accessibility. It is tentative. Karen Tommosulo will be putting information in The Star. There will also be something sent in the mail and by email. Part of this will be during PD days.

VIII. Consent Agenda – Action Items

a. Curriculum Committee Course Recommendations

b. Approved without objection.

IX. Introduction of New Senators (Secretary Lee)

a. Elections are over. There were many write in candidates which is appreciated.
   i. Applied Manufacturing Tech – Vern Mesler
   ii. Business and Community Institute – Richard Williams
   iii. Business and Economics - Vacant
   iv. Center for Transitional Learning – Denise Warner
   v. Communication Media and the Arts – Christine Conner
   vi. Computer Information Technology – Tedd Sperling
   vii. Design and Construction Technology – Joe Barberio
   viii. English – Melissa Lucken
   ix. Math and Computer Science –Dawn Hardin
   x. Science – Peggy Dutcher
   xi. Tutoring Services – TeAnna Taphouse
   xii. Member at Large – Joe Werner

b. A very special Thank You to our outgoing senators! We appreciate all the hard work they have put into the Senate.
   i. Sue Mutty of Business and Community Institute
   ii. Randy Paape of Business and Economics
   iii. Chris Manning of Center for Transitional Learning
   iv. Jill Reglin of English
   v. Dan Harned of Math and Computer Science.

X. Update on Preferred Name (Senator Del Castillo)

a. Senator Monica Del Castillo: Jess Stevens from Campus Resources for Non-Traditional and Special Populations is joining this morning. He is a CRS in the Star Zone. He did a lot of research work for this. After a discussion with Vice President Lisa Webb Sharp, it was determined that the college was on board with this initiative. She asked to provide some research or best practices to show the ELT. Jess researched 2 and 4 year schools and did an informal student survey.

b. Jess Stevens: Preferred name is for transgender, internationals, etc students who want to use a different name than their legal name. U of M, Eastern Michigan, Delta College Etc. all have preferred name policy. Students use banner to change their name easily. Diplomas can have preferred name but transcripts cannot because they are a legal document.

c. Senator Monica Del Castillo: This information was presented to Senior Vice President Lisa Webb Sharp and is now being brought to the senate. Senator Kevin Bubb helped present this.

d. Senator Kevin Bubb: What we need now is our next steps? We need to go through project management. We need to confer with legal counsel as well as IT. The preference would be to use what banner already has and not make something new.

e. Senator Monica Del Castillo: We would like the senate to develop a small group to develop the policy. And ask legal counsel to review it. We would like to see a Dean level position to help with the writing of the policy. It makes sense to have Dean Chris Lewis do this since it is coming out of his division. We would also like someone from the Registrars Office. JR is an ad hoc. Need also an IT or PC tech. And then one or two senators who are interested in this. The idea is to write the policy, submit it to legal, and then submit the project back to Senator Kevin Bubb for that to go through their process. Spring of 2021 would be a goal (there is a lot going on with OER and Accessibility).

f. Senator Richard Williams: Is there any action or protection when someone uses an incorrect gender pronoun?

g. Jess Stevens: Policy at LCC covers gender identity which should cover if there is a misunderstanding between student and staff.

h. Provost Elaine Pogoncheff: We have not thought about that. Personally, if someone does it purposefully or maliciously then it would be against our code of conduct. A mistake is okay and will not be sanctioned. If it is knowingly and purposefully used to humiliate a person than there will be actions taken.

i. Motion to bring a team together
    i. Senator James Allen motions
    ii. Senator Veronica Wilkerson-Johnson seconds
    iii. Approved

XI. Senate Committee/Team Discussions
a. There are 4 Standing Committees as well as a table for the Strategic Plan and for Senate Teams.
b. Senator James Allen: There are 5 committees, there is the online learning committee.
c. Senator Mark Kelland: There are only 4 standing committees.
d. Senator James Allen: Article 7, the Senate can disband any chartered committee with a 2/3 vote. The Online Learning Committee was never formally disbanded.
e. Senator Mark Kelland: That proves my point since the Online Learning Committee was never chartered.

XII. Report on Accessibility – Senator Dave Mattson
  a. Senator Dave Mattson: Statement from Department on Accessibility. See Appendix I (pg.6).
  b. Provost Elaine Pogoncheff: Had a MAHE meeting about compensation with accessibility recently. If there is a program that is in need of assistance, there can be a negotiation with your dean. We need to see what needs to be done and how long it takes to get done. Mentioned in January kickoff. Anything made from this point on to make all documents accessible. There was a tentative timeline handed out at the beginning of the meeting. Hopefully people have been doing this over the semester. Some people began in January. Previous courses she taught could be accessible in two weeks. F2F does not mean you don't need to use D2L. At the MAHE meeting it was determined that it is up to the program to develop the core content of a course. And that should mean there is an accompanying master course in D2L for each course. Prioritize. Use resources on campus. Don't wait. There is information on CTE and e-learning website. There are a number of factors that play into this. The big thing is quality. Reduce the variables involved in quality. Focusing on quality of content and quality of instruction. This is an opportunity. Every individual does not need to redo every course and every shell, etc. It is the programs responsibility. It is the faculty who are in charge of the content. There needs to be standardization. There should be standard content, there should be a course shell for each course, and the master course shell must be accessible. Then it is up to each individual to mess with it. There are places where there are going to be problems: science, math, tech careers, etc. But we need a deadline. Our buildings are accessible. We are moving from buildings to materials. The students don't have to have a disability to learn a number of ways. We are not saying we aren't going to pay anybody to do this. But we have a year and half to start divvying up the work. Don't wait until the last minute. Be proactive.
  c. Senator Monica Del Castillo: The fact that we are going in this direction is amazing. This initiative does not mean that you are not going to get anymore pink forms. If students still require extra time, or quiet room, etc. then you will still get a form.
  d. Senator James Allen: When we first heard about this it was overwhelming but once he got started it started to click. Don't let the enormity of the project deter you.
  e. Senator Pam Tobin: As an adjunct, and 80% of faculty is adjunct, it's easy to say do one hour at a time. But that's one hour of unpaid time. The majority of us are not full time. It is continually heard that this is a union issue. The Union has tried to work with the administration and they will not budge. All of the programs have unique classes for CEWD. Many are developed at home. Need to see an adjunct team come together or there will be a revolt.
  f. Provost Elaine Pogoncheff: If there is a need that needs to be negotiated then it needs to be negotiated with your supervisor

XIII. Potential Future Agenda Items

XIV. Motion to adjourn
- a. Senator Joe Werner motions.
- b. Senator Kevin Bubb seconds.
- c. Adjourn (11:01AM)

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 Eliza Lee, Academic Senate Secretary.

Appendix I

Thank you President Kelland for allowing me a chance to share.

My comments come from roughly 20 hours of discussion over the past month with my colleagues, most of it informal, as they have processed email messages and learned more via attendance at training sessions, etc.

- As context for my comments, please recall that, in the program I serve in, there are 37 different courses and an average of 90 documents per course that exist in digital format to support those classes. Most of these documents are currently provided to students in hard copy course packets paid for by their course fees.

I've divided my comments into three categories.

- Responses to the scope of the task at hand.
- Concerns regarding compensation and assignment of responsibility.
- Concerns regarding the timeline and project management.

Responses to the scope of the task at hand.

- There is an understanding that the College is motivated both by legal responsibilities and by its desire to serve students. There is also an understanding that the law affords the college some flexibility in how we make accommodations.
- Understanding that web content must be made accessible, we have received conflicting direction on the conversion of documents not delivered via the web. It seems that there is what I call the "pro- active approach" which requires that all documents that exist in digital format be converted verses a more responsive approach where documents are converted on an as- needed basis. It is our understanding that both approaches will allow the College to be in compliance with the law. Clarity on what the College is expecting and where they sit on this issue is needed.
- Some have shared that it is the College policy document on Accessibility that becomes the official means by which the process is guided and compliance is measured. It is also here where a timeline that is informed by priorities is established and the College administration, weighing all the ramifications of staffing the effort, must balance what they are willing to pay, what they are going to choose to expect and how a timeline can help both ease the pressure and accomplish the goals in conformance with legal requirements.

Concerns regarding compensation and assignment of responsibility.

- I think it fair to say that official communication thus far has left room to question whether the College is intending to compensate faculty for the work of document conversion. For Full Time faculty, our administrators can assign conversion as part of our 32 day assignment. In Technology Careers, this would detract significantly from our ability to run and manage the day to day operations of each of our programs.
- The potential that document conversion will become an additional expectation without additional compensation does not sit well.
- I trust that administration is not surprised by that reaction – that they, like us, have an appropriate respect for what each of us bring to the college in exchange for the compensation we receive.

- If I were to label the energy behind the reactions I have observed they would be feelings of being disrespected, discounted or used. Maybe these are premature feelings. If so, it is still unfortunate that folks have had to wrestle with these feelings toward and about their employer. Maybe the College's policy document and compensation plan will invalidate those feelings and reinforce the team aspect of the work, maybe it will show that the College is doing what it can to compensate folks for their work. I don't know. I'm reporting what I observe. That is what I have been asked to do.

Concerns regarding the timeline and project management.

- Another facet of managing employee response to the initiative is the knowledge that other schools, MSU among them, have established a 5 year plan that includes priorities for different types of documents and deadlines that vary with those priorities.
  - It is natural to make comparisons.
  - Ours feels like: "All documents must be converted and they all have to be done by July 2019."
  - MSU's in comparison seems much more doable. It acknowledges the need for priorities; and their staff, who have been at it for almost 2.5 years, still have 2 and a half to go before the lower priority items are slated for completion.
  - The aspect of prioritization seems a moot one when you are looking at completion in one year. If however, a longer timeframe is being considered, I hope that those working on the LCC policy would consider prioritization as a means to more realistically reach LCC's ultimate goal. If, for example, the ultimate goal is to have every digital document converted to an accessible format, we can buy some time by serving any needs that come up on an as needed basis while the rest of the work continues at a more reasonable pace over the length of the plan.

Closing

I continue to learn that there are almost always forces at play beyond what I am privileged to see (or lucky enough not to know).

I have shared these thoughts because we are a College Community and what each of us does, thinks and says impacts every one of us and our community. One aspect of the Senate's work is to be a resource for decision- makers at the institution. To this end I am tasked to represent my constituents and to contribute what I can to the cause. I trust my statements today have fulfilled those responsibilities.