

Lansing Community College  
Academic Senate Meeting  
October 25, 2019, 9-11 am, Administration Boardroom

**Senators Present:** Kabeer Ahammad Sahib, Marvin Argersinger, Alex Azima, Suzanne Bernsten, Ed Bryant, Michelle Curtin, Tim Deines, Monica Del Castillo, Nancy Dietrich, Sydney Duncan, Paige Dunckel, Gerry Haddad, Dawn Hardin, Jennifer Hilker, Shalonda James-Garza, Leslie Johnson, Mark Kelland, Judy Leventhal, Megan Lin, Melissa Lucken, Ronda Miller, Dakeyia Scott, Christopher Smelker, Connie Smith, Tedd Sperling, Mark Stevens, TeAnna Taphouse, Matt Van Cleave, Denise Warner, Nancy Weatherwax, Sally Welch, Veronica Wilkerson-Johnson, Melinda Wilson

**Senators Absent:** Joe Barberio, Matt Boeve, Kevin Bubb, Jeremy Davis, Eliza Lee, Joseph Long, Tamara McDiarmid, Vern Mesler, Larissa Miller, Kari Richards; Carlotta Walker, Richard Williams

- I. Call to Order (9:05AM)
- II. Roll Call (9:06AM)
- III. Approval of Agenda (9:07AM)
  - a. Approved without Objection
- IV. Approval of Minutes (9:08AM)
  - a. Senator Matt Van Cleave – The discussion about is there a common definition about what hybrid is was missing.
    - i. Amend minutes to address common definition of hybrid courses.
  - b. Approve as Amended without objection
- V. Public Comments
  - i. Senator Tim Deines - Full-time English faculty reassigned, concerned of no current attempts to begin search; position is needed, Integrated English department concerned that no replacement will be made.
  - ii. Senator Tim Deines also wanted to Applaud for an event: Wednesday October 30 and Thursday, November 7<sup>th</sup> Adjunct and part-time recognition event/forums, October 30<sup>th</sup>: Main campus-Michigan Room, 1-3pm; November 7<sup>th</sup>: West campus, 5-7pm, M121-M122. Panels of variety people full and part-time, discussing their experiences, what brought them here, and what it's like to work at LCC. Inviting and requesting all to participate and bring a friend. Contact Tim Deines with inquiries

- iii. Senator Mindy Wilson - Event-StarScapes: Innovation & Creativity Showcase- Event is Nov. 25-26. Registration deadline, Nov. 6<sup>th</sup>. The event was born out of an initiative. Students from all disciplines are represented, make sure your discipline and classes are represented. Encourage students to register and attend Any questions, email [starscapes@lcc.edu](mailto:starscapes@lcc.edu)
  - 1. Senator Ed Bryant - Science Olympiad?

VI. President's Report

- a. President Curtin introduced Penny Tucker as new note taker. This will allow Senator Eliza Lee to participate more freely with Academic Senate.

VII. Provost's Report

- a. HLC Liaison message received (obtain from Sally) - Action Project on Steroids. Open Pathway granted. PASSED HLC. Next project will be the Quality Initiative, 2 years to complete, cleared until 2024. Thanks to everyone for their drive and initiative, Tracy Labadie, and the fact the HLC has no issues or concerns. Thank you for students and parents in survey and is interesting to read in survey. Happy to have over 100 faculty respond and over 1000 students/parents responded.
- b. Senator Megan Lin, PA Days – Survey by CTE sent out, questionnaire (only to faculty) about what you see as proactive PA days and 70 responses. #1, 66% faculty, yes is Engagement, creating classroom, (obtain from Megan results).
  - i. What format: 84%-face to face, small discussions and workshops
  - ii. On-line, self-paced type course, happy to accommodate,
  - iii. Open learning will be used for PA Days.
    - 1. Wednesday, January 8<sup>th</sup>-all day at West campus
    - 2. Thursday, January 9<sup>th</sup> -1/2 day in afternoon on main campus.
  - iv. Creating a PA Days website.
  - v. Theme: credit to Jim Luke - 2020 Vision
- c. Scantron machine will be moving from Library to CTE in January 2020 due to renovations of Library.

VIII. Consent Agenda - Curriculum Committee Recommendations

- a. REVISED COURSE PROPOSALS: CHIN 121 & CHIN 122: DMAC 260 – World Cinema; LING 230 – Introduction to Linguistics
- b. Approved without Objections

IX. Communications

- a. Representation Senate in a meeting:
  - i. Senator Mark Kelland – Attended C3 Summit, College and Career Readiness group. Focus in past aligning or discoveries between Math in HS and here at LCC. Future projects to focus on Writing. Talked with Toni to work with LCC faculty to help establish. To help HS students be prepared for college and work
  - ii. Senator Mindy Wilson – First level of AVPAA interviews complete. Final candidates moved on to next level.

X. Update on ChatBot: Dean of Student Affairs Ronda Miller

- a. Senator Michelle Curtin - This idea primarily came from the Senate. Assist students with chat options. Happy it moved forward.
- b. Chat box to pop up, artificial intelligence to assist in getting individual information requested. (visual provided) 24/7 to ask questions. Very customizable. Option to instant videos (FAFSA, how to file an appeal), depends on Chatbot purchased. It learns as it goes along, becomes more knowledgeable as time progresses. Accessible through computer and mobile devices. LCC will have access to stats, can adjust on LCC side to make sure information is getting to students. Transcripts are available to address questions. If answer unknown, a name will be provided to individual to provide additional information.
- c. Many calls are received in for same areas (transcripts, residency, how to proceed in registration), this will help LCC provide excellent customer service when staff are not available.
  - i. Senator Tedd Sperling: concern how obvious is it when students log in or access page. Would like more prominent on first page.
    - 1. Ronda Miller confirmed the plan to have on first page.

XI. Discussion: D2L Gradebook

- a. Senator Michelle Curtin: To begin talks, history of discussions throughout committees. There has had some confusion of what has been required. Past-President Mark Kelland asked to gather data and present. Trying to go to a formal form which will become available to public. Goal is to draft out ahead of meeting and sending out so during the meeting better record keeping and come to a resolution with tweaks and adjustments as necessary
- b. Senator Mark Kelland: Pay attention to detail if unexpected mishaps to details. Policy recommendation came to Senate in April 15, 2015 (example). Use the D2L gradebook or some other electronic system, has to meet four points. If not D2L,

work with immediate supervisor, to make sure you are meeting points and students. August 2018, email from previous Provost Elaine Pogoncheff showing changes (obtain email information). Missing detail, didn't look into it, as he used D2L, Provost Elaine Pogoncheff provided link that says information, when click on and it goes to the D2L instructor resource site, 2<sup>nd</sup> is Gradebook policy and shows current e-Learning description. Same information as Senate. No change actually made, contradicted what was being said. Success coaches need access to students' grades in real-time to help student succeed; discussed the FA issue and Federal government keeping an eye on us as we need to monitor student progress in real time. It would be best in direction of what former Provost direction was going. In talking with Executive Committee and new Provost, Mark crafted a Resolution (obtain copy of Resolution) to begin discussions. Resolution does not provide option, only can use D2L. Excel is easier to use but enter into D2L. Cross-check at end of semester to verify correct information. The Resolution states grades to go into D2L so students and college can see the most up to date information. Important procedural matter to keep in mind, at this moment, I would not move a Motion to this Resolution as its in conflict with the one approved in 2015; timely feedback and time responding, To begin, the resolution in 2015 would need to be rescinded and then move forward with new information.

- c. Senator Michelle Curtin suggested adding an additional line regarding time frame, what is the appropriate time line to add grades to D2L.
- d. Senator Tedd Sperling - Senate moved on areas that are already in history. Debate if we bring forward old work. He is fully in favor of D2L, but gradebook differences, taking quiz and adjust, must adjust quiz for appropriate grade.
- e. Senator Mindy Wilson- Use of homework programs that do not sync with D2L. Direct access in homework program for teacher and students, but College does not. Open up for discussion, issues there. A lot of teachers will use homework programs that sync final grade, but not homework grades.
  - i. CMS Instructional Design, Multimedia, and Technology Specialist Chris Richards - Homework sites do sometimes sync up, networking does not sync up. Publishers some do. Integrations possible. How is it college have access to grades?
    - 1. Provost Sally Welch - Record of homework grades are not as important if a student can get to online sources, but if we can show some entries outside of the homework. We have some wiggle room, but as long as we have last day of participation for FA purposes.

- f. Senator Matt Van Cleave - If student meets with success coaches, can success coaches access the student's grades when they are not with them?
  - i. Senator Shalonda James-Garza: Success coaches do not have access to gradebook, so when students come in, student is asked to open gradebook to view. Discussions being had about access gradebook without student in office. Student always has access to gradebook. Problem is gradebook is not always up to date. As long as information available when with student.
    - 1. Provost Welch advised that we must have dates of participation for FA purposes
- g. Faculty Jim Luke-Recommendations by task team to work with Provost, Alex Azima, Bruce Farris, and several others. The clause was added as a clear escape clause out of D2L if Asst. Dean authorizes. Much discussion and review went into the process. Gradebook provides more detailed information than D2L and may obtain incorrect information or what issues a student is experiencing.
- h. Are students able to access D2L and gradebooks?
  - i. Senator Shalonda James-Garza- Advised student must know how to use both systems.
  - ii. Should students be surveyed to know how to access and use the information in D2L and gradebook? Something to think about.
  - iii. Senator Nancy Dietrich: If coaches are going through D2L, are they understanding what they are seeing (students)? Shalonda, very broad question, would like to gather information.
  - iv. Senator Nancy Weatherwax - When meeting with success coaches and requested to open gradebook and student refuses, how does the meeting proceed?
    - 1. Senator Shalonda James-Garza - At this time, she has not spoken to the coaches to see how they respond and inquire to students. Shalonda advised the coaches are trying to build relationships with students and not close the door.
    - 2. Senator Nancy Dietrich – Discussed how students shut down and not successful.
  - v. MAHE President Eva Menafee - With adviser role hat on, students do log into D2L, but are still learning: with MAHE President hat on, success coaches should not have access to D2L. Requirement only for faculty members to complete.
- i. Senator Leslie Johnson - 1. Mr. Luke, D2L did disadvantage students specifically in on-line courses, gradebook allowed to drop worst grade. Scholarship for

teaching and learning, a grade is not feedback and what is meaningful, based on discussion with her own students, it's not what the rest of us find meaningful in gradebook. Faculty feedback, issues of work load and discussion of curriculum and pedagogic. All of that information belongs to faculty. Discussions need to go deeper of what is needed.

- i. Senator Michelle Curtin - Discussion of meaningful feedback, separate item, need further discussion separately.
- j. Dean of Academic Affairs Ronda Miller - Purpose of continuity for stream line for students.
- k. Senator Ed Bryant - Diagnosing problem, getting information. Unless a student an indication of problem, hard to answer.
- l. Senator Matt Van Cleave -Is that the real problem with students? Example, it might not be, using D2L, different set up by faculty in D2L, classes can still be very different. General problem for students to understand what the course is all about. Mandating D2L may not fix issue. More important what the grades mean, D2L does not solve issues.
- m. Senator Michelle Curtin - Any additional comments?
  - i. Senator Dawn Hardin - Students confused with different gradebooks, how is it being entered in D2L, better or worse, having continuity looking at one system. If even using multiple systems, then transition into D2L. Students spending too much time deciphering the various formats.
  - ii. Senator Monica Del Castillo - Gradebook is good keeping record, do not understand why we need another grade table, D2L does multiple things. Gradebook is fine with me, don't understand both.
- n. CMS Instructional Design, Multimedia, and Technology Specialist Chris Richards - Excel to d2L, recommend a structure in D2L first, then export for same format or alignment. If aligned, should then be able to import back in. Stop in the e-Learning new office and inquire for more information/assistance.
- o. Survey to get a temperature check, accessing grades?
- p. Student Senator DaKeyia Scott - Agree to make simple for students. If students have multiple ways to access grades, it is not. Another survey sent out, not always going to be answered. Send one survey with several questions, but continually send out, students are not going to want to answer further.
- q. Senator Leslie Johnson - Suggested a focus group instead.
- r. Senator Michelle Curtin - We can agree that students using multiple gradebooks can be confusing. For most faculty, D2L meet the needs. Many are invested in different homework and gradebook systems, College should be responsive to

these needs. College advises it's difficult to meet Federal guidelines if do not use D2L gradebook, and faculty should be responsive to that need also.

- s. Motion to rescind the current Resolution from 2015
  - i. Senator Ed Bryant motions
  - ii. Senator Mark Kelland seconds
  - iii. Motion Approved

## XII. Discussion on wording of D2L resolution ensued

- a. See Appendix I for wording.
- b. Timely meaning feedback suggested
- c. Senator Leslie Johnson - Understanding ones progress in a course
- d. Senator Gerry Haddad - Meaningful feedback, gradebook does not timely grade entry towards students' success.
- e. Senator Leslie Johnson – Tells/asks her students, “What do you mean by timely?” Timely has too many different definitions. Adding a sentence at end indicating 48 hours to report. That would define timely. Once an assignment is grades, when can a student expect to see the grade?
- f. Senator Mindy Wilson - Grade entry separate from resolution
- g. Senator Gerry Haddad - If not mentioned, up to discretion of teacher.
- h. Senator Michelle Curtin - Do these details belong here, or by policy. We are making a recommendation.
- i. Senator Matt Van Cleave – Do students access to their grades, or simply the idea of how to access their grades?
- j. Senator Megan Lin - Question for Mr. Richards to clarify, can't feedback be added in gradebook?
  - i. Chris Richards replies Yes. So maybe feedback and grade entry should be in there? For clarification, there can be feedback in gradebook.
- k. Senator Tedd Sperling - Reservations using terms “timely”, if using specific terms, we need to include a definition of terms.
- l. Senator Michelle Curtin - Is everyone ok with taking the word out “timely”
  - i. Yes replied Academic Senate
- m. Senator Michelle Curtin - Should we add something for those faculty members who use a different homework system and that e-Learning is willing to support the transition into D2L workbook; ease concern for those who voiced concern of homework programs and the college support.
  - i. Senator Kabeer Ahammad Sahid - Student and access to grades is important. Sentence is saying they don't have access, but they always have had it. Does it mean they have no access, yes.

- ii. Many students are complaining they are not entering any grades.
  - iii. Then make a rule to use D2L
  - iv. Senator Kabeer Ahmmah Sahid - Statement provides support for the resolve of issue. Sentence implies no access.
  - v. Take second word out-students, we already have word students.
- n. Senator Mindy Wilson - Is it okay for students have access to multiple gradebooks?
- o. Senator Michelle Curtin - Do we need an additional line regarding barrier of homework system? As written, have to use D2L for gradebook, must be kept up to date. If anyone using other gradebooks, must transition to D2L.
- p. Senator Leslie Johnson - Suggest that the college will support to have the alternative things, that does cause problems, that also needs to be a desire to learn does not pedagogic is contracted in. Sometimes that is not always reflected. Not sure where to go, but something regardless.
- q. Senator Paige Dunckel - Issue deserves more discussion, what is the proper procedure?
  - i. Senator Mark Kelland – Either move to Post-pone, or move to create a sub-committee. Do you wish to motion?
- r. Senator Michelle Curtin - You do have a right to motion, would like to continue discussion.
- s. Senator Ed Bryant - Access does affect student success. D2L seems to be the appropriate one.
- t. Senator Michelle Curtin - Do I have a motion to remove the first two “whereas”?
  - i. Senator Ed Bryant - Motions to remove first to “whereas” statement
  - ii. Strike first two “whereas” statements
    1. Motioned by Senator Ed Bryant.
    2. Seconded by Senator Gerry Haddad.
    3. Motion tied
  - iii. Senator Michelle Curtin restated motion and asked all yay’s to stand (12); all nay’s stand (11). President Curtin casted vote of yay, motion has been approved to have first two “whereas” statements removed
- u. Senator Matt Van Cleave - Will this resolution allow other gradebooks and do those gradebooks have to mirror each other exactly?
  - i. Senator Michelle Curtin - D2L only, homework systems are ok as long as the final in D2L. The details will be in the procedure, not this resolution.
  - ii. Senator Mark Kelland - Having written resolution, I am still keeping excel, but continue to move all data to D2L.



- v. Senator Matt Van Cleave - Instructor who uses another gradebook and students have access, do those two gradebooks need to exactly mirror each other?
  - i. Provost Sally Welch - Really good question. For federal review, can you demonstrate that they mirror? If you can figure that out that it accurately represents the last day of participation. Understand it's good for students, but make sure how you make that connection is accurate in D2L and meets federal regulations. Details hashed out, define as much as possible in SOP with APAC and Senate so all are happy.
- w. Senator Tedd Sperling - All see topics, but what is the problem? Let's define problem and finalize.
  - i. Provost Sally Welch - Problem when Financial Aid Office goes back to look for last day of student participation, can't find in system. When reached back to faculty, faculty not responding. That is why dates in D2L are a must for FA purposes.
- x. Senator Tedd Sperling - Agree that grades go into D2L, second item topic about student access. Numerous topics here, asked to define and define to where
- y. Senator Denise Warner-Policy written right now, the two "whereas" statements, reflects colleges' needs, add academic progress and participation in class as Provost mentioned to represent last day of participation. Senator does not see student success in statements. By removing first two statements, removing student representation.
- z. Senator Leslie Johnson - Question, what Senators TeddSperling and Denise Warner said, do we actually need to consider two resolutions. If all use in D2L, does there need to be a second one regarding timeline and entry into D2L?
- aa. Senator Michelle Curtin – Further discussion on later part of Agenda. Can we recommend to use D2L gradebook to college today? Help with future discussion.
- bb. Senator Leslie Johnson - Timely feedback is different than timely reporting.
- cc. Senator Michelle Curtin - Suggestion: If first statement "whereas" for support of students, I hear that concern, if added, with a vote, do you think we could have a vote to pass today?
  - i. Senator Mindy Wilson – Should feedback from faculty and students be obtained?
  - ii. Senator Mark Kelland – If you wish to post-poner, make a recommendation.
- dd. Senator Monica Del Castillo - Student success should be right next to the Financial Aid piece because that is why we are here today to talk about not having access to grades. When success coaches were asked what the top 10 barriers are for them, looking up grades to status to help guide was in the top 5.

Faculty learned that the switch or button that needed to be pushed at that time for grades to appear in D2L was not done. Faculty thinking they posted, but didn't, review completed. Faculty still are not putting grades in D2L. The number 1 reason we are here, is for the student, FA important. Student success needs to be included.

- ee. Senator Mark Kelland - motion needed to return first "whereas" regarding students success,
  - i. Motioned by Senator Denise Warner.
  - ii. Seconded by Senator Monica Del Castillo.
  - iii. Motion to pass this recommendation as amended as a recommendation to provost. Yays – 20; Nays – 5
  - iv. Motion approved.
- ff. New Wording for recommendation to Provost:

Whereas, access to their grades is important for student success; and

Whereas, Lansing Community College needs to ensure that the college has access to records of students' academic progress; therefore, be it

*Resolved*, That all faculty will use the Desire to Learn (D2L) gradebook for recording grades and providing student access to those grades.

### XIII. Discussion: Timely Response

- a. Senator Michelle Curtin - Reasonable time frame to expect a response. If we agree, it could be added to syllabi, lower student anxiety, add consistency. Survey sent to students, 1000 students (majority current students) responded. 12-24 hours of expectation. Main preference for response was email. Faculty/staff/administration survey-more than 200 responded, email preference, range 24-48 hours. Could call it business hours, would it be best interest of students for faculty to respond on nights and weekends? If faculty choose to respond on weekend, it's by choice.
- b. Senator Gerry Haddad - Students seem to do homework on weekends. If we receive an email on Saturday and respond on Tuesday, if we considered business hours, is that too long?
- c. Senator Tedd Sperling - I prefer responding within business hours as students may send during the night.
- d. Senator Paige Dunckel - Looking through responses from faculty, several mentioned that there is already a policy on them. Anyone know or how it's worded?

- i. Senator Michelle Curtin – There are internal practices, but no specific policy, discussed at meetings, but never finalized
- e. Faculty Jim Luke - May not have come to Academic Senate, but on-line learning committee at that time was charged with developing guidelines and on-line learning guidelines were developed and clearly stated within 48 hours.
- f. Senator Monica Del Castillo - Students crisis should be faculty's priority. Even though we want student success, we don't want to be enabler and understand that procrastinating can have a consequence. On other end, really important from a mental health to have a work ethic at home practice.
- g. Senator Mindy Wilson - Faculty comments of survey, if we require that we put a time limit on feedback, are we going to be provided the equipment at home to comply with that?
  - i. Senator Michelle Curtin – she is discussing with Eva to not be overlapping.
- h. Senator Michelle Curtin – In closing, thank you for your work, we do not always have to agree and have unanimous discussions.

XIV. Motion to Adjourn

- a. Motioned by Senator Matt Van Cleave
- b. Second by Senator Monica Del Castillo
- c. Approved without objection (10:59AM)

Topics not discussed:

- I. Discussion: Timely Feedback
- II. Discussion: Proposed Updates to Bylaws

***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 in collaboration with Penny Tucker.

**Appendix I**

Academic Senate  
Of  
Lansing Community College

Resolution on Use of D2L Gradebook by Faculty

Whereas, Timely and meaningful feedback is important for student success; and

Whereas, Student support personnel may need to review current academic progress while working with students; and

Whereas, Lansing Community College needs to ensure that the college has access to records of students' academic progress; therefore, be it

*Resolved*, That...