

Lansing Community College  
Academic Senate Meeting  
April 13, 2018, 9-11 am, Administration Boardroom

**Senators Present:** James Allen, Marvin Argersinger, Suzanne Bernsten, Ed Bryant, Christine Conner, Michelle Curtin, Tim Deines, Nancy Dietrich, Peggy Dutcher, Cheryl Garayta, Nikki Gruesbeck, William Gustin, Dan Harned, Andrea Hoagland, Leslie Johnson, Mark Kelland, Terrence King, Eliza Lee, Judy Leventhal, Megan Lin, Zachary Macomber, David Mattson, Vern Mesler, Randy Paape, Elaine Pogoncheff, Kari Richards, Christopher Smelker, Vaughn Smith, Tedd Sperling, Ed Thomas, Pam Tobin, Veronica Wilkerson-Johnson, Cathy Wilhm

**Senators Absent:** Matt Boeve, Kevin Bubb, Monica Del Castillo, Ann French, Bo Garcia, Jennifer Hilker, Jeff Janowick, Christopher Manning, Sue Muttu, Jill Reglin, Joe Werner, Haala Zaid

- I. Call to Order (9:08AM)
- II. Roll Call(9:09AM)
- III. Approval of Agenda (9:10AM)
- IV. Approval of Minutes (9:10AM)
- V. Public Comments
  - a. Senator Leslie Johnson: Last comment as interim director of CTE. The number 1 factor in student success is at least 1 positive interaction with a faculty member. CTE was founded 25 years ago. Now more than ever, colleges are putting money into faculty development programs. LCC has taken the opposite approach. There is not enough money to hire a correct staff. The CTE will operate under rotating directors.
  - b. Senator Cathy Wilhm: Programs at West are doing well. April 24<sup>th</sup> there will be a TC faculty career event from 6-7:30PM. There are several full and adjunct positions available. Many positions open. There will be presentations on the programs.
- VI. President's Report
  - a. There is an OER rumor that it must go through Lumen Learning and the Curriculum Committee. This is false.
  - b. The Integration Summit will be during PD days. That will get the best audience. The idea behind the summit is to talk about how guided pathways integrates everything we do. It should guide our students in LCC or to a school beyond.
- VII. Provost's Report
  - a. Thank you to Leslie Johnson for all the hard work she's done over the past 3 years with the CTE. Elaine has worked with CTE as a professor, a Dean and Provost.
  - b. Mark Kelland, Susan Murphy, Tracy Labadie, Kevin Brown and Elaine went to a good session about HLC in Chicago the past weekend. Lots of ideas and things

we need to do for next HLC visit. We are writing a systems portfolio. Kevin Brown presented on Gateways to Completion.

- VIII. Consent Agenda – Action Items
  - a. Curriculum Committee Course Recommendations
  - b. Approved without objection
- IX. Election Update (Secretary Lee)
  - a. Elections are over. There were many write in candidates which is appreciated. New Senators will begin April 27<sup>th</sup>, 2018.
    - i. Applied Manufacturing Tech – Vern Mesler
    - ii. Business and Community Institute – Richard Williams
    - iii. Business and Economics - None
    - 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. Preparing for Accessibility (*Center for Student Access* - Andy George, Jessica Gordon; *eLearning* - Kara Christensen, Chris Richards)
  - a. Senator Mark Kelland: Today will be a combination of getting some information and then breaking up into groups and discussion with the experts. The goal is to be able to go to our constituents and get questions and needs to bring back to the Senate. We need to identify actual support for faculty. For full time faculty this is part of our 32 days. For adjuncts that is part of their own time. This needs to be discussed.
  - b. Jessica Gordon: ADA 504 coordinator. Excited about accessibility initiative. Please go back and reassure constituents that the sky is not falling. It makes everything more usable for everyone, not just people with disabilities. 11% of college students have disabilities but not all register or want accommodations. About 600 students at LCC are registered for accommodations. The top three disabilities are invisible: learning disabilities, ADHD, anxiety, etc.. It is ethical and the college must comply with these laws in order to receive federal funding.

- c. Andy George: The Center for Student Access provides various services to students' disabilities at LCC. In class readers, sign language interpreters and real time captioning, text books in alternative format, braille and tactile graphics, etc. Accessibility Checks are built into Microsoft Office products and Adobe Acrobat can help identify potential issues. Hover over images on websites or in PDFs to check for complete and logical Alternative Text. Give additional contact to a picture. Make sure that hyperlink text is descriptive enough so a user knows where it will take them. Avoid phrases like "click here" and "this link". Look for captions and transcripts in videos and podcasts. Use accessibility checkers to ensure documents/webpages have logical heading structures. Headings are also easy to fix in Microsoft Word by using the Styles menu on the Home tab.
- d. Chris Richards: D2L webpages are the most accessible document type in D2L. D2L Tools-quizzes, discussion boards, Dropbox are all accessible. Accessibility Tools: Read speaker/doc reader, accessibility checker, insert image-alternative text, document templates, Kaltura closed captioning. Items uploaded into D2L need to be accessible prior to being uploaded.
- e. Kara Christensen: CMS accessibility Check list is available. CMS Accessibility Revision Plan was sent out. Training consists of 4 modules, about accessibility, CMA accessibility checklist, CMA accessibility revision plan, accessibility support tools and LCC resources. Piloted the revision and checklist with faculty with success. WE are trying to make this as easy for you as possible. Training should come out May 11. Short videos will be available to help.
- f. <http://lcc.edu/accessibility/> <http://www.lcc.edu/cte/> <http://elearning.openlcc.net/>
- g. May 2018 professional Development Days, workshops, e-learning academic office hours, department meetings schedule 1-1's, CMS accessibility checklist and revision plan training f-2-f and online options.
- h. Senator James Allen: Had a student that was visually impaired, in a wheelchair, and had anxiety in HSH. Are we doing this student a disservice by allowing her to continue in a field in which she most likely will not be hired?
- i. Jessica Gordon: Students have to be qualified for accessibility. For example, there is a student who just failed her class because she was having anxiety attacks. They have the right to make the decision to continue in a field that may not accept them. We have a blind and deaf student in massage therapy right now.
- j. Senator Mark Kelland: Vice President Lisa Webb Sharp said we are going to give them the opportunity if they want to try.
- k. Senator Christine Conner: My quizzes have a lot of images. Where do you draw the line on being descriptive and giving away answers?
- l. Jessica Gordon: Essential elements you do not want to put in there.
- m. Andy George: Think about what the purpose of the image is. If it's identifying essential pieces of fashion. You can describe it as a Donna Karen without saying

cardigan etc. Giving characteristics that a sighted student would take advantage of isn't necessary.

- a. Senator Dave Mattson: 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. Andy George: Everything that is given to students should be accessible. Everything that is on D2L or on the server. We remediate textbooks for students, so we could possibly do course packets. Everything that is reachable by students or public on LCC website needs to be accessible.
- c. Senator Peggy Dutcher: Have you worked with third party accredited programs whose program does not allow certain persons with disabilities to complete? Example, a blind student cannot get into surgical technician program.
- d. Jessica Gordon: Students need to be qualified to go into a program. Extended test time is different than a blind surgical tech student. A student with dyslexia might still use screen reading. So all documents need to be accessible not just for the blind but for all students within reason.
- e. Senator Peggy Dutcher: Thank you for using the word reasonable. It is in the law that the accommodations must be reasonable.

XI. Break into groups and have discussions with the presenters.

- a. Senator Leslie Johnson: There is a goal, but colleges that do this have a set of rules and guidelines. When/will a policy be put forward? This body needs to do that. Faculty want to do this but the schedule was not brought to the Senate for approval. Shared governance needs to be brought back again. We need to talk about these policies and procedures.
- b. Senator Terrance King: On the same tasks forces as Leslie. A plan needs to come forward. Does not want a misrepresentation here. The task force is not reluctant to come forward, we just want to make sure the plan is as comprehensive as possible before coming forward
- c. Jim Luke: Echoes the concern that there is a lack of policy. It becomes clear that there is a lot of terminology that is not clear. We've been hammering at people all year, you have to get accessible and it's your responsibility. We have not heard an intelligent plan that includes resources, dates, or strategy. There may be one but it has not been communicated. There are some serious issues in certain fields and we are now afraid faculty are getting labeled trouble makers.
- d. Senator Peggy Dutcher: The Senate may have a member or two on committees. One of their responsibilities is to bring back agenda items. Just because we have one or two members on the committees that does not mean we have senate representation. This does not count as Senate input. These issues need to be

brought to the Senate. There needs to be a collaboration with the Senate. We don't want the Senate to be taken advantage of. Would like to raise this as a future agenda item.

- e. Senator Randy Paape: If you have a big plan like this, we do need to know who is going to decide what the 32 day plan is. The plan/process needs to be in place before the end of the year.
- f. Senator Tim Dienes: What Leslie Johnson was calling for is that we make a recommendation that there needs to be a policy.
- g. Senator Mark Kelland: Aa a senate we can draft a resolution, vote on it, and make a recommendation
- h. Provost Elaine Pogoncheff: A policy has been brought forward and the Board felt that it is not necessary. It could be done through APAC which is through Academic Affairs. How do we do this, how is it done? That would be the route to go instead of the board.
- i. Senator Tim Deines: The point is that the Academic Senate recommend there be a policy. Shared governance.

XII. Potential Future Agenda Items

- a. Senator Peggy Dutcher: What does Senate input mean?

XIII. Motion to adjourn

- a. Senator Zach Macomber motions.
- b. Senator Randy Paape seconds.
- c. Adjourn (10:58AM)

***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.