

**DELTA COLLEGE  
BOARD OF TRUSTEES  
SPECIAL MEETING**

Wednesday, April 1, 2020  
Virtually via Zoom (1-929-205-6099 Webinar ID 585 924 977)  
11:00 AM

This meeting will take place virtually via Zoom in accordance with the Michigan Open Meetings Act as altered by Governor Gretchen Whitmer's Executive Order 2020-15 (COVID-19)  
([https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-522173--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522173--,00.html))

Members of the public may participate in the meeting electronically by calling 1-929-205-6099, Webinar ID: 585 924 977

Members of the public may contact the public body (Delta College Board of Trustees) to provide input during public comment. This will be done by dialing \*9. Further instructions will be given at the beginning of the meeting.

Members of the public in need of special accommodations can call Talisa Brown at 989-686-9204 prior to the start of the meeting.

1. Call to Order
2. Approval of the Agenda
3. Public Comment
4. Approval of temporary changes to Senate Policy 4.005 Academic/Student Records and Senate 2 Policy 4.015 Course Drops/Additions and Withdrawals to extend the date of filing for Pass/No Credit, Course Drops and Instructor-Initiated Drops to Friday, April 24, 2020 (Dr. Jean Goodnow)  
*It is the recommendation of the Administration that the Delta College Board of Trustees approve temporary changes to Senate Policy 4.005 Academic/Student Records and Senate Policy 4.015 Course Drops/Additions and Withdrawals, as detailed further in this memo. These temporary changes are intended to ensure student success at the conclusion of the Winter 2020 semester; however, the Board also agrees the Administration may again suspend these same rules in subsequent semesters, if the current coronavirus (COVID-19) health situation continues to impact students.*
5. President's Report
6. Trustee Comments
7. Chair Comments
8. Adjournment

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# MEMO

DATE: March 30, 2020  
TO: Delta College Board of Trustees  
FROM: Dr. Jean Goodnow  
SUBJECT: Needed Temporary Senate Policy Revisions

Due to the current coronavirus (COVID-19) situation, Delta College's faculty and students have moved to a distance/online educational delivery model. This was done in response to Michigan Governor Gretchen Whitmer's multiple executive orders and the growing national health crisis.

The administration has worked tirelessly over the past month or more to stay informed of this situation and to make the decisions necessary to protect our employees, our students and our public. Our next step is to be able to gain greater flexibility on how we work with students to ensure they are as successful as possible in completing this semester.

Following discussion with the Delta College Faculty Association (DCFA) leadership (Chris Curtis and Daisy McQuiston), and with their support, we are bringing forward these proposed changes. To ensure student success, as well as to support Delta's overall retention efforts, we are proposing the temporary suspension of a number of elements within Senate policies 4.005 and 4.015. Those changes, and the rationale, are explained later in this memo.

## **Recommendation**

It is the recommendation of the Administration that the Delta College Board of Trustees approve temporary changes to Senate Policy 4.005 Academic/Student Records and Senate Policy 4.015 Course Drops/Adds and Withdrawals, as detailed further in this memo. These temporary changes are intended to ensure student success at the conclusion of the Winter 2020 semester; however, the Board also agrees the Administration may again suspend these same rules in subsequent semesters, if the current coronavirus (COVID-19) health situation continues to impact students.

A quick summary of how we arrived at the current state of affairs is included below:

- Thursday, 03/12/2020 – The Administration announced that it was suspending Delta College's in-person instruction, effective at 5:00 am on Friday, March 13. The College was NOT closed. Delta College's Main Campus and Centers remained open and business operations continued. Staff and student employees reported to work as normal.
- Friday through Tuesday, 03/13 to 03/17/2020 – Classes were suspended to allow faculty time to transition to online instruction, in order to help our students successfully complete the semester.

- Friday, 03/13/2020 – Delta College held a Special Meeting of the Board of Trustees, in order to discuss the latest developments in how the College was responding to the coronavirus situation. No action in regards to College operations were taken. The Board did approve a motion made by R. Emrich to work with the Michigan Community College Association (MCCA) to petition the Governor’s Office to allow for meetings via technology/telecommunication during times when the State of Michigan has declared a “state of emergency” and allow a way for the public to access the meeting.
- Monday, 03/16/2020 - Due to the changing nature of the issue, Governor Whitmer issued **Executive Order 2020-11**. Delta College made the decision to close its buildings to the general public, effective the same day. At the same time, K-12 schools were also closed and the size of groups that could meet was substantially reduced. Delta’s closure included Main Campus, as well as all three of our Centers. All staff were sent home at the close of business. The Pool and Fitness Center closed and all events were canceled. The original plan to hold open our labs, testing center and library was also discontinued.
- Tuesday, 03/17/2020 – The Governor issued **Executive Order 2020-15**, which now enables Delta College to hold a Board of Trustees meeting via electronic means. That order stated that public bodies that are subject to the Open Meetings Act, could use telephone or video conferencing methods to continue meeting and conduct business.
- Wednesday, 03/18/2020 - The College began delivering instruction by online methods, with the intent to continue through Friday, April 10.
- Monday, 03/23/2020 - Governor Whitmer signed the “Stay Home, Stay Safe” Executive Order (**Executive Order 2020-21**), directing all Michigan businesses and operations to temporarily suspend in-person operations. Delta College moved all remaining “essential” employees to a work-from-home remote environment.
- Delta College’s closure was previously announced to end on 04/10/2020. The College closure will now remain in place until the Governor lifts the latest executive order. At this time, that is scheduled **through Monday, April 13, 2020 at 11:59 pm** (midnight, Monday night/Tuesday morning).

You can see the rapid transition we have made from our prior face-to-face teaching environment, to a totally online operation. This includes academics, administration, as well as many administrative/professional staff members. I am tremendously proud of the efforts made to successfully alter our educational delivery model, done in such a short term manner, and applaud every Delta College team member that has contributed.

However, we now need to pause and deal with some of the implications of the rapid succession of changes that have been made. Many students have never taken online classes and are struggling to learn the technology. The Delta College computer labs and local library computer assets are no longer accessible and some students have not been able to secure the appropriate technology.

Additionally, we have heard from many faculty members, as well as staff members, that many students are struggling with unexpected child care responsibilities (due to the K-12 shut downs) and other hurdles. Some students are currently working in health care professions, while also pursuing further education, but have been required to work overtime hours exceeding 40 hours per week. Those individuals have not had time to complete all of their online work.

Finally, many students were not aware of our newly developed virtual, online support services including advising, student support workshops, library assistance, and tutoring. Therefore, Delta's Student Support Counselors, Advisors and other team members have been reaching out to those who need additional support.

A full copy of each policy is included with this memo for your review. Each has been highlighted in yellow, to identify the sections that will be affected. Again, these changes are temporary in nature, therefore the language of the policies are not directly altered. Further details of the recommended Board Policy and catalog changes that are being proposed, due to the current coronavirus pandemic, are included below.

### **Senate Policy 4.015 Course Drops/Adds and Withdrawals**

- Section III. C. Student Initiated Withdrawal/Drops (see page 4)
  - It is the recommendation of the Administration that the official withdrawals/drops period be extended beyond the established date at 80% of the course completion, which is currently April 5. Rather, we propose that students are allowed to withdraw from courses up to and including Friday, April 24, 2020.
- Section IV. A. Instructor Initiated Drops (see page 4)
  - It is the recommendation of the Administration that faculty not drop students for missing “excessive number of class hours or instruction” and rather that students who do miss excessive class hours be referred to the Counseling and Advising Office for further advice. This will ensure students are aware of the financial and academic implications of the move.

### **Senate Policy 4.005 Academic/Student Records**

- Section II. C. Pass/No Credit Grade Option (see page 7)
  - It is the recommendation of the Administration that the deadline for requesting a “Pass/No Credit” grade for the Winter 2020 semester be extended beyond the established date at 80% of the course completion, which is currently April 5. Rather, we propose that students are allowed to request a “Pass/No Credit” option up to and including Friday, April 24, 2020.

#### **4.015 COURSE DROPS/ADDS AND WITHDRAWAL**

- I. Adds and Drops After a Class Has Begun
  - A. Students are expected to register during the official registration periods. After the course has started, but before the end of the refund period, students may register with written permission of the instructor. Students must be officially registered in a course to be allowed to attend that course.
  - B. Students are expected to complete the courses in which they register. If a change is necessary, students must follow the add-drop procedure outlined in the current college catalog. The Registrar's Office will notify the instructor of the change.
- II. Withdrawal grades are:
  - W - Student initiated withdrawal after the refund period through \*80% the course.
  - WI - Instructor initiated withdrawal for lack of course prerequisites or attendance \*80% of the course.
- III. Student Initiated Withdrawal/Drops
  - A. No grade will be reported or recorded on the official College transcript for courses officially dropped within the refund period, in accordance with the college Refund Policy (see College Catalog).
  - B. When an official withdrawal/drop is initiated by the student after the refund period through \*80% of the course, the student will receive a grade of W.
  - C. Official withdrawals/drops will be allowed through \*80% of the course. After this time, the instructor will assign a final letter grade based on the course syllabus.
- IV. Instructor-Initiated Drops
  - A. An instructor has the option of dropping any student who has missed an excessive number of class hours or instruction based on the course syllabus or who lacks the approved course prerequisites. The student will be assigned a grade of WI. This authorization may be initiated through \*80% of the course and reported to the Registrar.
  - B. Upon receipt of an authorization, the Registrar will notify the student of the drop and assign the WI.

- C. If a student wishes to appeal an instructor-initiated drop, the contact must be with the class instructor. If necessary, mediation may be requested of the appropriate academic Associate Dean. All appeals must be in writing, signed by the student requesting the appeal and received within one week (seven calendar days) following notification of the drop. The instructor will make the final decision in the appeal, and has the option of reinstating the student at any time prior to the last class session.

\*This is based on the official start date of the class.

*Board Action 5301 – October 8, 2019*  
*Board Action 4768 – May 12, 2009*  
*(I.A. Amended) Board Action 4356 – February 11, 2003*  
*Board Action 4277 – January 15, 2002*  
*(III.B. Amended) Board Action 3561 – November 1, 1994*  
*Board Action 2733 – December 8, 1987*

#### 4.005 ACADEMIC/STUDENT RECORDS

- I. Faculty will make an academic progress evaluation of their students at mid-course and at the end of the course.
  - A. Mid-course evaluation of academic progress of each student will be determined by the Faculty.
  - B. It is the responsibility of Faculty members to convey mid-course evaluation information to their students attending class, via a method most convenient to the students and Faculty.
  - C. A final course grade will be reported for each student enrolled in the class. The grade given will be A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, X (audit only), W (student initiated withdrawal), WI (instructor initiated withdrawal). The P/NC grade option is assigned to specifically designated courses and is available for student selection through 4/5 of the course (the twelfth [12<sup>th</sup>] week of a fifteen [15] week semester).
- II. Final course grades will be reported in a manner determined by the Registrar's Office and at a time specified by the academic calendar.
  - A. **INCOMPLETE GRADES:** An instructor may assign an Incomplete grade if the student has not fulfilled all course requirements when final grades are assigned. An "Incomplete" is a temporary grade given only when the student's work has been of **acceptable quality** near the end of the semester, but the required amount has not been completed because of reasons satisfactory to the instructor, or as required to be in compliance with State or Federal Regulations at which time appropriate adjustments will be made.
  - B. Requirements of a course are to be completed no later than December 1 for incomplete grades issued in the Winter and Spring/Summer semesters and April 1 for incomplete grades issued in the Fall semester. In exceptional circumstances, additional time may be granted for completion of course work by written notification from the instructor to the Registrar.
    1. Normally, the Incomplete Grade Request is initiated by the student.
    2. An appropriate request for an Incomplete grade is for unfinished course work after 4/5 of the course (twelfth [12<sup>th</sup>] week of a fifteen [15] week semester).
    3. Assigning a W grade is appropriate only in unforeseen and extreme circumstances if remaining course work is not completed after the official deadline.

4. An I grade must not be assigned to a student doing failing course work.
  5. When assigning an I grade, the instructor will provide the following information in a manner specified by the Registrar's Office:
    - a. What the student must do to complete remaining course requirements.
    - b. The letter grade to be assigned if work is not completed by the official deadline.
  6. A grade will be submitted to the Registrar's Office by the instructor after work is completed.
  7. If the instructor is no longer with the College, the academic Associate Dean should be contacted in regard to "Incomplete" course work extensions and final grade submissions.
- C. **PASS/NO CREDIT GRADE OPTION:** The Pass/No Credit grade option is available for numerous courses and may be required in courses below the 100 level. Students interested in this grading option in place of the usual A-E grading system must declare this choice at registration or through 4/5 of the course (twelfth [12<sup>th</sup>] week of a fifteen [15] week semester) in a manner specified by the Records Office. Courses approved for P/NC grade option are listed in each semester's schedule. Only the FRESH START POLICY allows all courses to be considered for P/NC grade conversion.
1. Grades on the P/NC system are not included in computing the semester or cumulative point average.
  2. Enrollment on a P/NC basis is recorded with the Records Office.
  3. A letter grade will be on file in the Records Office, but only P or NC will appear on the student's transcript.
  4. Students wishing to have a grade(s) converted from P/NC to a letter grade(s) may do so by applying to the Records Office within one (1) semester following grade issuance.
  5. Course prerequisites and other criteria for enrolling in any course will be determined by the department or division offering the course, and apply equally to both the traditional and the P/NC grading systems.
  6. A maximum of twelve credits of P grades may be applied toward graduation requirements.



7. Grading symbols used and their significance are: P (Pass) credit is granted and represents performance at or above the C/2.0 level, NC (No-credit) no credit is granted and represents performance at or below the C-/1.7 level.
  8. Students planning to transfer should first check with a Delta counselor or academic advisor regarding the acceptance of the P/NC grade option for specific courses by the transfer college.
  9. The choice of traditional grades or the P/NC system does not affect admission to the course.
  10. Each discipline or certifying unit will determine those courses available on the P/NC system.
- D. Each instructor will retain class records used during the semester to record student progress for at least one calendar year beyond the end of a given semester. An instructor leaving the College during this period will leave the records, or exact copies, with the academic Associate Dean, or with the division office.
- E. **Grade Changes Policy**  
 Once recorded by the Records Office, grades will be changed only if an official grade change form is completed and signed by the instructor and the appropriate academic dean. The grade change form must be received no later than one calendar year from the date the grade was assigned. This policy does not apply to grade changes under consideration via the Disputed Grade Policy.

*Board Action 5262 – December 11, 2018*  
*(II.A.) Board Action 5088 – April 14, 2015*  
*(I. & II.) Board Action 4768 – May 12, 2009*  
*(I.C.) Board Action 4649 – January 15, 2008*  
*Board Action 4303 – May 14, 2002*  
*(I.B.2. & I.B.3. Amended) Board Action 3561 – November 1, 1994*  
*(I.B., 2.F. only - Pass/No Credit Grade Option) Board Action 3466 – December 14, 1993*  
*(I.A.3. Amended) Board Action 2670 – June 9, 1987*  
*(I.A.) Board Action 2241 – December 12, 1983*  
*(I.B.5. only) Board Action 1356 – February 3, 1976*  
*(Pass/No Credit Alternative) Board Action 1280 – June 10, 1975*