

Lansing Community College  
Academic Senate Meeting  
March 27, 2020, 9-11 am, Virtual Via WebEx

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

**Absent:** Joe Barberio, Dawn Hardin, Dakeyia Scott, Judy Leventhal, Nancy Weatherwax, Veronica Wilkerson-Johnson,

- I. Call to Order – 9:07AM
- II. Roll Call – 9:07AM
- III. Approval of Agenda - 9:08AM
  - a. Curriculum Committee Reports added.
  - b. Approved as amended.
- IV. Approval of Minutes – 9:08AM
  - a. Approved without objection.
- V. Public Comments
  - a. Felicien Sangwa - “In my opinion, I feel like if we really want to contain COVID-19. we should close everything for like two months even essential travels then let the military(tested -) deliver them whenever they are needed because if somebody with a strong immune system go shopping for food maybe might be infecting others in store.”
- VI. President’s Report
  - a. Thanks everyone for attending, shows a dedication to education.
  - b. Going to have Summer Meeting on July 17<sup>th</sup>. Hopefully will be face to face.
  - c. Although we are not meeting face to face, we are still having business as usual. Things are continuing behind the scenes.

VII. Provost's Report

- a. Want to keep ourselves to our schedule as much as possible. This will be a marathon and not a sprint. Pace yourself. Don't email at all times of night. Want to move forward as planned.
- b. First project is how to code courses based on current situation.
- c. Second project is how to figure out all the different grading possibilities. It is collectively a college project.
- d. Third project, trying to figure out what to do with Summer courses. Late start, lecture, online, etc. Pushed back summer registration date to give decisions time to plan.
- e. Provost hours – Wednesday 2-3PM

VIII. Consent Agenda

- a. Curriculum Committee Recommendations
  - i. NEW PROGRAM OF STUDY
    - 1. CIT-Computer and Security Controls CC

IX. Elections- Eliza Lee

- a. Huge congratulations to our new senators who will be joining us next meeting.
- b. New Senators:
  - i. Jon Tenbrink – CMA
  - ii. Veronica Wilkerson-Johnson – Member At Large
  - iii. Frances Krempasky – Library
  - iv. Lyndia Klasko – HHS
  - v. Courtney Geisel – HHS
  - vi. Matt Boeve – Early College
  - vii. Alandis Baker – Advising
  - viii. Marvin Argersinger – Tech Careers
  - ix. Joann Silsby – Tech Careers
- c. Special Thanks to our outgoing senators:
  - i. Judy Leventhal
  - ii. Kari Richards
  - iii. Christopher Smelker
  - iv. Jennifer Hilker
  - v. Suzanne Bernsten
  - vi. Ed Bryant

- X. Preferred Name- Monica Del Castillo
- a. Banner update, used update to do quality assurance and test solutions they've come up with to date. Further discover as well. Making sure we are understanding the domino effect of when we do this. With current situation, IT has had to prioritize to make sure college is functioning. Most initiatives have been downgraded.
  - b. Small sub group of staff beginning to put together the training content. Meeting every two weeks. If have suggestion on what to include, email Monica Del Castillo.
- XI. Student Access to Resources for Online Delivery- Discussion
- a. Student Senator Sydney Duncan – Most students are having trouble with Wi-Fi and high speed internet.
  - b. Many faculty agree that students are struggling to find computers and internet.
  - c. Senator Michelle Curtin- Would students benefit from extenders or hot spot items? What resources could we get to our students?
  - d. Senator Sholanda James-Garza – Comcast has two months free. Are qualifications for this. Will send out materials for this.
  - e. Chief Diversity Officer Tonya Bailey – Those that are already marginalized will experience even more isolation and separation. Most students choose not to use online setting. There is going to be a need for more intrusive support. Working on a webinar to share on how we can support faculty with how they help students. Many faculty members this is their first time teaching and they are struggling!
  - f. Senator Suzanne Bernsten –Public libraries have left their Wi-Fi on, but seems awful to keep sit in parking lot. Computers available to students for check out. On library home page there are a list of resources available.
  - g. Dean of Student Affairs Ronda Miller – Student Affairs team is trying to reach out with students to help them with resources. Trying to figure out what students haven't checked into their classes. 1. Do they not know 2. Do they not want to continue 3. Is their internet not high speed. If students have bad internet, send them to Ronda . Students are struggling with children at home so be aware.
  - h. Chris Richards – eLearning is here to support students. Available through live chat, email, phone calls. Working at all times. Trouble shooting hardware and WebEx. Do have a learning remotely website sent out to students. It goes over the resources we have. Post the link in chat so can share with students.  
<https://elearning.lcc.edu/students/learn-remotely/> Mobile app also has library recourse, five star, email, assistance to college service, college services,

counseling, tutoring, etc. Connects to a lot of services. LCC Mobile App - <https://elearning.lcc.edu/students/third-party-tools/lcc-mobile/>

- i. Senator Tamara McDiarmid – If your students have an iPhone, there is a good tutorial video on how to transfer documents and upload into the submissions folder. E-learning had done a tutorial video on how to have the students make sure whatever they download will turn into a readable document for the instructor. Exporting Apple Pages, Keynote, and Numbers files to Microsoft Office Formats - <https://elearning.lcc.edu/students/d2l-help/assignments/exporting-apple-documents/>
- j. Senator Sholanda James-Garza – Academic Success Coaches are still working hard. Meetings over phone and WebEx. Getting good responses. Sometimes it's about knowing someone is out there to help. <https://www.surveymonkey.com/r/LCCStudentNeedsSurvey>
- k. Senator Monica Del Castillo – Counseling has been working along with the academic success coaches. Reaching out proactively students. Are doing counseling through phone, WebEx, etc. If you have a student who would benefit from counseling support. Or can send to Sue Muma so she can redirect to counselors. Common themes is the longer we are in this, the more we will see anxiety and depression. Helping students deal with transition and change. Looking at alternative ways to get them what they need. Encourage students to create a schedule. Include self-care.
- l. Senator TeAnna Taphouse– Share document about what learning commons is doing to help students. Can email or call learning commons. Tutors are reaching out to the students they have worked with. Tutoring Request Form [https://internal.lcc.edu/tutorial/tutoring\\_request\\_form/form.html](https://internal.lcc.edu/tutorial/tutoring_request_form/form.html)
- m. Chris Richards– On resources page it can show microphone usage. Can mute all as people enter. Can right click on someone's name to mute them. Can always right click and expel if they are being disrupting. At the moment cannot lock the mute. Managing Audio in WebEx Meetings - <https://elearning.lcc.edu/third-party-tools/webex/#entry>
- n. Senator Mindy Wilson – Need to help students with mental healthy but also physical health. Make sure students are getting accurate information. We as a faculty could send them information and they will pay attention. If they don't have a physician they can call their county health department. The Library created a COVID-19 Resources guide: <https://libguides.lcc.edu/coronavirus>
- o. Senator Shalonda James-Garza - MDDHS has a great website on COVID 19 that could be helpful for students. The Ingham County Health Department is a resource for individuals who do not have a family doctor.

- p. Senator Denise Warner – Many students have checked out of the online format. Need more of a human touch. Could services have their phone forwarded?
- q. Chris Richards- eLearning Department, 517-483-1839, we have been returning calls in person
- r. Senator Suzanne Bernsten - The library is also returning phone calls in person. 517-483-1615
- s. Senator Monica Del Castillo - For counseling call 517-483-1924 the phone has been forwarded
- t. The Learning Commons phone number is 517-483-1206

XII. Potential Future Agenda Items

- a. Engagement exercises. Something to prepare students for online even if they are in a lecture class.

XIII. Motion to adjourn

- a. Motion by Senator Zach Macomber.
- b. Second by Senator Eliza Lee.
- c. Approved without objection (10:21AM).

***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.