Lansing Community College
Academic Senate Meeting
November 8, 2019, 9-11 am, Administration Boardroom

Senators Present: Kabeer Ahammad Sahib, Marvin Argersinger, Alex Azima, Joe Barberio, Suzanne Bernsten, Ed Bryant, Kevin Bubb, Michelle Curtin, Tim Deines, Monica Del Castillo, Nancy Dietrich, Sydney Duncan, Paige Dunckel, Gerry Haddad, Dawn Hardin, Jennifer Hilker, Leslie Johnson, Eliza Lee, Mark Kelland, Megan Lin, Melissa Lucken, Tamara McDiarmid, Vern Mesler, Larissa Miller, Ronda Miller, Kari Richards, Dakeyia Scott, Tedd Sperling, Mark Stevens, TeAnna Taphouse, Matt Van Cleave, Denise Warner, Nancy Weatherwax, Sally Welch, Veronica Wilkerson-Johnson, Richard Williams Melinda Wilson

Senators Absent: Matt Boeve, Jeremy Davis, Shalonda James-Garza, Judy Leventhal, Joseph Long, Christopher Smelker, Connie Smith, Carlotta Walker, Cathy Wilhm,

I.   Call to Order – 9:05AM
II. Roll Call – 9:06AM
III. Approval of Agenda – 9:07AM
   a. Update
   b. Approve agenda with amendments
IV. Approval of Minutes
   a. Leslie Johnson, page 4-Bruce Farris name spelled incorrectly
   b. Denise Warner-in last minutes shows she asked a questions, which she states she did not
   c. Approve minutes as amended
V.   Public Comments
   a. Richard Williams: ESM mental health issues, obtain written statement
   b. Tim Deines: STAR search committee for Presidents, forums problems with obtaining a search firms, be real transparent about status and updates of search, not have candidates voices pushed upon us, continue to receive information, be updated, add input.
   c. Mindy Wilson: StarScape, advertising deadline was Nov. 6th, secretly keeping open until Nov. 10th. Register entire class in necessary

VI. President's Report – 9:15AM
   a. Recognition of veterans
   b. Luncheon today in the Michigan Room for Veteran's Day

c. Recap of timing and meaningful feedback. What have we done so far: Use of D2L gradebook, how quickly respond to phone calls and emails.

d. 3rd, meaningful feedback. How soon should grades be posted, appropriate time frame? How early in semester should grades be posted for early feedback to encourage student success?

e. Resolution as a recommendation to Provost, angst by some about specifics. How will it be implemented? Once recommendation is made, turned into a policy or a standard operating procedure. If significate changes are necessary according to APAC, Please know it will come back to the Senate for further discussion.

VII. Provost's Report – 9:20AM

a. RAVE alert yesterday for HHS. Update, Wednesday evening a faculty member was positively identified as having Legionnaire's Disease. As soon as identified, the Emergency response team went to confirm test, advised the next morning that it was positive and a possible 2nd case, decision made to close building in caution for students, faculty and staff. 2nd case is negative. Building is being tested. Closed until further notice, will advised. Classes moved to other venues. Emergency Team did an amazing job of notifying and taking care of all.

b. Adjunct discussions at West Campus this week, heard there were great discussions, looking forward to viewing video. Looking forward to continued events.

c. Starting partnership with MSU, Vision Dream, two advisor at LCC campus, Monday and Tuesday. Students interested in transfer will receive assistance with transfer process. Complete at LCC first. Meetings with AA, SA, LCC side and high level administrators on MSU side.

d. Embedded Academic support group met – Root cause analysis, hard work appreciated.

e. Livingston hosted Sally on Tuesday – fabulous facility. Thank you for supporting.

VIII. Consent Agenda – 9:24AM

a. ~~Curriculum Committee Recommendations~~

IX. Communications

a. Curtin- Strategic Enrollment committee – new, reps from across college, focus on recruitment. Last Friday met, discussing barriers, broke into groups, getting students here, retain here, and continue support.

b. Richard Williams: working with Nancy CEWD training for CPR

X.   Standing Committee Reports- TAC, SOAR

    a.   Monica Del Castillo: students and multiple emails, best send communications with various email accounts, discussed at TAC committee, next step?

        i.   Megan Lin-Supervisory meeting, get information from TAC committee and eLearning. Obtain bullet points from Megan. Add to TAC report.

        ii.   Monica Del Castio – awesome information. How do we get word out to faculty, staff, and students so we can put this to rest?

        iii.   Leslie Johnson- request to ask TAC committee try and get student email access back on new webpage.

        iv.   Monica Del Castio- ask TAC committee to work with Marketing and see what needs to be done.

        v.   Eliza Lee- e-learning has a video how to forward email. She forwards a screen shot how to at the beginning of semester.

        vi.   Kevin Bubb- single email system, have 3, within group learning, game plan in place, have to replace systems. A year or two to complete. Goal to get to one system. Use 365 as email system, so Gmail and D2L email will go away.

XI.   ~~Community Calendar- Nick Myers~~

XII.   Remote Proctoring System (Proctor U)- Matt Lemon-9:35AM

    a.   Michelle Curtin: Presentation for informational purposes; Online courses and proctored testing, hoping for future recommendation about proctored testing in online courses.

    b.   Matt Lemon, testing services: virtual proctoring/proctor U (outline of presentation projected). Videos available in Spring and Summer in CTU

        i.   What is virtual proctoring? Live Proctor or record and review, AI, or actual person to review proctored session.

            1.   7-8 years ago in testing, Membership in NCTA

        ii.   Best service our online students,

        iii.   Those who struggle getting to a proctor facility

        iv.   Set Up for students: 10 minute process for students to get started

        v.   Pros/Cons:

            1.   flexibility to students, outside of the student center

            2.   better support students with disabilities

            3.   students with full time jobs

            4.   not an option for all tests – paper tests, student's technology challenged

<ol start="5">
Not free, most students paying $15 or less per exam
Students with accommodations will not be charged for extra time.

      vi. Implementation/time frame:

Just through testing team, successful. Trying to pursue a pilot, few students use Proctor U this semester, any students willing to try, Matt will reach out to inquire. Spring 2020 looking to recruit faculty willing to offer to students. Offer to all in Summer 2020.
No additional work for faculty, may request some verbiage to students from Proctor U.
Estimating 5% taking online courses will use Proctor U – most students are local and will use testing on campus
Email Matt with any questions. Presentation was emailed to all for review.

      vii. Q and A followed

XIII. Ally- Chris Richards – 9:57AM

    a. Presentation projected
    b. Moved roll out date to Spring 2020 semester; piloted fall 2019
    c. Ally is an accessibility tool in D2L
    d. Faculty can review reports showing the percentage of courses that are accessible.
    e. LCC is the first college utilizing program – leaders
    f. Provides instructor resources – dedicated page available now.
       i. Next video upload is next Monday
    g. Spring 2020 available in course shells
    h. Will be attending division meetings, West campus in December, HHS reschedule for December. Part of PD days in January.
    i. Available to all right now.
    j. Communicating with students at end and start of semester.
    k. Q and A followed.

XIV. Discussion: Proposed Updates to Bylaws (first read) – 10:17AM

    a. Michelle Curtin- changes come from Committee with three past presidents. Changes that were made, do not change the purpose or charter of senate. Mostly for clarity. One specific change, time sensitive, need to have a temporary senator voting for someone on a long-term absent (election process), not very sufficient. Added language to include. No motion needed to approve, this is first read, review and ask questions for review.

b. Changes reviewed.

c. Nancy Dietrich- brought up issue about her adjunct faculty never getting non-probationary status. Curtin- will review her concern.

d. Tim Deines, 75% faculty, no guarantee of adjunct being represented.

e. Eliza Lee-hard trying to bring in good people, difficult to elect by type of position.

f. Mindy Wilson- nomination committee help with diversity (shared), encouraging nominations of adjunct faculty.

g. Ed Bryant- possibility of having assigned positions for each division by type.

h. Mindy Wilson, anything regarding special elections?

i. Eliza Lee- Timing was left broad for elections or special elections. Leaving broad in by-laws. Curtin, want to be able to adjust timing to meet the needs and a fair election. Mindy, consider minimum timing to allow to recruit and nominate.

j. Richard Williams, three officers, add a parliamentarian? Curtin, add to the bylaws?

k. Curtin- reminder that this is a first read only; will email changes, please review before next meeting.

XV.   Discussion: Timely Response – 10:41AM

a. Michelle Curtin- continued conversation from last meeting. Student reaches out to instructor via phone or email, what is the appropriate response time? Students prefer email and students were looking 24-48 hours, staff/faculty preference is email and closer to 48 hours. Discuss, can be put forth a recommendation? What is the best for students? What expectations do we have of each other to respond to students?

   i. Mark Kelland- most faculty respond quickly, 48 hours is a reasonable expectation and most people will be quicker anyway

   ii. Tedd Sperling- Hours during business hours, telephone call/email over weekend, would like 48 business hours.

   iii. Curtin, do we want business hours or business days?

   iv. Matt Van Cleave: as a resolution for response time from faculty to students, shouldn't this be a general expectation by the college?

   v. Monica Del Castillo- from support services perspective, absolutely agree.

   vi. Tedd Sperling- some D2L emails do not get through to students.

   vii. Geri Haddad: message from students in hybrid and online course, spell out?

   viii. Ed Bryant: is this a problem for students?

   ix. Michelle Curtin, not sure how much of a problem it is, if one student not getting response, it's a problem. Not harmful to have clear expectations.

      x. Leslie Johnson- Move to post-pone this matter as not all faculty have phone numbers.

    xi. Seconded by Nancy Weatherwax

   xii. Discussion:

1. Dawn Hardin-ask for voicemail, here 8 yrs before she knew voicemail was an option.
2. Curtin- majority students prefer email. Do we want to specify email and add voicemail later?
3. Kevin Bubb- voicemails do get sent to email. Can be accessed off campus
4. Dawn Hardin- she was never advised this was an option.
5. Leslie Johnson- most cell home phones are people's home phones.
6. Curtin- it is not suggest that faculty use their cell phones.
7. Leslie Johnson- could set up google voicemail
8. Mindy Wilson-represents science department; many have issues with this. What is best practice in communication? Do we need faculty PD?
9. Sydney Duncan-you can block your number if you request student's phone number and then set parameters

Xii. Vote: Postponing vote for further discussion

Yes: Majority

Nay: 1

Motion carried until further discussion

Adjourned: 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.