

Oakland Community College

2011-2012 COLLEGE ACADEMIC SENATE
MINUTES OF December 8, 2011
Royal Oak 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:	S. Dry, J. Farrah, M. Fether-Samtouni, P. Hale, B. Isanhart, J. Mousty, A. Palmer
Guests:	D. Bayer, N. Dawson, C. Drummond, M. Kersten-Hart
District Office:	L. Appelt, G. Harris, M. Schmidt, T. Meyer
Guests:	H. Green, T. McClellan, B. Montgomery
Highland Lakes:	T. Garcia, S. Hanna, J. Helminski, S. Henke, R. Lamphear, D. Lawson, G. Mandas, K. Robinson, G. May
Guests:	L. Przymusinski, M. Ston
Orchard Ridge:	M. Kokoszka, M. A. McGee, C. Nykamp, L. Roberts, D. Strand, R. Wright, J. Shadko
Guest:	M. Pergeau
Royal Oak/Southfield:	E. Abbey, L. Crews, T. Hendricks, S. Jackson, J. Jensen, K. Lee, H. Othman, S. Reif
Guests:	S. Babasyan, C. Benson, S. Charlesbois, G. Fournier, J. Hilu, P. Jones, M. K. Lawless, D. Mathews, J. Matteson, V. Merriwether, D. Niemer, A. Paulson, A. Pepper, C. Sanford-Brown, A. Selameh

2) Acceptance of Agenda:

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

3) Approval of Minutes:

MOTION: To approve the minutes of October 27, 2011 as written. Seconded, passed.

4) Leadership:

- Chair Mary Ann McGee provided the following updates:
 - Senate Leadership Sub-committee
Senate Leadership formed a sub-committee to look at defining the work of the standing committees of the Senate (CIC, CRC, and SOAC). The sub-committee is reviewing current charges and duplicated efforts in order to streamline the work of the committees and improve connections between them. The SOAC and GE Outcomes Committees have been working together during the past month. The sub-committee is on their way to provide a better resolution than what was attempted last year. A report will be provided from the sub-committee in March, 2012.
 - CASSC
CASSC met in November and their next meeting is scheduled for December 13th. Some council members of CASSC are forming a joint task force with members from CASC to work on implementing the mandatory Student ID Cards (Smart Cards). The task force is moving quickly on this initiative.

5) Presentation

- College-wide WIFI
Mary Ann McGee reported that the Senate passed a motion to investigate the feasibility of college-wide WIFI and Andy Hillberry will provide an update.
Andy Hillberry reported the following:
 - In 2004–05 planning efforts started with CPC to install wireless access points on the campuses and pilots were done at the campuses during 2006-07.
 - In 2009 information was solicited from the Campus Presidents to identify areas to expand wireless access points and those installations were completed.
 - Several areas where access points are installed are underutilized and these may be relocated to different areas. These areas need to be monitored closely.
 - WIFI technology is becoming obsolete because smart phones and iPads already have data built into them.
 - Access points can be moved and a few additional ones may be added but wireless access college-wide probably won't happen.

Discussion followed:

- Many students purchase textbooks electronically because they are cheaper and the college needs to be able to satisfy their needs.
- The number of students that use access points is decreasing, and the technology is going to be gone in a couple of years.
- Additional access points can be requested by the Campus Presidents via the College Equipment Task Force.
- Students have been surveyed regarding their need for access points but this information could use updating.
- The cost to install a single access point is approximately \$4,000 – \$5,000 each because it is a hard-wired point that has security already built into the system.
- WIFI printing options can be looked into.
- The new technology that replaces WIFI will be included in the Technology Plan as well as in the CAMP.

- iPads can be used to insert student grades and this communication should be sent to the faculty.
- IT is working in the future and we need to confront student issues right now.
- Members were encouraged to work with their Campus Presidents to request additional access points.

6) Old Business

- Charge from the Chancellor: Define Student Population
Mary Ann McGee reported that the committee to “Redefine OCC’s Students” has had two productive meetings, and they hope to have a tentative report to the Campus Senates at the end of January for review and comment. The committee is moving at a rapid pace and they would welcome new members; if interested in joining, please e-mail Mary Ann McGee.

7) New Business

- Motion from OR Campus re: College Academic Master Planning Process

Leslie Roberts presented the following motion on behalf of the OR Campus Senate that was made at their November 10th Campus Senate meeting:

MOTION: The OR Campus expresses strong concern over the lack of opportunity for the CAS to be involved in recent College Academic Master Planning Process developments and decisions, and furthermore, the OR Senate expects CAS to be included in the Academic Master Planning process at all stages.

Since the motion was made, developments have occurred that satisfies the concerns addressed in the motion.

The motion was withdrawn.

- Motion from HL Campus re: Classrooms

Gina Mandas presented the following motion on behalf of HL Campus Senate:

MOTION: It was moved that the College Senate investigate the responsibilities and resources needed to ensure that classrooms are ready for learning when classes begin. Seconded.

Discussion followed:

- A classroom at the HL Campus was being made “classroom ready” for winter semester until the budget was slashed and a teaching station was not going to be part of the classroom. Note: The HL Campus President accepted full responsibility for this occurrence.
- What constitutes an investigation and what is the product?
- Consistent activity should occur to insure classrooms are ready for learning on the first day of classes.
- There isn’t a coordinated effort in this area on the campuses.

- There is a lack of consistency with all levels of classroom maintenance.
- Is there a technology or facilities check list?
- Some faculty act as their own investigator.
- What is the official process?
- A recommendation was made that the concern be expressed to the Vice Chancellor of Academic and Student Affairs in writing.

ACTION: The Campus Senates were asked to compile a list of what constitutes an instruction-ready classroom at their January Campus Senate meetings. Examples of problems that have failed to “meet readiness” should be provided as well.

8) Standing Committees:

- *Campus Academic Master Plan/Shawn Dry*

Shawn Dry reported the following:

- The campuses have turned in their progress reports and they are available on Infomart.
- The committee members of CAMP are heavily involved in the creation of the CAMP (the committee co-chaired by the Vice Chancellor and Chair of CAMP).
- The CAMP committee has met twice and approximately 65 members were in attendance at each meeting. The group generated a list of ideas and initiatives that need to be implemented at the college-level. The minutes have been sent out to all those that attended and they will be available on the Vice Chancellor’s website when it is finished.
- CAMP is scheduled to meet tomorrow at the OR Campus from 9:00 a.m. – 12:00 noon with the CBT consultants and the meeting is all about structure and process. Lists have been made before but we need to move from having ideas to a functioning, active plan.
- CBT will review the work (content) we have done at the CAMP meetings and they will help us connect the information from the Strategic Plan, Campus Academic Master Plans and other initiatives into the CAMP.
- The process we are using is transparent, involved, and open to all that want to participate.

- *Curriculum/Mary Kay Lawless*

Mary Kay Lawless presented the Consent Agenda:

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

Mary Kay Lawless announced that starting in January the Curriculum Committee will be meeting every Monday until the catalog deadline. Faculty were encouraged to bring new curriculum/changes forward as soon as possible.

- *Curriculum Review Committee /Karen Lee*

Karen Lee reported that CRC is piloting their “SLRC Process.” The Philosophy Discipline and Culinary Arts Program are being reviewed and they will be using resources from OAE and IR.

- *Student Outcomes Assessment/Robert Lamphear*
Bob Lamphear reported the following:
 - SOAC agreed on the following mission statement:
“The mission of the Student Outcomes Assessment Committee is to guide student learning assessment activities at all levels of the institution by recommending and coordinating policies as well as developing, supporting and enhancing processes to this end.”
 - SOAC made, which OAE implemented, and will continue to make recommendations for assessment activities encouraging compliance with the HLC requirement for engagement of assessment by all members of OCC.
 - Marty Orłowski demonstrated how ARTIS, the system designed to track program assessment activity, may be used for other assessment activities for areas like discipline, GE outcomes, co-curricular, course, etc. This would allow various areas a common repository for annual assessment information, which would then be available for the CRC process when required.
 - Tom Pryor is seeking readers for the 2012 essay contest. Those interested should e-mail him at tepryor@oaklandcc.edu.
 - SOAC will not meet in December.

- *TMC/Judy Matteson*
Judy Matteson reported the following:
 - Desire2Learn training was held last week and today; 23 faculty members were chosen to pilot the learning management system during winter 2012.
 - IR will be finishing the assessment of technology skills next week for students in five sections of CIS 1000.
 - A new academic technologist (Rob Way) was hired in the TLTC at the HL Campus to replace Rex Strong.
 - More Desire2Learn training sessions will be held starting in January.

10) Ad Hoc Committees:

- *General Education Outcomes/Marilynn Kokoszka*
Marilynn Kokoszka reported that the committee is on hold right now because some of the work may be folded into other processes.

11) Administration:

- Chancellor Meyer addressed the Senate. He reported the following:
 - He indicated that he was pleased the committee has met to define OCC’s student population. The definition will help to define our future.
 - OCC will need to make decisions regarding resources. We will need to decide who we want to share our success with.
 - The outcome of the definition will also help us define developmental education, and determine whether or not we should offer baccalaureate degrees.
 - There are major budget changes going on at the state-level.
 - There have been recent officer elections and he congratulated those that accepted the positions and he thanked them for their willingness to participate.
 - He wished everyone “Happy Holidays.”

12) Community Comments:

- Chair Mary Ann McGee announced that she was selected to serve as President for the 2012 OCCFA Council. “Each organization deserves complete focus and commitment to lead them. It was a very difficult decision and in order to be fair she is resigning from the CAS Chair position. She knows she leaves the position in the very capable hands of Vice Chair, Shawn Dry. It has been a privilege to serve in this capacity and she appreciates all the hard work the Senate does on behalf of the institution and students. She will continue to work with the Senate but in a different role.”
- The Senate thanked Mary Ann McGee and gave her a standing ovation.
- Mary Ann McGee wished everyone an enjoyable break and “Wonderful Holiday.”

13) Adjournment:

Meeting adjourned: 4:00 p.m.

Respectfully submitted,

Marilynn F. Kokoszka, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
December 8, 2011
Royal Oak Campus

MAJOR COURSE REVISION

1. **MUS-1680 Music Theory: Jazz:** Decrease number of credits from 3 to 2. Change prerequisite to: MUS-1650 or consent of instructor. Target date for first offering is Fall 2012.

NEW COURSES

1. **CIS-2980 Computer Service Technologies and Techniques A+:** This is a 4-credit course with a Group "B" Classification (25 students). The prerequisite is CIS-2232 Fundamentals of System Support (4-cr). This course is equivalent to ECT-2150 PC Depot/IT/Remote Support Technician (5-cr). It will also replace CIS-2970 A+ Certification Test Prep 1 (3-cr) and CIS-2971 A+ Certification Test Prep II (3-cr) which will be inactivated after Summer 2012. There is a \$40 course fee. Target date for first offering is Fall 2012. Course description:

"This course provides the necessary preparation to take the industry standard Core Hardware Certification exams. Topics studies include but are not limited to core hardware requirements; installation, configuration and upgrading; diagnosing and troubleshooting; preventive maintenance; motherboard/processors/memory; basic networking and security. Students will be required to complete computer-based assignments outside the class. Note: certification exams are administered and charged separately by an outside agency. Course / lab fees."

2. **ENG-2720 Advanced Non-Fiction Writing:** This is a 3-credit course with a Group "B" Classification (25 students). The prerequisite is ENG-1520 Composition II (3-cr). Target date for first offering is Fall 2012. Course description:

"This course will emphasize creative non-fiction writing: persuasive essays, humor, satire, biography, autobiography, and memoir. Students will read and analyze non-fiction examples, write original work, receive critical feedback, and revise their work for a final portfolio."

MAJOR CERTIFICATE / PROGRAM REVISIONS
(5-Day Notice Sent)

1. **CIS.CSU.CT Computer Information Systems – Computer Support Certificate:** Remove ECT-2150 (5-cr) and add CIS-2980 (4-cr) to the list of Requirements. Decrease total number of required credits from 43 to 42. Target date for first offering is Fall 2012.
2. **CIS.NWS.CT Computer Information Systems - Network Specialist Certificate:** Remove: CIS-2970 (3-cr) or ECT-2150 (5-cr), CIS-2971 (3-cr). Add: CIS-2980 (4-cr). Decrease total number of required credits from 37 to 34. Target date for first offering is Fall 2012.
3. **CIS.CSU.AASX Computer Information Systems – Computer Support Option:** Remove ECT-2150 PC Depot/IT/Remote Support Technician (5-cr) and replace with new course CIS-2980

Computer Service Technologies and Techniques with A+ (4-cr). Decrease number of total credits required from 74 to 73. Target date for first offering is Fall 2012.

4. **CIS.THS.AASX Computer Information Systems – Information Technologies for Homeland Security Option:** Remove ECT-2150 PC Depot/IT/Remote Support Technician (5-cr) from the list of Option Electives and replace with CIS-2980 Computer Service Technologies and Techniques with A+ (4-cr). Total number of required credits does not change. Target date for first offering is Fall 2012.

<p style="text-align: center;">NEW CERTIFICATE OF ACHIEVEMENT (5-Day Notice Sent)</p>
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1. **CRJ.OPA.CA Oakland Police Academy Certificate of Achievement:** Total number of required credits is 15. This program is restricted to graduates of the Police Academy only. Target date for first offering is Fall 2012.