



OAKLAND
COMMUNITY
COLLEGE 2007-2008 COLLEGE ACADEMIC SENATE
MINUTES OF SEPTEMBER 27, 2007
Highland Lakes Campus

The College Academic Senate was called to order at 3:25 p.m. by Chair Mary Ann McGee. The following individuals were present:

Auburn Hills:	H. Broesamle, S. Dry, J. Farrah, B. Konopka, G. Mays, S. Miller, R. Muro, A. Palmer, G. Rockind, R. Ston
Guests:	B. Catherino, M. Kersten-Hart, T. Khan, N. Melkus, N. Showers, D. Swanson, H. Tanaka
District Office:	L. Crews, J. Harper, G. Haw, L. Nadlicki
Guests:	P. Dorris, G. Harris, C. Maze, B. Montgomery, C. Patterson, C. Tanner
Highland Lakes:	E. Fett, S. Hanna, J. Helminski, J. Lobert, L. Mastin, B. Matthews, B. Moss, M. Petrack, K. Schulte, M. Ston, M. Vollbach, G. May
Guests:	W. Conway, K. Flores, V. Kloosterhouse, V. Kroll, S. Linden, G. Mazzocco, E. McAllister
Orchard Ridge:	T. Baracco, J. Berry, G. Faye, M. Kokoszka, M. A. McGee, N. Valenti, T. Walter, S. Wells, J. Shadko
Guests:	D. Fisher, T. Ingram, D. James, M. Pergeau
Royal Oak/Southfield:	E. Abbey, T. Hendricks, D. Johnson-Bignotti, M. K. Lawless, R. Nagler, S. Reif
Guests:	N. Boulos

2) Acceptance of Agenda:

Chair Mary Ann McGee announced that a report on Global Education will be given under the Administration section of the agenda.

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

3) Approval of Minutes:

MOTION: To approve the minutes of June 14, 2007 as written. Seconded, passed.

4) Leadership:

Chair Mary Ann McGee congratulated Dr. Cathey Maze on her appointment as the Interim Vice Chancellor of Academic and Student Affairs.

Mary Ann McGee reported the following:

- Senate Leadership held a summer retreat in August. They discussed the focus of their activity for next year which includes:
 - Reviewing recommendations from the General Education Committee
 - Reviewing the Developmental Education Report
 - Spending time looking at how to engage and encourage people to volunteer for committees
 - Providing better communication to faculty of Senate-related items. The Campus Senate Chairs will provide a summary of their Campus Senate meetings to their campuses.
 - The Campus Deans were also invited for lunch and the afternoon session of the retreat. A productive conversation was held between the two groups; Senate Leadership hopes to build on the ideas/recommendations and move forward.

5) Presentation:

Mary Ann McGee reported that Senate Leadership sent Terry McCauley a formal memo regarding campus safety concerns. Terry McCauley met with Senate Leadership and addressed the concerns and he will also update the Senate on what Public Safety is implementing to address safety concerns on the campuses since the Virginia Tech event took place last April.

Terry McCauley highlighted the handout “Safety and Security Enhancements at Oakland Community College” that was available on the distribution table. The categories he highlighted are as follows and the items listed under the categories on the handout are either in the process, or proposed:

- Student and Employee Safety
- Educate college community on Emergency Response Plan
- Communication and emergency notification to the college community
- Emphasize safety testing procedures

He also reminded Senate how to contact Public Safety as follows: Call 911 in an emergency; for non emergencies – dial 5555 from any college phone or 248-858-4951 from any other phone.

6) Old Business:

- Worksheet for Proposed Online Courses

Gladys Rockind reported that the Campus Senates discussed the “Worksheet for Proposed Online Courses.”

MOTION: To take off the table for purposes of discussion. Seconded, passed.

MOTION: To move approval of the form. Seconded, passed.

Discussion followed:

- There are too many signatures required on the signature page. We don't really have discipline chairs because not every discipline has a chair (a recommendation was made to have a balloting process by discipline).
- There is a problem with seven requirements under the "Process" on page 2 – these are not contractual requirements. A recommendation was made to make two categories – senate recommendations and what has to be completed.
- The worksheet should be sent to the Campus President as an FYI by the Campus Dean.
- Point of clarification – worksheet only needs to be completed if the faculty member is teaching the course online for the first time.
- The discipline should send a copy of the worksheet to OCCFA – not the Vice Chancellor's office.
- A recommendation was made to send the worksheet to Graphics so the form can be available on line.

MOTION: To retable the document and carry forward to the next meeting. Seconded, passed.

7) New Business:

- Report on Chancellor's Advisory Council

Mary Ann McGee reported that Dr. Spangler established the Chancellor's Advisory Council and Senate decided that the faculty representatives should come from this body and be elected by the faculty members of the CAS. Mr. Brantley will be reconvening the body; however, the council will meet less often and have a different focus. Four faculty members have volunteered to serve on the council. The ballot has been sent to the faculty members of the CAS and they have been asked to vote to select three representatives.

- Report on Chancellor's Search

Mary Ann McGee reported that the Search Committee had a problem this summer. The Board Chair informed a Search committee member that they were not permitted to question the consultant. The faculty on the Search Committee drafted a letter that discussed procedural concerns and questioned exactly who was reviewing the candidate's credentials for the Chancellor's Search. The Board reviewed the letter at their September Board meeting. The understanding is the Search Committee will be responsible for reviewing all qualified applicants. The Search Committee is scheduled to meet on Tuesday, October 2nd.

- Diversity Committee Update

Jackie Shadko reported that after 10 years the committee has revised their Mission, Purposes and Vision statements (a handout was available on the distribution table). She also highlighted the “Diversity Committee Annual Report – 2006-2007.” The report listed: Committee Achievements – she reported that OCC received the 2007 *Cultural Diversity Champion Award* from the Michigan College Personnel Association. OCC is the first community college ever to be honored; College Activities; Committee Representation/Community Involvement; Campus Activities; and the 2006-07 Membership.

She also reported that the Diversity Committee will be hosting the following events:

- Dr. John Corvino will speak at the OR Campus from 10 – 12 noon on Friday, October 12th before the Discipline Day luncheon on “Homosexuality, Morality and Diversity.”
- Dr. Michael Eric Dyson (nationally known speaker) will speak at the Martin Luther King, Jr. convocation on Friday, January 11th.

If anyone is interested in serving on the Diversity Committee, they should contact their Campus President.

8) Standing Committees:

- *Academic Master Plan/Jayne Lobert & Shawn Dry*
Shawn Dry reported the following:

- The CAMP Committee has requested from the Campus Presidents a copy of their current Campus AMP. They have been asked to submit the document by October 22nd.
- The CAMP Committee is evaluating their options for the future and they are getting some direction from CPC.

Mary Ann McGee congratulated the committee for all their hard work.

- *Curriculum/Mary Kay Lawless*

Mary Kay Lawless reported that the first College Curriculum meeting will be held on October 1st. She also mentioned that now is a good time to make curriculum changes, and the committee would like input on the new electronic curriculum forms.

- *Curriculum Review/Gail Mays*

Gail Mays reported that the Curriculum Review Committee is very busy. 33 reviews were posted for fall 2007 and the winter 2008 semesters. 15 reviews are scheduled to be completed this year which are listed on the “Curriculum Review Committee Meetings – 2007-2008” schedule that was available on the distribution table. The committee is looking at the new curriculum review process to determine how effective it is.

- *Student Outcomes Assessment/Vicki Kloosterhouse*

Vicki Kloosterhouse reported that SOAC will be working with faculty this year to assess the following general education outcomes: communicating effectively – speech, social responsibility and personal development skills, critical thinking and writing. She provided an overview of SOAC’s plans for the following:

- Personal and Social Responsibility Inventory – SOAC is working with the Core Commitments Committee and in October will send an e-mail link to faculty, staff and

administrators asking them to complete the inventory. In addition, the survey will be administered to a randomly drawn group of students.

- Communicating Effectively – Speech – SOAC has been working with the speech faculty to develop a plan to assess our students’ ability to communicate effectively through speech.
- Once again SOAC will be collecting examples of students’ writing and critical thinking assignments. Students will be randomly drawn and faculty will be contacted to collect samples of students’ work.
- Second Annual Assessment Day – March 14, 2008
- Closing the Loop – SOAC is working with the Student Life Committee and the OCC Foundation to sponsor a writing competition (more information is available on the OCC website). The competition will look at writing and critical thinking skills and social responsibility. Information has been sent out to faculty and students about the essay competition.

Vicki Kloosterhouse also highlighted a memo that was sent to faculty requesting SOAC’s help to conduct their first assessment of the Public Speaking General Education Outcome. As an incentive, all students who agree to be video taped will receive a \$25 OCC Bookstore gift certificate.

She also mentioned that the new assessment website is up and running, and she encouraged faculty members to share this information with their colleagues. “The Dream of an Engaged Classroom” handout was available on the distribution table that summarizes the action research project – “Becoming a Self-Reflective Teacher to Increase Student Engagement.”

- *TMC/Gladys Rockind*

Gladys Rockind reported the following:

- All the campuses should have a designated wireless public student area. The campus libraries and President’s Conference rooms on the campuses are also wireless.
- A postcard is available that identifies a 24/7 student help desk number to call and website information for student technical assistance - faculty were encouraged to inform their students.
- On November 30th there will be another faculty showcase. Faculty are being recruited that would like to show-off what they are doing in their classroom. In the afternoon, the Academic Support team will provide workshops on Web II and academic applications.

- *College Administrative Services Council/Mary Ston*

Mary Ston reported that CASC deals with administrative issues. An ad hoc committee is being formed to do a comprehensive facilities and maintenance management study (manage the scheduling of classrooms). Faculty volunteers are being asked to serve on the committee (Nick Valenti volunteered). Anyone interested should contact Mary Ston.

9) Ad Hoc Committees:

- *Student Life/Lloyd Crews*

Lloyd Crews reported the following:

- There are new Student Life Coordinators at the following campuses: AH – Janice Brown-Williams; HL – Steve Linden.
 - A Chancellor’s Leadership Academy was launched this semester. Fifteen students are involved – would like five more to participate (20 is the maximum number). The students meet once a month for 3 hours with a facilitator from the PDTC. At the completion of the program, the students will receive a \$100 bookstore gift certificate. The academy will be offered winter semester – applications will be due sometime in November.
 - An essay competition will be held fall semester to get students to think more globally.
 - A Student Life Speakers series is planned for 2007-08.
 - The committee is working on updating the Student Life webpage.
 - A “Welcome Back Week” for the students was held at all the campuses.
 - A student government has been formed at the AH Campus.
 - Dr. Frank Wu will present a diversity seminar on Thursday, October 18th at 7:00 p.m. at the HL Campus. A flyer was available on the distribution table.
 - OCC will have a new contact person for the new Michigan Campus Compact Americorps *VISTA Service Learning Program.
 - Laurie Huber is the new Athletic Director and she will be sending out a calendar for all the sports events.
- *General Education Outcomes/Gail Mays*
Gail Mays reported that the committee worked over the summer to complete revisions and narrow down the outcomes. The report will be reviewed by Senate Leadership on October 12th and it will be brought to the CAS in November or December.

On-line Distance Education/Gladys Rockind
No report.

10) Administration:

Cathey Maze reported that Mr. Brantley was at an ACCT meeting in SanDiego with the Board. She also noted that she is really pleased to have the opportunity to serve as the Interim Vice Chancellor and she is looking forward to the next several months. The Global Education Committee asked her to give their report. She highlighted the following:

- The Chancellor’s office is continuing the Salzburg Seminar for both faculty and students. The dates for the students will be May 31 – June 7, 2008. Information will be sent out soon.
- There are a lot of events going on with Oaxaca and the Cyber-Community.
- A Letter of Intent was signed by the Interim Chancellor to continue discussion with selected Chinese educational institutions for faculty/student exchanges.
- A Gulag Prison Exhibit will be arriving for display at the AH and RO campuses in November. Faculty may wish to use the exhibit as a theme for discussion or papers in their classes.

Cathey Maze also provided an update on the HLC as follows:

- The writing process of the Self-Study is almost finished. Designated reviewers are reviewing the document and it should be sent to Graphics by the beginning of next week. OCC needs to start preparing for their visit. She thanked everyone that worked on the Self-Study and the Senate for their support.

11) Community Comments:

- Shawn Dry introduced the AH student rep – Natalya Melkus; he also welcomed Randy Ston as the new faculty rep.
- Darlene Johnson-Bignotti welcomed Dave Mathews as the new administration rep at RO/SF and Eric Abbey as the new faculty senator.
- Mary Ston introduced the four new faculty members from the HL Campus – Emily McAllister; Kelly Flores; Wendy Conway; and Gayle Mazzocco.
- Sally Hanna announced that Paul Nolting, a nationally recognized developmental math expert, will be doing a college-wide presentation on October 26 about the importance of math across the curriculum, how math anxiety can be reduced at all levels of the institution, and using math to build critical thinking and reasoning. In the afternoon, Dr. Nolting will be conducting a hands-on workshop for math faculty and other interested parties.
- Janet Harper thanked the DO voting senators for all showing up at today's Senate meeting.
- Gordon May asked Senate to save the date of November 30th for the building dedication ceremonies at HL Campus. The Levinson Hall addition will be named after Janice Simmons. More information will be sent out.
- Nick Valenti announced that the Men's soccer team will be playing against Lawrence Tech on Saturday at noon.

12) Adjournment:

Meeting adjourned: 4:30 p.m.

Respectfully submitted,

Nick Valenti, Secretary

Nancy K. Szabo, Recording Secretary

