

Lansing Community College
Academic Senate Meeting
April 10, 2020, 9-11 am, Virtual Via WebEx

Present: Kabeer Ahammad Sahib, Marvin Argersinger, Alex Azima, Joe Barberio, Suzanne Bernsten, Matt Boeve, Ed Bryant, Michelle Curtin, Jeremy Davis, Tim Deines, Nancy Dietrich, Paige Dunckel, Bill Garlick, Gerry Haddad, Jennifer Hilker, Shalonda James-Garza, Leslie Johnson, Mark Kelland, Eliza Lee, Megan Lin, Joseph Long, Zachary Macomber, Tamara McDiarmid, Vern Mesler, Larissa Miller, Ronda Miller, Dakeyia Scott, Christopher Smelker, Connie Smith, Tedd Sperling, Charlotte Steiner, Mark Stevens, TeAnna Taphouse, Matt Van Cleave, Carlotta Walker, Denise Warner, Nancy Weatherwax, Sally Welch, Cathy Wilhm, Veronica Wilkerson-Johnson, Richard Williams, Melinda Wilson

Absent: Monica Del Castillo, Sydney Duncan, Dawn Hardin, Judy Leventhal, Melissa Lucken,

- I. Call to Order – 9:02AM
- II. Roll Call – 9:02AM
- III. Approval of Agenda – 9:03AM
 - a. Provost report moved to VII on Agenda
 - b. Approved as amended
- IV. Approval of Minutes – 9:03AM

- V. Words from the LCC President Dr. Brent Knight
 - a. Parting words, thanks the Senate and College. Opens up for questions.
 - b. Senator Rick Williams: What is the best thing you liked about LCC?
 - i. Dr. Brent Knight: Great college, truly a wonderful community college, people, programs, our students. Privilege to have been president for 12 years.
 - c. Senator Joe Barberio: What do you see the challenges, not just LCC, but other colleges going forward in light of what is going on today?
 - i. Dr. Brent Knight: Challenges are many and it seems as if something significant changes every morning and afternoon. You learn something that might happen in the future and when compare us with others in Higher Ed, the private colleges and universities, especially the private colleges, they are under greater pressure and struggle more than publics. So when you compare yourself to others, all in Higher Ed are struggling. Greater question is what is going to happen in the Fall. My remarks are only good for this morning only. I read a lot, always have, read last night

that Pfizer believes there will be a vaccine in abundance by the end of the year. I took that really good news. Glad to learn that, but it's not a certainty, could be sooner, and could be later. Personal hunch, that there will be pharmaceuticals available, say September, should you have the virus, my works are helpful and you really need a vaccine for our society to resume where it was, if that's doable. That puts us into all online for summer, for certain. I don't hear anyone talk about face to face classes resuming in the summer, no one suggestions. I am told that the Univ. of Wisconsin is the only Big 10 that they are thinking things will resume to normal. They are reluctant to say about face to face in the fall, but it seems highly likely. Seems unlikely to fill the resident halls in the fall. What would you do then, go all online, as we are for summer. For today, if asked what it's going to be, I would probably say all online. You can talk about classes that start online and switch to face to face and vice-versa and switch back and forth, but I am struggling to get my arms around that for today. You say your class is on Tuesday and Wednesday and then online, but I don't have that under my belt just yet. So for today, the online for summer and then online for fall, possibility to switching over and the likelihood of resumption of regular classes as we known in January. That is my best guess for today.

- d. Senator Kabeer Ahammad Sahib: For summer, we have for example 10 regular sections and 4 hybrid sections, online/WebEx, my classes on Tuesday/Thursday from 9-12, so how do I connect the WebEx? Same time?
 - i. Dr. Brent Knight: There will be different formats, so it would be up to you and folks you work with to what formats you use. I suggest we have several formats. And students can choose what works best for them. And faculty can work what works best for them. I was differentiating I don't think it will be possible to have 24 students in classroom and have multiple online formats. You would work out as any other schedule. Not all of sociology classes are one time, you would want to spread them out. And faculty to have a schedule that works for them. In other words, during enrollment, students will see different set? If you are going to live and a conversation like now, and yes it would be at a time and I think that is the best as people are isolated and people want to be part of the group and conversation is abundantly helpful for all involved.
- e. Veronica Johnson: Thank you for all you have done, amazing leader, and LCC is a better place for it, physical campus and ways we have engaged in difficult times. Emerging opportunities for our college, think about this current public health

crisis that need immediately health assistance, those who have not graduated yet, but educated sufficiently. Do you see more emerging opportunities for those and for LCC to help and if other situations occur and students are called upon at the front of the needs in our society?

- i. Dr. Brent Knight: The Gov. have enacted several provisions for persons in health careers to have immediate advancement so they can be licensed and practiced, Margie Clark knows specifics of how they work. Many of our health career students are eligible to advance into their practice and have a provisional license in Michigan, which is happening right now. Details are being worked out, but that pathway has been cleared by the Governor.
- f. Senator Mark Kelland: Thank you for support to senate and to students. Fall classes starting online and switching face to face. Appreciate your hesitance that we don't consider it unless essential. When I teach face to face and online, teach very differently. Teach differently by structure. Student's schedules may differ for online and switch face to face. Very good point, as mentioned, he is struggling with that conception. Two part, science and medical and then human behavior part. At what point are people comfortable in gathering in a typical classroom and sitting there for a long period. What will those return to being comfortable with that?
 - i. Dr. Brent Knight: Concerned that you could catch the virus from someone sitting three feet away. What if you had six students in class and all others online like this that is a possibility too? So we are open to conversations to that and its getting close to mid-April and will probably need to decide within a few weeks of what we want to do. Back and forth is his concern and concerned about relapse.
- g. Senator Michelle Curtin: Per Mark's comment, health careers, last three weeks of the semester, make a big difference for making face to face and having labs in person. Not rule it out, not change classes from online to face to face. If we say we can't switch over, by certain divisions, we need to be aware of that. If you say online, you exclude health careers and TC. If you start mid-November in face to face, it would be helpful. It would vary by program to e online and then switch over to labs and that would vary by programs. That's how it becomes very complicated.
- h. Dr. Brent Knight: Highly likely that community college will received less monies and reduced funding from State of Michigan for the fall. Unknown how much, but highly likely. Definitely managing with less money than planned. Have to have a budget by July 1 for the following year, legally. This year we really won't

know enrollment and won't know State monies, but at the same time you must have a budget, Dr. Knight suggests we adopt a budget and we use what we know. And then okay, we will amend the budget as need be up or down in the months to follow. There are too many questions that we won't know the answer. That is very different from what is typically done. This is a whole new circumstances, we need to adapt.

- i. Senator Kabeer Ahammad Sahib – Is the contract with MAHE being extended?
 - i. President Brent Night – Conversations are ongoing. Everything has changed in February. Not sure if that is factored into the conversation.
 - 1. Internal Communications Director Karen Tommasulo: MAHE and the college negotiating teams placed an update on negotiations in The Star yesterday. They are still meeting virtually
 - 2. MAHE President Eva Menafee- MAHE and the administration are still talking.
- j. Senator Paige Dunckel- In the new budget, are we taking into account the lack of money from the state? What areas will be affected?
 - i. President Brent knight – It is being worked on. Taking recommendations from programs. Hopefully for a vaccine that we can get back to normal by January. Hopeful for Summer semester since everyone is home. LCC may look attractive.
- k. Faculty Martine Rife – Under CAREs act LCC is supposed to get \$6 million, about half is supposed to go to students financial aid, can you explain? With the ford survey that college enrollment may go down by 10% nationally, but you think people will come to us because people won't go away to 4 year colleges?
 - i. Dr. Brent Knight – Could increase in liberal arts because people will not want to go away to 4 year schools. Hopeful for the summer. Everyone is invited and encouraged to think about these matters and weigh in. Secretary of Education released a letter yesterday and we're still trying to understand the rules on the money and how they are to be used (\$6 million). \$3 million should go to students. Don't know the rules and regulations at this moment but we have people who are studying that. We will allocated it due to the rules and guidelines set forth. On Board of American Association of Community Colleges, so get all the information possible. Looks like we will have time to spend this money, maybe two installments. Since it just got released yesterday, we don't have it figured out right away.
- l. Sentor Tedd Sperling – Took classes from online. Reached out to Udemy. Supplemented own courses with them. They are an interesting resources. Udemy can supplement resources.
https://www.youtube.com/channel/UCzw4hbQlePVtyJQzE_F8QDg Also, it takes a long time to turn face to face classes and put them online Are we given and time or vehicle to put them online?
 - i. Dr. Brent Knight – This is a program to program issue.

- m. Senator Ed Bryant - Will the college be notifying adjunct faculty with the assurance letter making it more difficult for these instructors to apply for unemployment? Adjunct are particularly vulnerable. Need to be aware. We can at least look at ways to assist faculty. We also want to be able to go back to these valuable and highly skilled employees.
 - i. Dr. Brent Knight – Reports of attendance for Summer is all over the place. We are optimistic about summer. There are a lot of conflicting data points.
- n. Dr. Brent Knight – Closing Remarks. Thought it would be good for LCC to have a Senate. Worked with Faculty member Alex Azima and put together principals and guidelines. Excited the Academic Senate worked out as well as it has. Thanks everyone and wishes the Senate well. You have to feed and water to maintain their help. Be mindful of the health of the senate. Want to be successful for years to come. When came in 2008, issue at LCC was IT and could not do an audit, and there had been bad press about the college for years, governance and finance issues. Had fun at times and hopes the faculty did too. Enjoyed collaboration. Culture is hard to change. When you get a new president and the dust settles, try a cultural change that works for the new president, all of you, and your colleagues. It takes two parties to make this work.

VI. Security Issues with Zoom- Information Security Paul Schwartz, Chief Diversity Officer Tonya Bailey

- a. Chief Diversity Officer Tonya Bailey – {Participated in a Webinar on April 2nd. Experienced Zoom bombing. Took over chat with derogatory remarks. It seemed to be upwards of 10 individuals. Used the share feature and saw pornography, racial slurs, etc. Provided a lot of stress to an already tense time. Even before this virus, hate was already a virus. It has taught us that we have to understand we are of one human race.
- b. Information Security Paul Schwartz – Zoom has been in the headlines a lot since March. One of Zoom’s emphasis is simplicity and look down on security. They shared app data with Facebook and now Facebook has ads. They have no encryption. Zoom holds encryption keys meaning they can see any session. Finding people are view zoom sessions for anyone. 3 Class action lawsuits in progress. Zoom bombing has started. See The Star on how to protect yourself in classes. If you’re publicly posting your link, or a student forwards the link, people can join your meeting or class. If you don’t implement some of the security, someone could interrupt your meeting in inappropriate ways.
 - i. [Approved software list acceptable or preferred by LCC](#)

VII. Provost report- Sally Welch

- i. Senator Leslie Johnson - Why are we having PA days? Can PA days be modified only to deal with essentials business? (Faculty are exhausted after making the switch.) Why can't we allow grading to be pushed back so that students who had trouble for a variety of reason can have that time to submit work?
 - a. Provost Sally Welch: Cannot extend grading. But there is an option of an Incomplete at the end. Then students would have a certain time period to finish work. Trying to make sure there are as many options as possible for students. PD Days are part of MAHE contract. There will be PD days focused on online learning. Summer will be online, potentially Fall online.
- ii. Senator Paige Dunckel: When will the decision be made on whether or not Fall will be entirely online?
 - a. Provost Sally Welch: Pushing back Fall registration to May 18 instead of April 27. Planning whether people will do traditional online or face to face. There are certain programs that have to be on campus. In terms of Fall, everything will be listed as online tradition, virtual remote learning with hopes of moving to face to face some time in fall.
- iii. Senator Gerry Haddad: For the fall will the course shells be opened earlier than normal
 - a. Director of eLearning Linda Hamlin – Course shells offered August 6th. Classes starting August 20th. Can't overlap with summer because of system issues.
- iv. Senator Mark Kelland: When had storm related glitch, information went out to faculty and staff. Did this go out to students? Is there a plan?
 - a. Internal Communications Director Karen Tommasulo: Don't know what IT sent out. Came from help desk. Part of the problem with the outage was it impacted our ability to send out emails. We weren't able to get out information.
 - b. Director of eLearning Linda Hamlin: We could not get into D2L either. Could we have used the rave alert? Is this appropriate?
 - c. Senator Bill Garlick: Did have communication ready to go to students but couldn't get emails out. Students couldn't get into email to consume that information. Did have debate about RAVE alert. Discussion on if appropriate. Non-emergency alerts in the future?
- v. Senator Jon TenBrink: For some classes, a large number of incompletes will put an incredible burden on the instructor to complete. Is there any possibility of additional funding for faculty to help students complete after the semester?
 - a. Provost Sally Welch: Work with your lead. Is it a regular course? Funnel it up so there can be a discussion with leadership.

- vi. Senator Kabeer Ahammad Sahib: How do we maintain quality and integrity? Exams are not proctored. At some point we need to be thinking about quality. Worried the person taking the exam isn't even the student.
 - a. Provost Sally Welch: Proctor U is not an option. It is a one off. Cannot handle an entire class. More for students with accommodations. Can have exam all at same time, can have different methodology, can make sure students can't go back, can make sure students can't copy and paste.
- vii. Trio Counselor Curlada Eure Harris: I am hearing from a number of students who are juggling emergency job adjustments, coordination with their children's teachers and their courses on line and who are focused on succeeding like they had before the transition and are asking for their instructors to give them more time to continue to succeed.
 - a. Provost Sally Welch: Go back to Incomplete. Faculty will have to make a judgement on if an incomplete is right for that student. Incompletes generally have poor success rates. Feel confident they can complete the material on their own.
- viii. Senator Jeremy Davis: Sally mentioned that the virtual class option in the Fall would start virtual and then transition to f2f. Will that be an option for the faculty to decide whether or not the class will move or will this be a mandate in the fall?
 - a. Provost Sally Welch: Will have to be faculty decisions. Do you want it all online, do you want the real time learning virtually until can move face to face? Trying to communicate. If confused, shoot sally or your dean any questions.
 - b. Senator Megan Lin: Jeremy, (and everyone) it seems to make sense that programs should decide how they will conduct their fall courses, whether or not they will begin online and then go f2f, etc. Faculty have expressed concerns that they have felt like they are just out there on their own. So my thoughts are that these things are decided at the department and/or program level.
Meaning....that there are discussions and decisions made together according to what will work best for the courses offered in each area
- ix. Senator Tedd Sperling: Please describe pass/fail option.
 - a. Provost Sally Welch: Students will see what their grade is at the end of the semester and then decide if they want a P/F. P grade basically means their grade will not affect their GPA. Must talk with an advisor. Most cases should transfer. It will not affect international students or vets. We've tried to protect students as much as possible. They cannot make this decision without an advisor. If they are trying to get into a select admissions program, advisor will tell not to take Pass fail.

- b. Academic Affairs Project Manager Rafeeq McGiveron - The grades in Pass/Fail are P/Z. P gives credit, is only given when course was 2.0+, and does not count in GPA. Z means no credit earned, is given when grade would have been under 2.0, and does not count in GPA. Neither P nor Z counts in GPA. [Pass/Fail Grade Scale](#)

- x. Public Comments
 - I. None

- xi. President's Report – Michelle Curtin
 - I. Goodbye to our outgoing students. Thank you so much for all the work you have done! We unfortunately could not have a brunch.

- xii. Consent agenda
 - I. Curriculum Committee Recommendations
 - a. REVISED COURSE PROPOSALS: CITN 225, CITN 240
 - b. DISCONTINUED COURSES: Professional Fitness Leader, AAS ; Neurodiagnostic Technology, C
 - II. Approved without objection

- xiii. Facilitating Student Engagement- Discussion
 - I. Trio Counselor Curlada Eure Harris: My statement relates to what Jon TenBrink addressed and our need to address time for faculty and for students which Higher Ed professionals across the country say is a major difference in online versus face to face. Dr. Knight alluded to this when he talked about class size for online versus f2f. We know that students have to know to make the request and faculty have to identify what is a small amount or about 20% left to complete, provide those assignments and give the student, in Spring Semester, til the end of Fall semester. Advocate for students to be involved in discussion.
 - II. MAHE President Eva Menafee: Is on committee about P/Z and giving I grades. Want questions, want to know how long it will take you, how much work will it be. In some places in the college, it may not be worth giving a I over a P/Z. Send concerns and questions to Eva directly. Any issues.
 - a. Senator Catherine Wilhm: All, for P/Z grades we also need to consider employer paid programs as well as federal funded programs such as WIOA and TAA. Students are to have grades otherwise, may

not be reimbursed for the course (employers) or the funding paid (WIOA funding)

- III. Senator Eliza Lee: Does the 80% rule still hold true for Incompletes? Do students have to complete 80% of their work in order to be eligible for an Incomplete?
 - a. Academic Affairs Project Manager Rafeeq McGiveron - An instructor may approve a student-initiated request for an incomplete if only a small portion of the work remains (for example, only 20% of the work remains) and a compelling reason for the request exists. 80% is not a hard and fast rule. [Grading System](#)
- IV. Senator Dakeyia Scott: It seems that students should receive more grace being that they were tossed into a world of online classes. For many students learning online is hard or even impossible.
- V. Trio Counselor Curlada Eure Harris: The difficulty for students starts with those who have courses, school and and non school aged children, and jobs, courses & children , new to online with a cognitive disability, new to online & first semester, new to online
- VI. MAHE President Eva Menafee: This is why students are not allowed to change until P/Z until after the semester. Want students to try as hard as they can, and then make a decision. Might extend withdraw date as well. Understanding, no one will be hurt by financial aid (not sure this is ture). Only thing they can't decide after the fact is incomplete. Students must decide that before the beginning of the semester.
 - a. Trio Counselor Curlada Eure Harris: Instructors will want to broadly discuss these options with their students
- VII. Senator Jon TenBrink: Maybe a dumb question, but can an incomplete be changed into P/Z as well?
 - a. Academic Affairs Project Manager Rafeeq McGiveron: July first is last date for that. So that is quite a bit after the semester.
 - b. Internal Communications Director Karen Tommasulo – If you complete course work after July 1 for an incomplete, you must meet with an advisor and can still get a P/Z
- VIII. Senator Dakeyia Scott: Stats teacher is only doing PowerPoint and you tube videos. Was getting a good grade and is now failing. Seems like administration should do something about students being thrown into online world that were doing well and now will have to withdraw.
 - a. Senator Eliza Lee: Dakeyia, I will discuss this with the Math associate dean. Many math instructors are continuing with online lecture as

well as one on one meetings and I'm sorry yours is not. If you would like some tutoring I would be happy to help as well!

- IX. Senator Michelle Curtin: Help other faculty with best practices. Offer help and support as much as possible.
 - X. Senator Sholanda James-Garza: Received 400 early alerts. Coaches are continuing to reach out to many students. There are multiple ways of instruction online. Helping students get remote hot spots. Coaches are in process of working to develop
- xiv. Potential Future Agenda Items
- I. Senator Richard Williams: A future potential item, I think, for next meeting, would be to discuss when and how to come back, and then make recommendations. I would support coming back f2f for summer or fall.
 - II. Senator Mark Kelland: It would also be nice to have an update on the virtual PA days and virtual commencement.
 - III. Senator Matt Van Cleave - I have a comment. Can we put some kind of question into IDEA so that we can have a way of gathering data about the effects of moving online for student learning? This is a question for CDS.
 - IV. Senator Cathy Wilhm-Tech Careers has two "Tech Talk with Cathy" 2x/week for everyone in the division. Faculty share information and we also hear from our student employees!
 - V. Senator Megan Lin - Mocha with Megan talks --WEbEx invitations are sent to faculty and some administrators and can be shared.

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, with special thanks to Penny Tucker.