

Oakland Community College

2013-2014 COLLEGE ACADEMIC SENATE
MINUTES OF September 26, 2013
Royal Oak Campus

The College Academic Senate was called to order at 3:16 p.m. by Chair Shawn Dry. The Chair thanked the campus for providing food for the meeting, and he welcomed all those attending. He also introduced himself as Chair of the CAS for the 2013-14 academic year. The purpose of the meeting is for everyone present to feel comfortable, involved and engaged. Senate is a body that is open to attendance and we have specifically elected members of the CAS; Senate members have the ability to act but anyone can speak at the meetings. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, B. Isanhart, B. Konopka, A. Palmer, K. Sigler, K. Tiell, G. Tres
Guests:	C. Malmsten, N. Showers
District Office:	N. Szabo
Guests:	C. Maze, R. Holcomb
Highland Lakes:	C. Aretha, W. Conway, V. Emanoil, T. Garcia, S. Henke, T. Pryor, M. Ston
Guests:	K. Guzzi, J. Lobert, L. Przymusinski, T. Sherwood, S. Snyder
Orchard Ridge:	A. Frank, T. Hendricks, A. Jackson, B. Lowery, V. McNiff, J. Mitchell, C. Nykamp, M. Pergeau, R. Wright
Guests:	R. Bowden, L. Michels, M. Orłowski, P. Schade
Royal Oak/Southfield:	C. Benson, S. Charlesbois, J. Eichold, B. Gambrell, D. Johnson-Bignotti, R. Lamb, A. Paulson, A. Selameh, S. Reif
Guests:	S. Babasyan, S. Bradley, C. Couch, K. Guzzi, T. Ingram, W. Konkolesky, M. K. Lawless, K. Liggett, J. Matteson, C. McKinney, K. Mengich, N. Mirza, G. Nasari, D. Niemer, M. Oery, H. Othman, J. Parent, D. Preisler, T. Sherwood, N. Shockley, M. Vollbach

2) Acceptance of Agenda:

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

3) Approval of Minutes:

MOTION: To approve the minutes of July 11, 2013 as written. Seconded, passed.

4) Leadership: (Note: Senate Leadership Report is posted on Infomart) Senate Leadership consists of: the CAS Chair, the Campus Senate Chairs, the Standing Committee Chairs, the Vice Chancellor and Associate Vice Chancellor of Academic and Student Affairs, and two deans are invited to the meetings as well. However, Senate Leadership meetings are open to all who wish to attend.

- Academic Senate and Community Assemblies
 - Community Assemblies will be open to attendance by all and will address non-academic issues (public talking points).
 - Attendance at the CAS meetings is an issue under discussion and this topic will be addressed at a Participatory Governance meeting scheduled on October 7th; members from Senate Leadership and Chancellor's Cabinet will be in attendance.

- Status of Motions Passed by Senate
 - Guest and Bachelor Degree Student Prerequisite Waivers (10/27/11)
 - Disciplines can vote to remove the waiver from their courses. The disciplines will be asked to make decisions regarding removing waivers at Discipline Day in October.
 - Requests must be submitted to Cathey Maze by December 16, 2013.
 - Faculty-Friendly IT Interface (2/21/13)
 - Alan Jackson reported that he put together a summary of what documents are available and he distributed the list to a few individuals and he is waiting for feedback.
ACTION: Alan Jackson will forward the summary to Shawn Dry and he will distribute it for feedback before IT creates additional documents.
 - Managers and Administrators Teaching as Adjuncts (5/23/13)
 - Shawn Dry reported that he just received an e-mail from the Chancellor and he has asked Vice Chancellor Bill MacQueen to respond to the motion because it falls within the jurisdiction of another labor organization; an update will be provided soon.

- Attendance-Based Grading
 - Legal review revealed no prohibition or legal restriction.
 - Campus Senate conversations supported academic freedom to use when appropriate for student learning.
 - Reminder that syllabi should clearly state all grading policies, including attendance and participation-based grading.
 - Vice Chancellor of Academic and Student Affairs office will verify absence of prohibition from new faculty orientation.

- CBT and Administration Reports and Documents
 - New materials released during the summer.
 - Child care
 - Integrated planning
 - Data capacity and culture of evidence

- Benchmarking and key performance indicators
 - Campus forums to address
 - AH: Tuesday, October 8, 10:30 a.m. – 12:00 p.m., D-309
 - HL: Friday, October 4, 9:30 – 11:00 a.m., SC-234
 - OR: Thursday, October 10, 1:00 – 3:00 p.m., J-191
 - SE: Thursday, October 10, 3:15 – 5:00 p.m. (during Campus Senate), B-251
 - Conversation at October Campus Senate meetings
 - Senate standing committees will review as appropriate
 - Summary response document at October College Senate meeting
 - Additional material was released this week concerning curriculum development and this topic will be addressed at a later date.
- Program Sun-Setting
 - Senate Leadership became aware of gaps in the sunseting process when the PNE program was recently closed.
 - The Curriculum Review Committee has been tasked with reviewing the process leading up to the deactivation of a program.
 - A procedure from 2006/2007 (2 documents posted on Infomart) was found on the college P drive.
 - Discussion followed:
 - Past practice has been to notify students in a timely manner when a program is closed abruptly. 28 students were dishonored by closing the PNE program. CRC was asked to include timely notification to students in the process.
 - There were administrative reasons for closing the PNE program and the process was followed for deactivating the course.
 - CRC will not recommend a new process in a vacuum; everyone will be involved in discussion of the criteria which is common, standard practice.

5) Presentation:

- Childcare

Shawn Dry reported that Tiffany Ofeimu was unable to attend the CAS meeting. She provided a written statement (posted on Infomart) regarding closing the Children's Centers at OCC. She approached the question from her academic perspective. The Senate was asked to read through the statement provided, be aware of the CBT information and response from administration, and feel free to respond in the scheduled campus forums.

Discussion followed:

 - There wasn't much information put forth to notify the students regarding closure of the child care centers.
 - This is a hardship for single parents; you can't "get anywhere from here" if you can't have child care.
 - It isn't easy to connect academics with a service for our students; these should be separate.

6) Unfinished Business

- Tuition Increase for International Students

Stacy Charlebois-Noordan, on behalf of the SE Campus senate, made a request to take this item off the table until a later date.

7) New Business

- Guiding Principles and Communication Standard

Shawn Dry reported that the Senate was asked to think about ways to improve the Senate environment. In 1996 the following two documents were passed by the CAS:

“Operational Guiding Principles,” and “Communication Standard.” The document was shared as an FYI at the September Campus senate meetings.

- Motion from HL Campus re: Communication Standard

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

MOTION: The Highland Lakes Campus Senate moves to reject the Communication Standard document. Seconded.

Discussion followed:

- We are all adults and we shouldn't need a document telling us how to act; the document should remain in the archives and resurrecting it for revision is not necessary.
- What does the word “reject” mean in the motion?
- Who was concerned that the Senate was not being civil?
- Policies are not considered “forever” like constitutions and by-laws.
- The HL campus didn't see where the policy needed to be reconstituted.
- Why should we reject a policy to being respectful, civil, courteous, etc.?
Shouldn't we participate in a process like this and reaffirm the way we conduct business?
- The SE Campus supported the documents presented.
- There are differences in interpretation of some of the words; definitions are needed to make it more reasonable with the way the Senate operates now.
- Hard questions are being asked which isn't being disrespectful; people need to bring data to defend their point of view.

The HL Campus withdrew the motion.

- Educational Master Plan Implementation Team Status Update

The Campus Senate chairs reported on their discussions regarding the “Educational Master Plan Update – September 3, 2013” as follows:

- HL – Confused about the ambiguity of language in the Developmental Education section.
- OR – Concerned that the membership is largely up to the administrator leading the team; some of the work outlined overlaps with the existing Senate committees; faculty are concerned with the curricular changes.
- SE – Members of existing standing committees have not been contacted to serve on the EMP teams; no meeting dates have been provided.
- AH – Concern was expressed regarding the make-up of the teams and how the people are chosen.
- The Chancellor will provide quarterly reports and he is open to hearing the Senate's perspective regarding the reports.

Shawn Dry summarized the conversation. EMP updates should include more data in the future and the categories should be clearly defined. There was a lot of confusion over the composition of the teams. He also noted that anyone can volunteer to serve on a team by submitting a request to the team “Leads” identified.

- Motion from HL Campus re: Support for TLTC

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

MOTION: We, the Highland Lakes Campus Senate, request immediate and adequate onsite campus support for the Teaching, Learning, and Technology Center consistent with all the other campuses. Seconded.

Discussion followed:

- SF campus does not have any support at this time.
- The TLTC staff is stretched thin because they are trying to provide back-up for the areas that do not have onsite campus support.
- The TLTCs are very useful to our adjuncts.
- Position requests should be completed and forwarded to the Vacancy committee to be acted on.

The question was called.

The motion passed.

- Motion from OR Campus re: Request to TMC

John Mitchell presented the following motion on behalf of the OR Campus senate:

MOTION: The Orchard Ridge Campus Senate moves that a request be forwarded to the college-wide Technology Management Committee to recommend a significant increase in exchange storage space and attachment limits. Seconded.

Discussion followed:

- Mailboxes fill up rapidly with reports and attachments from students due to online teaching; storage space is cheap.
- IT is about 50% there in getting us a new exchange server; this activity has been in the works for about three years. Our exchange server doesn't support Outlook 2013.
- TMC needs to know that we need bigger inboxes.

The question was called.

The motion passed.

8) Standing Committees:

- *Campus Academic Master Plan/Michelle Pergeau*
Michelle Pergeau reported the following:

- CAMP met last week and only 6 - 8 people were in attendance; they will evaluate the status of the ALT teams.
 - There was disappointment in the low number of faculty members that showed interest in attending. However, those that were in attendance were afraid to speak their mind because they don't have tenure and they wanted to be removed from the attendance sheet.
 - The committee will no longer be working on "campus initiatives" because the work is not recognized or supported by the new structure.
 - The CAMP mission has not changed and they will perform their mission as a standing committee of the CAS.
- *Curriculum/Mary Kay Lawless*
Mary Kay Lawless reported the following:
 - The Curriculum Committee held their third annual "College Curriculum Kick-Off Meeting" on Monday, September 23rd from 3:00 to 4:30 p.m. in G-240 at the AH Campus; there were several guests in attendance along with academic deans and committee members.
 - The revisions to the "Curriculum Handbook" were reviewed along with the new curriculum forms that are online; everyone in attendance will receive a copy of the handbook and forms.
 - If you would like to receive the information packet, please contact Mary Kay Lawless.
 - New curriculum that comes through the committee will use the old forms until the new ones are approved.
 - Leanne Nadlicki was thanked for doing a fabulous job in organizing all the curriculum materials.
- *Curriculum Review Committee /Cheryl Aretha*
Cheryl Aretha reported the following:
 - CRC will maintain its identity as a standing committee of the senate while serving on the implementation team under the EMP.
 - There are currently 12 disciplines/programs under review and all have lead faculty reviewers.
 - The review process was revised over the summer to address feedback from the pilots as well as information from the CBT and EMP that was disclosed last spring.
 - The committee is currently considering/discussing a draft of the revised CRC process and, once approved, this will come to senate for consideration.
 - CRC members will continue to provide support to faculty as they go through the review process.
- *Student Outcomes Assessment/Robert Lamphear*
 - Jeffrey Farrah presented the following motion on behalf of Bob Lamphear - Chair of SOAC:

MOTION: The Student Outcomes Assessment Committee moves that the following change be made to enhance and clarify the Communicate Effectively – Writing outcome statement:

Current: Graduates can demonstrate and apply skills for effective written and oral (including non-verbal) communication.

Revision: Graduates can demonstrate and apply skills for effective written communication.

The motion was seconded and passed.

- *TMC/Judy Matteson*

Judy Matteson reported the following:

- The committee didn't meet in September due to assessment day being scheduled on the same date.
- She thanked OR Campus for their strongly supported motion and she will take it to the October TMC meeting.

9) Ad Hoc Committees:

- *Veteran Affairs/Tom Pryor*

MOTION: To approve renewal of the Veteran Affairs ad hoc committee.

Seconded.

Tom Pryor reported the following:

- The committee was charged late last year; they only had a chance to meet 3 times and they would like to continue to fulfill their charge.
- There was an orientation for veteran students held in August.
- They are looking into hiring student veterans to work 20 hours a week.
- Veterans that work at the college are being asked to volunteer to be a point person and mentor on their campus to our veteran students. If interested, please contact Tom Pryor.

The motion passed.

10) Administration:

- Richard Holcomb reported the following:
 - As more CBT reports are released, there is more work we need to accomplish.
 - As we move forward using guiding principles and recommendation we need to honor the work that has happened previously (data), i.e., the Developmental Education model.
- Cathey Maze reported the following:
 - Audit requirements are being enforced when WF and WP grades are issued. In the future we need to list the date the student stopped attending a course, or the date they submitted their last class assignment. These grades need to be submitted before the end of the semester.
 - Faculty not reporting N grades during the first 20% of the semester are still costing the college money. IT is working on an "N grade reporting screen" that faculty will have to "click" whether or not they have entered their N grades when they log into online services; this change will go into effect winter 2014 semester. The deans will be sending out more information regarding this before next semester.
 - Face-to-face students have to attend at some point during the first 20% of their course. Online students need to complete some type of assignment. More information

will be sent out to clarify issuing N grades; the Registrar is working on rewriting the procedures.

11) Community Comments:

- Arlene Frank announced that the Womencenter's national annual women's juried art show, "From Our Perspectives: A National Women's Art Exhibition," will be held September 26 – October 25, 2013 in the Smith Theatre Gallery at OR Campus; all were invited to attend.

12) Adjournment:

Meeting adjourned: 5:10 p.m.

Respectfully submitted,

Michelle L. Pergeau, Secretary

Nancy K. Szabo, Recording Secretary