



OAKLAND  
COMMUNITY  
COLLEGE

2006-2007 COLLEGE ACADEMIC SENATE  
MINUTES OF MARCH 22, 2007  
Highland Lakes 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:	T. Boozer, S. Dry, J. Farrah, P. Hale, B. Konopka, G. Mays, A. Palmer, A. Racka, G. Rockind, P. Dolly
Guests:	R. Featherstone, S. Miller, M. A. Sheble, R. Ston, H. Tanaka
District Office:	J. Harper, L. Nadlicki, C. Brantley
Guests:	L. Crews, G. Harris, A. Hillberry, C. Mathews, T. McCauley, B. Montgomery, C. Patterson, S. Reif
Highland Lakes:	M. Choden, B. Dubin, E. Fett, S. Hanna, J. Lobert, L. Mastin, M. Petrack, M. Ston, K. VanBuren, G. May
Guests:	J. Baldwin, N. Boulos, V. Kloosterhouse, V. Kroll, R. Lamphear, C. Maze, S. Stumbo
Orchard Ridge:	G. Faye, D. Fisher, L. Gage, M. Kokoszka, M. A. McGee, D. Schmeichel, S. Thornton, T. Walter
Guests:	R. Brown, S. Dyer, T. Ingram, V. McNiff, M. J. Schuster
Royal Oak/Southfield:	D. Johnson-Bignotti, M. K. Lawless, R. Nagler, C. Sanford-Brown, A. Sargeant, M. Vollbach, D. Adams
Guests:	J. Matteson, K. Lorencz

2) Acceptance of Agenda:

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

Chair Mary Ann McGee announced that the agenda will be amended for the April CAS meeting to include Developmental Education, Diversity and Global Education as potential reports.

3) Approval of Minutes:

**MOTION: To approve the minutes of February 22, 2007 as written. Seconded, passed.**

4) Leadership:

Chair Mary Ann McGee reflected on the loss of Sarah Keidan who passed away last week. She was a long-term member of the Senate, and a person of highest integrity. Her passing is a great loss to the OR Campus as well as to the College community. She also thanked those that are going to be retiring soon for their work and energy they have given to the Senate.

Mary Ann McGee reflected on the CAS mission statement – *“The Senate, the principal academic policy-making body of the College, facilitates open communications for the entire academic community, develops a dynamic curriculum responsive to student and community need, supports academic freedom, and fosters personal empowerment and professional integrity.”* The Senate provides a place to have a conversation in a civil and open fashion; and it is an opportunity to work with people who are passionately committed to the College.

Mary Ann McGee announced that Chancellor’s Cabinet (Executive Officers of the College) has returned to their prior practice to include the College Academic Senate Chair in the Chancellor’s Strategic Planning meetings. She thanked Interim Chancellor Brantley for recognizing Senate as being part of the Cabinet.

5) Presentation:

- Proposal for Academic Skills Acquisition Program

Larry Gage thanked Senate Leadership for giving him the opportunity to be on the Senate agenda. He gave a Power Point presentation of “The Academic Skills Access Program (ASAP) – A Proposal for the Remediation of Learning Deficits at Oakland Community College.” He highlighted the following:

- Introduction
- Defining
- Current Practice
- COMPASS Placement
- Issues
- Academic Skills Access Program (ASAP)
- Diagnostic Assessment
- Prescriptive Remediation
- Individual Instruction
- Typical Characteristics of Academically At-Risk College Students
- Individualized Instruction
- Competency-Based Outcomes
- The ASAP Curriculum
- ACS Academic Communication Skills
- Future Considerations
- ALS Academic Learning Skills
- Advantages of the ASAP Approach to Academic Remediation (12 items)
- Some Shameless Recommendations (5 items)
- Some Final Questions

Larry Gage also distributed a booklet that provided further information to “ASAP at OCC.”

**MOTION: Move that the CAS create an adhoc committee to consider the ASAP proposal. Seconded.**

Discussion followed:

- High schools are transitioning from MEAP to ACT – the placement of students will need to be reformed.
- Why wasn't this proposal presented to the Developmental Education committee first so it could be incorporated into their work?
- In 2001, a position paper was presented to the Developmental Education Committee in which the Academic Skills concept was initially outlined.
- If another committee is created, will they be working on cross purposes?
- The Developmental Education committee is ready to put together a plan for CPC.
- Larry Gage offered his assistance with implementation.
- The Senate is one body trying to find out what is the best way to do the work that needs to get done in order to help students learn.

**The question was called.**

**The motion passed.**

Anyone interested in serving on the ad hoc committee should send the Senate Chair an e-mail.

6) Old Business:

- Update from IT

Andy Hillberry indicated that he was very pleased that the faculty made a motion at last month's Senate meeting to make the curriculum forms available electronically. He also reported that he had good news about the following three items:

- Prerequisite Screens – Awhile ago it was determined that soft prerequisites would not be implemented so IT did not take any action. However, this is something that can be easily programmed into the Datatel system. Mary Ann McGee clarified the Senate's request. If a course has a prerequisite attached to it, the student has to actively acknowledge they read the statement and choose to register for the class anyways. This could be provided with a pop-up screen in the Datatel system.

Discussion followed:

- Anyone with a bachelor's degree is not required to take prerequisites – this is creating problems.
- There is a Deans' subcommittee looking at the effects of removing prerequisites and giving students the option.
- Without prerequisites, faculty do not have the right to academically withdraw a student.

- The Curriculum Committee can create a form so prerequisites can be put back.
- Enforcing prerequisites puts the burden of responsibility on the students.
  
- Academic Sanctions – Counselors are currently testing an academic intervention phase. As soon as the testing phase is finished, an on line account will be provided. A counselor reported that they are not ready to move forward because problems were encountered on the date the account was tested.  
Discussion followed:
  - OCC stopped enforcing academic sanctions ten years ago.
  - Students are allowed to register over and over again that are not passing courses.
  - The HLC will be expecting a report on the progress of academic sanctions.
  - Enforcing academic sanctions needs to be a priority of OCC.
  
- Ability to do the Annual Schedule Electronically – It is very easy to copy from semester to semester electronically. IT will proceed with the request very quickly and Andy Hillberry will find out when this can be implemented.

Discussion followed:

- Some manual changes will still have to be made.
- A question was raised as to why 15 week classes can't be programmed to change dates automatically when schedules are copied.

The Senate Chair asked that the specificity of this discussion be moved to some other arena.

- Update on FERPA Statement

Mary Ann McGee read the “FERPA Statement for Faculty Syllabi” which Maurice McCall received from legal counsel:

“Oakland Community College respects the privacy of student information. In accordance with the Family Educational Rights and Privacy Act (FERPA), we restrict internal access to student information to persons with a legitimate need to know. Further, the College has designated certain student information to be public or directory information. This directory information may be released to third parties without prior written consent. Non-directory information will not be released to a third party without the written consent of the student. The Office of the Registrar is responsible for the enforcement of this policy. We invite the student to contact this office or review the course catalog for further information on your rights under FERPA.”

**MOTION: To add the recommended FERPA language as presented to the syllabi guidelines. Seconded.**

Discussion followed:

- If OCC has a FERPA statement that is institutionally accepted, it should be included on the course syllabi.
- It is in the best interest of students to share this information with them.
- Students will not understand the language as written.

- The Senate recommends a list of suggested items to be included in a course syllabi but faculty are not obligated to use it.

**The question was called.**

**The motion failed by one vote.**

The Senate Chair called for a revote and reminded the Senate that only elected members of the CAS Council are entitled to vote.

**The motion failed.**

Mary Ann McGee asked faculty to forward sample “FERPA language” to the Senate Chair.

- TMC Report on Copyright Issues

Gladys Rockind distributed a one-page “Summary: TMC Copyright Sub-committee Report and Recommendations” (green sheet) with a complete report attached. The report outlines a set of resources that faculty may use to comply with U.S. copyright law, including the 2002 Technology, Education, and Copyright Harmonization (TEACH) Act. It also outlines processes to help faculty answer questions about fair use and obtain permissions for materials not covered by fair use.

Judy Matteson displayed a preliminary Copyright web page which is a link from the TMC website. TMC is looking for feedback on the web page.

**MOTION: To accept the report from the TMC Subcommittee. Seconded, passed.**

7) New Business:

None

8) Standing Committees:

- *Academic Planning/Jayne Lobert*

Jayne Lobert reported that the committee is expecting to receive Campus Academic Master Plans by April 2<sup>nd</sup>. She thanked the campus committees for all their hard work. A meeting will be held in the middle of April to work on a College-wide Academic Master Plan which will be shared with Senate at the May meeting.

- *Curriculum/Mary Kay Lawless*

Mary Kay Lawless reported that the following three programs didn't receive the 10-day notice requirement and the committee would like to add them to the consent agenda for a vote in order to make the catalog cutoff date: Major program revision for ACH.AASX Architecture; and new Certificates of Achievement for CAR.PRT.CA Detailer/Painter Assistant, and CSE.APC.CA A+ Prep.

**MOTION: Move to waive the 10-day notice requirement for the program and Certificates of Achievement identified above. Seconded, passed.**

**MOTION: To accept the Consent Agenda. Seconded, passed.**

Mary Kay Lawless asked the Senate to review “OCC College Curriculum Handbook/Process – “Talking Points” for Clarification/Definition/Revision” which was attached to the Consent Agenda on the distribution table. Comments may be sent to any Curriculum Committee member.

**MOTION: To receive the report from the Curriculum Committee – read it and engage in further conversation. Seconded, passed.**

- *Curriculum Review/Gail Mays*  
No report.
- *Student Outcomes Assessment/Vicki Kloosterhouse*  
Vicki Kloosterhouse reported that 51 faculty including adjunct faculty attended “Faculty Assessment Day” that was held on March 16<sup>th</sup>. The committee learned a lot from the event and they are sorting through the process.
- *TMC/Gladys Rockind*  
Gladys Rockind highlighted information on a flyer on the distribution table as follows: On Friday, March 30<sup>th</sup>, Tim Tewalt will be speaking at the OR Campus on the topic of “Virtuality and Actuality: Where Teaching, Learning and Technology Converge.” The keynote speaker will be from 9:00 a.m. to 12 noon and break-out sessions will be held from 1:00 p.m. to 3:00 p.m.
- *College Administrative Services Council/Mary Ston*  
Mary Ston reported that CASC is looking into the following:
  - Student e-mail accounts
  - Student ID cards (on going)
  - Adopted an ordinance whereby OCC will receive the money from tickets on campus rather than the township
  - Animal ordinances
  - Document scanning of back-log in storage

9) Ad Hoc Committees:

- *Student Life/Lloyd Crews*  
Lloyd Crews highlighted information on a flyer on the distribution table as follows: Dr. Thomas Parham will present “Collaborations for Improved Mental Health & Wellness on College Campuses” on Friday, April 13<sup>th</sup> at the RO Campus from 9:00 a.m. – 12:00 p.m. A PDTC registration form was provided on the back of the flyer and 3 SDUs will be awarded for attending the workshop.
- *General Education Attributes/Gail Mays*  
Gail Mays reported that there is good “teamwork” on the committee. They are working on a philosophy to drive the outcomes.

- *Higher Learning Commission/Mary Ann McGee*  
Mary Ann McGee reported that they are working with the Criterion Committees on revising the chapters. Rough drafts of the five criterion chapters will be available for broader review by the end of May.
- *On-line Distance Education/Gladys Rockind*  
Gladys Rockind reported that the committee met yesterday. They discussed how to move OCC forward with on-line distance education. They have another meeting scheduled next Wednesday and they are working on bringing a plan to Senate. The committee recommended the following motion:

**MOTION: To add a section to the printed schedule listing on-line courses, together, by discipline, duplicating the same information as in the comprehensive schedule.**

**MOTION: To lodge the motion above for further discussion at the Campus Senate meetings.**

- *Registration*  
Mary Ann McGee reported that Steve Linden will be scheduling the meeting and there have been several volunteers to serve.

10) Administration:

Clarence Brantley announced that he appreciates the opportunity to address the Senate. He asked the Senate to focus on the following three issues over the next few months:

- Create a meaningful College Academic Master Plan within a reasonable timeframe.
- Prepare a really good Strategic Plan that supports developmental education 100%.
- Prepare for the HLC accreditation visit. The College needs to understand it, embrace it, speak and believe in it.

11) Community Comments:

None

12) Adjournment:

Meeting adjourned: 4:55 p.m.

Respectfully submitted,

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Nick Valenti, Secretary

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Nancy K. Szabo, Recording Secretary

**COLLEGE CURRICULUM / INSTRUCTION COMMITTEE**  
**Academic Senate Consent Agenda**  
**March 22, 2007**  
**Highland Lakes Campus**

**MINOR COURSE REVISIONS**

1. ARC-1000 Architectural Drafting I  
Change title to "**Basic Architectural Drawing and Drafting.**" Add Co-Requisite: ARC-1040.  
Update course description. Target date for first offering is Fall 2007.
2. ARC-1040 Introduction to Architecture  
Add Co-Requisite: ARC-1000. Update course description. Target date for first offering is Fall 2007.
3. ARC-1130 Architectural Design I  
Change title to "**Basic Architecture Design I.**" Change prerequisites to: ARC-1000, ARC-1040. Update course description. Target date for first offering is Fall 2007.
4. ARC-1140 Architectural Design II  
Update course description. Change prerequisites to: ARC-1130, ARC-1500 and Pre- or Co-requisites are: ARC-2110. Target date for first offering is Fall 2007.
5. ARC-1160 Interior Design and Color Theory  
Change course code to **ARC-2165**. Courses will be equated. Update course description. Change prerequisites to: ARC-1140, ARC-2050, ARC-2110. Pre- or Co-requisites are: ARC-2180. Target date for first offering is Fall 2007.
6. ARC-2120 Structural Systems  
Update course description. Change prerequisites to: ARC-2050, PHY-1610. Target date for first offering is Fall 2007.
7. ARC-2140 Architectural Environmental Systems  
Update course description. Change prerequisites to: ARC-1500 or consent of instructor. Target date for first offering is Fall 2007.
8. ARC-2180 Architectural Drafting IV  
Change title to "**Architectural Design and Development.**" Change prerequisites to: ARC-1140, ARC-2050, ARC-2110 and Corequisite: ARC-2165. Update course description. Target date for first offering is Fall 2007.
9. ECT-2150 Computer Repair I  
Change title to "**PC Depot/Bench Technician.**" Change prerequisite: CIS-1305 or consent of instructor. Update course description. Target date for first offering is Fall 2007.
10. ECT-2160 Computer Repair II  
Change title to "**PC IT Technician.**" Change prerequisite to: CIS-1305 or consent of instructor. Update course description. Target date for first offering is Fall 2007.

**MAJOR COURSE REVISIONS**



1. ARC-2110 Architectural Site Development  
Change number of credits from 3 to 4. Update course description. Change prerequisites to: ARC-1130, ARC-1500. Target date for first offering is Fall 2007.
2. ARC-2130 Building Code Analysis  
Decrease number of credits from 3 to 2. Update course description. Change prerequisites to: ARC-1500 or consent of instructor. This course will be equated to the 3-credit ARC-2130 that it is replacing. Target date for first offering is Fall 2007.

## **NEW COURSES**

1. ARC-1500 Building Systems I  
This is a 5-credit course with a Group "B" Classification (25 students). There is a \$15 course fee. The prerequisites are: ARC-1000, ARC-1040 & CAD-1100. Target date for first offering is Fall 2007.
2. ARC-2050 Building Systems II  
This is a 5-credit course with a Group "B" Classification (25 students). There is a \$15 course fee. The prerequisites are: ARC-1500, CAD-1150. Target date for first offering is Fall 2007.
3. BUS-2150 Global Business  
This is a 3-credit course with a Group "A" Classification (35 students.) There are no course fees or prerequisites. It is currently being offered as a General Interest course and is not yet included in any degree/program options. Target date for first offering is Fall 2007.
4. CHI-2610 Intermediate Chinese I  
This is a 4-credit course with a Group "B" Classification (25 students). There are no course fees. The prerequisite is CHI-1530 or consent of instructor. Target date for first offering is Winter 2008.
5. CHI-2620 Intermediate Chinese II  
This is a 4-credit course with a Group "B" Classification (25 students). There are no course fees. The prerequisite is CHI-2610 or consent of instructor. Target date for first offering is Fall 2008.
6. ECT-2170 PC Remote Support Technician  
This is a 4-credit course with a Group "B" Classification (25 students). There is a \$50 course fee. The prerequisite is: CIS-1305. Target date for first offering is Summer 2008.

## **GEN-ED COURSE ATTRIBUTES**

NONE

## **GEN-ED DISTRIBUTION LIST**

NONE

## **MINOR PROGRAM REVISIONS**

1. CIS.CSU.AASX Computer Support Option

Replace obsolete ACC-1110 course with its equated course ACC-1500 Accounting for the Small Business Owner (3-credits) under the Required Supportive Courses. Target date for first offering is Fall 2007.

2. CIS.SWE.AASX Software Engineering Option  
Replace obsolete ACC-1110 course with its equated course ACC-1500 Accounting for the Small Business Owner (3-credits) under the Required Supportive Courses. Target date for first offering is Fall 2007.
3. CIS.SYA.AASX Systems Analysis Option  
Replace obsolete ACC-1110 course with its equated course ACC-1500 Accounting for the Small Business Owner (3-credits) under the Required Supportive Courses. Target date for first offering is Fall 2007.
4. CIS.THS.AASX Information Technology for Homeland Security Option  
Replace obsolete ACC-1110 course with its equated course ACC-1500 Accounting for the Small Business Owner (3-credits) under the Required Supportive Courses. Target date for first offering is Fall 2007.
5. CSE.AAS Computer Support Engineering Technology  
Change in program description. Changes to Major Requirements: Add ECT-2170 (4 credits), move ECT-1060 from Major to Required Supportive. Changes to Required Supportive: Remove CIS-1050 (4 credits), add CIS-1295 (5-credits). Total number of credits needed for degree increased from 65 to 70, credits needed for program certificate remains at 40. Target date for first offering is Fall 2007.
6. ECD.AAS Early Childhood Development  
Replace obsolete ACC-1110 course with its equated course ACC-1500 Accounting for the Small Business Owner (3-credits) under the Required Supportive Courses. Remove obsolete ACC-2510, add ACC-1800 (2-credits) and ACC-1810 (4-credits) as new options under Required Supportive. Target date for first offering is Fall 2007.
7. MHS.APP Mental Health Social Work  
Change in program description. Change to Required Supportive Courses: Remove "PSY-2730 or PSY-2830". Changes to Recommended Electives: remove FSS-1500 (4-credits), add SLS-1000 (3-credits). Target date for first offering is Fall 2007.
8. RSP.APP Respiratory Therapy  
Change in program description to include the following admission procedures: 1) Graduation from high school or GED, 2) Overall grade point average (GPA) of 2.50 or better. Target date for first offering is Summer 2008.

#### **MAJOR PROGRAM REVISION** (10-day notice sent)

1. ACH.AASX Architecture  
See Item 1 under "Other Business"

#### **NEW PROGRAMS/DEGREES** (10-day notice sent)

NONE

#### **NEW PROGRAM OPTIONS** (10-day notice sent)

NONE

#### **CERTIFICATE REVISIONS** (10-day notice sent)

NONE

**NEW CERTIFICATES** (10-day notice sent)  
NONE

**NEW CERTIFICATES OF ACHIEVEMENT** (10-day notice sent)

1. **CAR.PRT.CA Detailer/Painter Assistant**  
See Item 2 Under "Other Business"
2. **CSE.APC.CA A+ Prep**  
See Item 3 under "Other Business"

**OTHER BUSINESS**

1. Major Program Revision for ACH.AASX Architecture – Waive the 10-day notice requirement and add to consent agenda for a vote in order to make the catalog cutoff date.

**ACH.AASX Architecture**

Update program description. Changes to Major Requirements: delete ARC- 1080 (4-credits), ARC-1120 (3-credits), ARC-2000 (4-credits). Add ARC-1130 (3-credits), ARC-1140 (3-credits), ARC-1500 (5-credits), ARC-2050 (5-credits), ARC-2165 (3-credits). Move ARC-2150 (3-credits) to Electives. Move CAD- 1100 (4-credits) & CAD-1150 (3-credits) to Required Supportive. Changes to Electives: number of additional credits needed is reduced from 6 to 2. Options are ARC-2130 (2-credits) or ARC-2150 (3-credits). Target date for first offering is Fall 2007.

2. New Certificate of Achievement for CAR.PRT.CA Detailer/Painter Assistant – Waive the 10-day notice requirement and add to the consent agenda for a vote in order to make the catalog cutoff date.

**CAR.PRT.CA Detailer/Painter Assistant**

The number of required credits is 12 (three courses CAR-1100, CAR-1600 & CAR-1700). Target date for first offering is Fall 2007.

3. New Certificate of Achievement for CSE.APC.CA A+ Prep – Waive the 10-day notice requirement and add to the consent agenda for a vote in order to make the catalog cutoff date.

**CSE.APC.CA A+ Prep**

This option offers a shorter sequence of courses which focus on one specific technical area. It is appropriate for professionals seeking to add technical skills. Upon completion, the student will qualify to sit for the current A+ Certification exams. Number of credits needed is 16. Target date for first offering is Fall 2007.

4. Curriculum Process Talking Points