

# Oakland Community College

2013-2014 COLLEGE ACADEMIC SENATE  
MINUTES OF December 12, 2013  
Highland Lakes Campus

The College Academic Senate was called to order at 3:20 p.m. by Chair Shawn Dry. The Chair thanked the Highland Lakes faculty and staff for the refreshments they provided. The following individuals were present:

Auburn Hills: Guests:	S. Dry, J. Farrah, B. Isanhart, J. Mousty, K. Sigler D. Bayer, D. Riddering
District Office: Guests:	S. Linden L. Nadlicki, C. Maze, L. Redmond
Highland Lakes: Guests:	C. Aretha, W. Conway, V. Emanoil, T. Garcia, R. Lamphear, G. Mandas, M. Ston N. Barkell, R. Bragg, K. Flores, B. Garnsey, K. Guzzi, J. Lobert, E. McAllister, L. Przymusinski, C. Roman, K. Schulte, T. Sherwood, S. Snyder, K. Stilianos, N. Wong
Orchard Ridge: Guests:	V. McNiff, J. Mitchell, C. Nykamp, M. Pergeau, P. Schade, R. Wright C. James, D. James, M. A. McGee, M. Orlowski
Royal Oak/Southfield: Guests:	S. Charlesbois, R. Lamb, A. Paulson J. Matteson, K. Mengich, D. Preisler

2) Acceptance of Agenda:

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

3) Approval of Minutes:

**MOTION: To approve the minutes of October 24, 2013 as written. Seconded, passed.**

4) Leadership:

- Status of Motions Passed by Senate
  - Faculty-Friendly IT Interface (2/21/13)
    - No update.
  - Managers and Administrators Teaching as Adjuncts (5/23/13)

- Bill McQueen responded that the Administrators and Management Staff are allowed to teach, this falls within the bargaining unit and is not up for discussion outside of the bargaining union. Exempt employees are not allowed to teach. Shawn will request more information regarding Exempt employees.
- Compiled Comments on CBT Reports and Administration Documents
  - Dr. Meyer did respond and the Administrative responses are posted on InfoMart.
  - The response document would be good information to take back to Campus Senate for discussion. Please bring back any discussion items to the January meeting.
  - Shawn reminded Dr. Meyer of previous documents of comments that were sent to Administration that have not been answered. Dr. Meyer stated that there will be no comments made on those documents.
- Recommend that Administrators remove the ban from Senate attendance.
  - Shawn sent a personal request to the Chancellor to remind him that they need to meet and a list of discussion items were listed.
  - The Chancellor agreed to begin meetings after the beginning of 2014.
- Student Success Meeting
  - The Chancellor and Nancy Showers engaged everyone with information and the presentation is posted on InfoMart. There are videos, student interviews and the definition of Student Success posted on the Student Success site.
  - Shawn opened the floor for initial feedback and response to the Student Success meeting.
  - John Mitchell asked about the email address listed. He wanted to know why there was an email address and not another form of communication. What is the system for sending emails? Who will respond?
  - Cathey Maze said that she will go back to Cabinet and suggest a discussion board be set up, or something similar.
  - Shawn asked that this discussion is taken to the Campus Senate and feedback brought back for further discussion.
- CBT Reports
  - There was a report released in September.
  - The Office of Curriculum and Student Learning and Senate will facilitate a single workshop instead of the campus forums done in the past. The date will be January 17, 2014, other details are still being developed. More information will be posted as soon as it is available.
- New Employees and Senate Orientation
  - In the past, there was Senate representation at the New Faculty Orientations. The Senate Chair would come and introduce Senate and their role at the college. PDTC has changed the format of NFO and has not included Senate in the current luncheon style orientation that they have.
  - The idea of a meet and greet for all new employees of the college was introduced and would run twice a year. Once in October and again in February. This could include all new employees and not just faculty.
  - If you are interested in assisting with organizing this orientation, please email Shawn Dry.
- Dean and Presidential Searches
  - With the number of people retiring, there are a lot of positions to be filled.

- In 2012 Senate came to an agreement with Administration that Senate would be involved in the search process. For the President Searches, there would be a Campus Senate Chair on the search committee, and for the Dean Searches, there would be a faculty expert from the area in which the Dean is over.
- Cathey Maze has agreed to keep the same agreement with the Dean searches.
- Shawn will ask if the agreement will stand with the President searches.

5) Presentation:

- Electronic Signature – Ken Sigler  
Sample forms for the electronic signature process is posted on InforMart. It is on the College Curriculum /Instruction Committee page at the bottom in the User Handbook. Ken did a presentation with the Course Proposal Form. He showed how you will need to do some initial set up on your computer before using the electronic signature. Once this is done once, you will not have to repeat it. The information is stored to your computer and will save your signature information.

6) Unfinished Business

- Academic Senate and Academic Planning
  - Senate has not played a role in contributing to the creation of academic planning since summer 2012. In July 2013 when the Educational Master Plan was released, there were campus meetings and information on altering the EMP objectives was sent to Administration. There has not been any response to those documents.
  - Individual members of Senate have been asked to participate in specific EMP implementation teams (e.g., SOAC members on the curriculum teams), but Senate as a body is not involved in implementation.
  - The progress on academic planning is not being reported to Senate as a body. The progress reports will be shared with the college as a whole and not with the Academic Senate in any special way.
  - The standing committee Senate created in 2004 to engage in academic planning has been increasingly marginalized and ignored by administration since 2012 and finds itself with less and less to do.
  - The campus academic planning process has stopped, removing another function that the Senate's academic planning committee performed.
  - Given this information on the state of academic planning and Senate at the institution, Senate leadership is seeking input on how to move forward. Shawn asked that this discussion go to campus meetings and be brought back next month for more discussion.

7) New Business

- Curriculum Review Process – C. Aretha
  - Cheryl presented the CRC Pilot Review Feedback Summary. This is posted on InfoMart along with other documents presented. She would like for you to review these documents and bring any questions to the January 17<sup>th</sup> forum.
- Quality of Work Life Survey – G. Mandas

**MOTION: The Highland Lakes Campus Academic Senate request that the administration contract a third party to conduct a “Quality of Work Life” survey of all OCC employees. Seconded.**

Discussion:

- When asked how this motion is an academic matter to be addressed by the Senate, Gina replied that the increasingly low morale among employees is having a detrimental impact on students and college employees’ abilities to serve them.
- Mary Ann McGee added that the administration and faculty have been at opposite ends of this question. Administration believes that it is just a few disgruntled faculty who are rocking the boat, while the faculty believe the dissatisfaction with the administration’s recent policies is widespread among all employee groups. A survey would provide data to answer this question once and for all, which is fitting in a data-driven institution.

**The motion passed unanimously.**

8) Standing Committees:

- *Campus Academic Master Plan/Michelle Pergeau*  
No report.
- *Curriculum/Ken Sigler*  
Ken reported that the committee has met 3 times and the consent agenda was sent out and is posted on InfoMart.

**Agenda was approved. Seconded, accepted.**

**MOTION: Approve consent agenda without Global Studies. Remove Global Studies for discussion. Seconded, passed.**

There was discussion around the revisions to the Global Studies program. Vince Lamb and Doug Riddering explained that without a coordinator for the program, it has become difficult to schedule the capstone course on a regular basis. The curricular change removes the capstone course as a necessity for program completion. Gina Mandas, Mary Ann McGee, and Mary Ston objected that this change is not addressing an academic problem but a personnel problem that should be handled in a different way.

**MOTION: Approve the curricular change Global Studies. Motion failed.**

- *Curriculum Review Committee /Cheryl Aretha*
  - The committee would like to diversify its membership. If anyone is interested in joining, please contact Cheryl. The committee meets the 4<sup>th</sup> Friday of the month, from 9:00a.m. – noon at the District Office.
- *Student Outcomes Assessment/Robert Lamphear*  
Bob Lamphear reported the following:
  - Common Course Outcomes are progressing very well.

- Bob presented the ARTIS Flow Process. It showed how the Student Learning Coordinators are interacting with the process at varied levels. The Deans along with SOAC have approved a list of common course outcomes.
- The 2013-2014 Essay Competition is in need of contestants. Please encourage your students to participate.
- *TMC/Judy Matteson*  
Judy Matteson reported the following:
  - Changes have begun with the mailboxes. IT has implemented a process of removing inboxes that are not used within a 12 month period, from the server.
  - “Save the Date” – January 31, 2014 (5<sup>th</sup> Friday), OR Campus will be hosting a “Faculty Showcase.” Anyone interested in presenting should contact Judy Matteson (the presentation doesn’t have to be related to technology).
  - The issue regarding printers not being replaced will need to go to Gheretta Harris.
  - Desire2Learn will be updated and there will be PDTC trainings set up for the new formats.

9) Ad Hoc Committees:

- *Veteran Affairs/Tom Pryor*
  - Looking into a mandatory orientation for Veterans.
  - Would like employee Veterans to serve as mentors.
- *Data/John Mitchell*
  - They had their first meeting and would still like to accept new members.
  - Plan to continue to move forward on the major areas of concerns.
  - Next meeting January 10<sup>th</sup>, 2014 at the District Office
- *Sun-Setting/Ken. Sigler*
  - Identified documents that were dated 2006 and 2007, but they were not approved by Cabinet.
  - Discovered that there is a new processes approved by Cabinet, and it will be used to move forward.
  - Members would like the charge of the committee to be defined: to both review the process to sun-set and the process and criteria leading up to the decision to sun-set a program.
  - Met last Thursday. Next meeting January 13, from 3:00 – 4:30 at the Foundation House.
- *WF, WP, and I Marks/Mary Ston*
  - Scheduled to have their first meeting on January 17<sup>th</sup>, 2014. The location will depend on where the forum is being held.

10) Administration:

- No report

11) Community Comments:

- No Community Comments.

12) Adjournment:

Meeting adjourned: 5:04 p.m.

Respectfully submitted,

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Michelle L. Pergeau, Secretary

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Latosha Redmond, Recording Secretary