

2005-2006 COLLEGE ACADEMIC SENATE
MINUTES OF JANUARY 26, 2006
Orchard Ridge Campus

The College Academic Senate was called to order at 3:20 p.m. by Chair Mary Ann McGee. The following individuals were present:

Auburn Hills:	R. Bowden, S. Dry, S. Fine, P. Hale, B. Konopka, G. Mays, A. Racka, R. Ston
Guests:	S. Ray, G. Rockind, J. Brown-Williams
District Office:	J. Dunphy, J. Harper, G. Haw, R. Thompson
Guests:	G. Harris, A. Hillberry, V. Jones, G. Keith, T. Marback, B. Montgomery, L. Nadlicki
Highland Lakes:	E. Fett, D. Fiems, S. Fiems, S. Hanna, J. Lobert, L. Mastin, C. Maze, M. Petrack, K. Robinson, M. Ston
Guests:	N. Boulos, M. Erbiznik, V. Kloosterhouse, K. VanBuren
Orchard Ridge:	G. Faye, L. Gage, M. Kokoszka, D. Levinson, M. A. McGee, L. Roberts, N. Valenti, T. Walter, J. Shadko
Guests:	T. Baracco, J.J. Berry, J. Cronin, S. Dyer, T. Ingram, K. Lichtenberg, M. Schuster, R. Zemke, C. Ziolek
Student:	Z. Hasan
Royal Oak/Southfield:	L. Crews, T. Hendricks, M. K. Lawless, S. Linden, D. McRoberts, R. Nagler, A. Sargeant, M. Vollbach
Guests:	M. Abuhassabu, G. Fournier, S. Hardin, S. Labadie, K. Lee, A. Loftin, D. Mathews, D. Niemer, S. Reif, B. Sadecki, B. Stanbrough

2) Acceptance of Agenda:

MOTION: To accept the agenda as written. Seconded, passed.

3) Approval of Minutes:

MOTION: To approve the minutes of December 8, 2005 as written.

Mary Ann McGee made an amendment to the minutes. Under the Leadership Section, the intent of the motion made to replenish full-time faculty was not a formal motion but rather a suggestion to address the ongoing concern of full-time faculty members leaving the institution.

MOTION: To approve the minutes of December 8, 2005 as amended. Seconded, passed.

4) Leadership:

No formal report was made.

5) Presentation:

- Academic Technology at OCC

Trish Marback gave an overview of what the Academic Technology Department at OCC does. Trish Marback is the Director of Academic Technology and her team was created sixteen months ago which includes: Kayla LeBanc – RH; Wendy Subrin – AH; Rex Strong – OR; Dennis Choinere- SF; HL – vacant position (rotating coverage). The department is committed to helping faculty develop courses; working with faculty on a one to one basis takes up 40% of their time. Every Monday, the group works together on college-wide projects; they always focus on putting students first. There are three easy ways to let the academic technology department help you: (1) Email them at tltc@oaklandcc.edu with any questions or to schedule an appointment; (2) Sign up for a PDTC workshop (Blackboard, Educator, Digital, Images, Concept Mapping, etc.); (3) Consider being a part of the Course Redesign Project that starts July 1st (a brochure will be sent out after the details are finalized with PDTC).

6) Old Business:

- Motion: FERPA

Mary Ston presented the following motion from the Highland Lakes Campus Council:

MOTION: That the College Academic Senate approve an appropriate FERPA statement to be included in the mandatory section of the Syllabus Components.

Mary Ston clarified the motion. The motion was made because FERPA training was required for all employees, therefore, it should be important for students to know. Highland Lakes didn't provide the FERPA language to be included.

Discussion followed: If the motion passes, someone would need to write the language – college attorneys were mentioned to draft a statement. The FERPA language in the catalog and schedule of classes are slightly different. Maurice McCall volunteered to work with someone to create a concise statement.

MOTION: A friendly amendment was made that the FERPA language for the syllabus be approved by the Senate.

The question was called. Seconded, passed.

As a point of information, Marilyn Kokoszka mentioned that the mandatory components required in a course syllabus should be recirculated.

7) New Business:

- Registration Research Report

Steve Linden gave an overview of the “Registration Research Report.” He surveyed nine different community colleges in Michigan and three community colleges outside of Michigan in order to get a comprehensive view of the registration process at other colleges. Wayne County Community College was not surveyed because no one could be reached. The following are common registration practices:

- Open registration continues until the semester begins.
- During the first week (4-5 business days) of the semester, students can freely drop and add classes.
- Following the first week of the semester, students can continue to pursue adding a class; however, instructor approval (full-time or part-time) is required.

Marilyn Kokoszka thanked Steve Linden for the information he provided. At the December meeting a motion regarding registration was tabled. The intent of the motion has been accomplished. The report will exist as it stands and the topic can be returned to in the future.

- Discussion: What Administration and Faculty are Doing to Cut Costs of Textbooks

Mary Ann McGee reported that Trustee Scott expressed concern when the price of a student’s textbook exceeded the cost of the course. Is this a topic Senate should address?

MOTION: Move not to use textbooks. Seconded.

Discussion followed:

- A request was made to deal with the board member’s subject.
- This is not a rational topic for Senate to consider.
- Gheretta Harris reported that her area had been contacted regarding the subject of textbook cost, and there is an extensive amount of research going on regarding the mark-up costs, etc. of textbooks.

- A lot of schools are eliminating their own bookstores.
- Measures can be taken to make sure textbooks are affordable; if a publisher provides a package, just the textbook can be ordered.
- Textbooks are kept on reserve in the campus libraries.

MOTION: To withdraw motion stated above. Seconded, passed.

MOTION: To create an ad hoc committee to examine the cost of textbooks and show cost of components. Seconded.

Point of clarification – the motion won't interfere with a faculty member's academic freedom.

The motion passed.

- Tech Prep Credit Document

George Keith presented the "Tech Prep Credit Procedure for Expansion of the Tech Prep Credit" document as an information item to the Senate. He highlighted the document as follows:

Current Tech Prep Credit Option: Currently, Tech Prep credits appear on the student transcript as non-specified transfer credits. There is no charge to the student for this record.

Expansion of the Tech Prep Credit Option: By assigning letter grades and credit to identified OCC courses through Tech Prep, service to our students will be enhanced as these credits may then more easily transfer to other institutions.

Process for the Expansion of the Tech Prep Credit Option (steps are abbreviated):

- Student may request a change from the transfer indication on their transcript to a letter grade via the Credit by Examination process by contacting the appropriate Tech Prep dean identified on the relevant Tech Prep agreement form.
- The student will pay the OCC tuition for the designated credits which are granted for the course(s) via the Credit by Examination process.

Discussion followed:

- Controversy was expressed with students paying for the credits when there is partnership with the high schools.
- Consistency is not being developed in who we charge and for what.
- The student has the choice to take the Credit by Exam – this is a major step forward.
- The high school teacher and college instructor meet to agree on competencies to be met.
- Transfer credits have been counting; the only change is that a grade can be applied if the student requests it.

MOTION: To lodge the document as an information item.

It was recommended to send the questions to the Curriculum Committee for review.

Move agenda.

- Report on Meeting Technologies

Gladys Rockind reported that TMC is moving forward with IT to showcase three different technologies at at least two different sites so employees can rotate through the sessions and provide feedback. March 30th from 3:00 to 5:00 p.m. has tentatively been selected as the date for providing the showcase. Gladys Rockind will send out more information when it is available.

- Motion: Copier Problems

Mike Vollbach presented the following motion from the Southeast Campus Council:

MOTION: We recommend the college respond to the intolerable situation of copier problems and correct it immediately in any manner needed including re-examination of lease or replacement of equipment. We need this situation remedied before the semester's mid-term.

Discussion followed. Gheretta Harris reported the following action has been taken to remedy the situation:

- Purchasing met with the vendor and informed them that there are problems that will not be tolerated.
- Bad stapler cartridges were sent to us from the manufacture; all the bad cartridges will be pulled and replaced.
- There was communication and recognition failure on behalf of the vendor.
- Purchasing put forth expectations for the vendor as follows:
 - The service manager will review all service activity weekly and respond.
 - Each campus will have a primary technician and a back-up assigned to build consistency.
 - The technicians will review escalation points.
 - Technicians will be asked to adhere to a 2 – 4 hour response time.
- Purchasing will look into upgrading the smaller copier on the second floor at the RO Campus to a larger machine.

Mike Vollbach thanked Gheretta Harris for all her efforts in taking care of the situation.

MOTION: To table the motion presented above based on future actions with Purchasing. Seconded, passed.

- Textbook Policy Statement

George Keith presented the following motion that Chancellor's Cabinet has endorsed:

MOTION: Sample textbooks, equipment, or other materials obtained by agents of the College may not be sold for the employee's profit.

The intent of the motion is that faculty should not be in the business of reselling college materials for their personal gain.

Discussion followed:

- The language isn't of Senate interest; no action should be taken.
- Refer the motion to the textbook committee.
- Send the motion to the campuses for discussion.

MOTION: To lodge the motion and send back to the campuses for further discussion. Seconded, passed.

8) Standing Committees:

- *Academic Planning/Jayne Lobert*

Jayne Lobert reported that the committee is in the process of figuring out how academic planning will occur on the campuses. Three questions will be distributed to the faculty on Discipline Day regarding academic planning.

- *Curriculum/Mary Kay Lawless*

MOTION: To accept the consent agenda. Seconded, passed.

- *Curriculum Review/Gail Mays*

Gail Mays reported that CRC is continuing to edit forms for the revised process of CRC which will start March 17, 2006. The CORE Review packet which was tentatively approved by the CAS has been mailed to all potential reviews scheduled for winter 2006. Presently, there are six reviews scheduled to be completed with the revised process by June 2006.

- *Student Outcomes Assessment/Vicki Kloosterhouse*

Vicki Kloosterhouse reported that SOAC is reviewing the preliminary reports from the technical literacy assessment and what assessments will be done next year.

- *Diversity/Lloyd Crews*

Lloyd Crews reported the following:

- The Martin Luther King Day Convocation held on January 13th at the OR Campus was a success. It is an annual event that is held on the Friday before the holiday.
- April is Cultural Diversity Month; announcements will be sent out soon.

- *TMC/Gladys Rockind*

Gladys Rockind reported that the TMC is working on Academic Technology issues. On April 7th there will be a joint TLTR held with the diversity group entitled the "digital divide."

- *College Administrative Services Council/M. Vollbach*

Mike Vollbach reported the following:

- The Council discussed computer usage and how it is being inappropriately used; a policy will be implemented regarding this.
- CASSC is researching the liability of offering student e-mail accounts.
- Cathy Rush clarified that when a new process is to be implemented, an “everyone” e-mail will be sent out to the faculty and staff at large.

9) Ad Hoc Committees:

- *Student Life/J.J. Berry*

J. J. Berry reported the following:

- The Student Life Committees on each campus are working on the program planning and budgeting process for the 2006-07 academic year; requests are due by February 17th to the campus Student Life coordinator.
- The College-wide Student Life Committee is looking for proposals that will support the theme for 2006-07 – “The World is Flat.”
- Michigan Campus Compact has announced its Venture Grant Program for 2006-07. Faculty and students at Michigan colleges can apply for funding up to \$2,500 to support Service Learning projects. Further information will be sent out via e-mail.

- *General Education Attributes/Mike Vollbach*

Mike Vollbach reported the following:

- A survey has been sent out to all faculty by e-mail regarding the general education attributes; so far 87 members have read the e-mail and only 40 have responded. A reminder to fill out the survey will be sent out.
- The survey process will conclude on February 3rd.
- The results will be provided at a later time.

- *Higher Learning Commission/Mary Ann McGee*

Cathy Maze reported that the HLC self-study steering committees have all met twice, with the exception of one group. Five criterion have to be responded to. The groups will be collecting information to write the report which is a priority and she asked for the Senate’s help with participation. The HLC will not be visiting until March 16, 2008; however, the first draft of the report will be worked on in the fall of 2006.

George Keith thanked the Senate for their active involvement in the criterion committees.

- *On-line Distance Education/Gladys Rockind*

Gladys Rockind reported that the first On-line Distance Education meeting will be held on Monday, January 30th at 3:15 p.m. The committee will decide on their charge, what things to look at, and develop a vision for Distance Education.

10) Administration:

George Keith reported the following:

- The Chancellor is attending an MCCA meeting in Lansing today.

- An information sheet regarding the “OCC Student Ambassador Program” is available on the distribution table. It provides the following information: Purpose; Functions; Qualifications; Benefits; and How to Apply.
- Because of facility contract issues, the June 16th graduation date was changed to June 23rd at the Palace of Auburn Hills.

11) Community Comments:

- Marilyn Kokoszka introduced their Campus Senate student representative Zamid Hasan.
- Cathy Rush asked the new faculty members to introduce themselves:
 - Suzanne Labadie – English, SF
 - Tony Baracco – History, OR
 - Milutin Erbiznik – Science, HL
- Steve Reif announced that the Latin Extravaganza Dance Troupe will perform at the OR Smith Theatre on Friday, February 3rd from 7:30 – 9:30 p.m.
- Jill Dunphy reported that the OCC Foundation raised \$40,000 from faculty and staff to support the annual scholarship fund.
- George Keith announced that faculty can print their progress reports on-line at the close of schedule adjustment. He also reported that an on-line application for students should be recommended this academic year for purchase and installation.

12) Adjournment:

Meeting adjourned: 4:50 p.m.

Respectfully submitted,

Karen Robinson, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM/INSTRUCTION COMMITTEE
 Academic Senate Consent Agenda
 January 26, 2006
 Orchard Ridge Campus

MINOR COURSE REVISIONS

None

GEN-ED COURSE ATTRIBUTES

ENG-2770 Contemporary Literature. #4 (develop an aesthetic awareness) & #8 (appreciate diversity and commonality)

GEN-ED DISTRIBUTION LIST

ENG-2770 Contemporary Literature. Add to “Fine Arts/Humanities”

MAJOR COURSE REVISIONS

HIS-1651-3 Topics in History. Add seven courses to the sequence bringing the total to 10: HIS-1650 to HIS-1659. Change all ten courses to variable credit hours with a range of 1 to 4. Target date for first offering is Fall 2006.

HIS-1661-3 Topics in History. Add seven courses to the sequence bringing the total to 10: HIS-1660 to HIS-1669. Change all ten courses to variable credit hours with a range of 1 to 4. Target date for first offering is Fall 2006.

ACC-2060 Not for Profit Accounting. This is a 3-credit course with a Group “B” Classification (25 students). The prerequisite is ACC-1820 or ACC-2520. Target date for first offering is Fall 2006.

ACC-2070 Cost Accounting. This is a 4-credit course with a Group “B” Classification (25 students). The prerequisite is ACC-1820 or ACC-2520. Target date for first offering is Fall 2006.

NEW COURSES

ACC-1500 Accounting for the Small Business Owner. This is a 3-credit course with a Group “B” Classification (25 students). It will replace ACC-1100. The courses will be equated. Target date for first offering is Fall 2006.

ACC-1800 Accounting Procedures. This is a 2-credit course with a Group “B” Classification (25 students). Target date for first offering is Fall 2006.

ACC-1810 Principles of Financial Accounting. This is a 4-credit course with a Group “B” Classification (25 students). The prerequisite is ACC-1800. Target date for first offering is Winter 2007.

ACC-1820 Principles of Managerial Accounting. This is a 4-credit course with a Group “B” Classification (25 students). The prerequisite is ACC-1810. Target date for first offering is Winter 2007.

ACC-2210 Computerized Accounting. This is a 3-credit course with a Group “B” Classification (25 students). It will be equated to ACC-2710. The prerequisites are ACC-1810 or ACC-2510 and CIS-1050. Target date for first offering is Fall 2006.

ACC-2220 Taxation. This is a 4-credit course with a Group “B” Classification (25 students). It will be equated to ACC-2110. The prerequisite is ACC-1810 or ACC-2510. Target date for first offering is Fall 2006.

ACC-2230 Payroll Accounting. This is a 2-credit course with a Group “B” Classification (25 students). The prerequisite is ACC-1810 or ACC-2510. Target date for first offering is Fall 2007.

ACC-2501-9 Special Topics in Accounting. This will be offered as a 1-4 variable credit class with a Group “B” Classification (25 students). The prerequisite will depend on the content of that section and a description will be placed in the schedule of classes. Target date for first offering is Fall 2006.

ENG-2770 Contemporary Literature. This is a 3-credit course with a Group “A” Classification (35 students). The prerequisite is ENG-1510. This course will satisfy General Ed requirements #4 (develop an aesthetic awareness) & #8 (appreciate diversity and commonality.) It will be added to the “Fine Arts/Humanities” general education distribution list. Target date for first offering is Fall 2006.

MINOR PROGRAM REVISIONS

None

MAJOR PROGRAM REVISIONS (10-day notice sent)

None

NEW PROGRAMS / DEGREES (10-day notice sent)

ACC.ABA Business Administration with a Concentration in

Accounting. This associates degree will replace the Accounting ACC.AAS Associates in Applied Science degree. This change will better accommodate the needs of transfer students. Much of the coursework in the current AAS program does not transfer to four-year institutions. Completion of 62 credits required. Target date for first offering is Fall 2006.

NEW PROGRAM OPTIONS (10-day notice sent)

None

CERTIFICATE REVISIONS (10-day notice sent)

None

NEW CERTIFICATES (10-day notice sent)

ACC.GA.CT Certificate in General Accounting. This option is for students interested in an accounting vocational credential. Completion of 28 credits required. Target date for first offering is Fall 2006.

NEW CERTIFICATES OF ACHIEVEMENT (10-day notice sent)

ACC.PT.CA Payroll & Tax Accounting Certificate of Achievement. This option is for students interested in an accounting vocational credential. Completion of 23 credits required. Target date for first offering is Fall 2006.

OTHER BUSINESS

None