



2014-2015 COLLEGE ACADEMIC SENATE
 MINUTES OF December 11, 2014
 Orchard Ridge Campus

The College Academic Senate was called to order at 3:20 p.m. by Chair Shawn Dry. He thanked those present for attending and the OR Campus Senate for providing refreshments. The following individuals were present:

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| Auburn Hills: | S. Dry, J. Farrah, B. Konopka, J. Mousty, K. Sigler, K. Tiell, G. Tres |
| Guests: | D. Bayer, B. McAllister, P. O'Connor, M. A. Sheble |
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| District Office: | S. Linden, L. Nadlicki, T. Sherwood, N. Szabo |
| Guests: | C. Maze |
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| Highland Lakes: | W. Conway, S. Henke, G. Mandas, E. McAllister, K. Stilianos |
| Guests: | C. Aretha, K. Bratton, M. Compton, C. Roman |
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| Orchard Ridge: | C. Bennett, K. Cottone, L. Nemitz, C. NyKamp, M. Pergeau, P. Schade, R. Wright |
| Guests: | S. Flynn, W. Kuhn, M. A. McGee, V. McNiff, B. Morsello, D. Preisler, D. Quist, J. Seiter, B. Stanbrough, H. Tanaka, R. Tennison |
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| Royal Oak/Southfield: | C. Benson, S. Charlesbois-Nordan, R. Lamb, C. McKinney |
| Guests: | C. Carbone, T. Hendricks, L. Hitchcock, J. Matteson, M. Thomas |

- 2) Acceptance of Agenda:
MOTION: To accept the agenda as written. Seconded, passed.

- 3) Approval of Minutes:
MOTION: To approve the minutes of October 23, 2014 as written. Seconded, passed.

- 4) Leadership: (Note: Senate Leadership Report is posted on Infomart)

- Academic Honors Partnership
 - 6/19/14 Motion: The Academic Senate supports the concept of an Honors College and moves to delay pursuing a partnership with American Honors at this time, pending further investigation.
 - A virtual conversation with faculty and staff from current partner institutions has been scheduled for 3:00 p.m. on January 9 in rooms A-201 and 202 at the Southfield campus.
 - Approximately 10 people have RSVP'd so far (faculty and administrators); please let Shawn Dry know if you are interested in attending. He will let the group know who/what institution they will be talking with as soon as he finds out.

5) Unfinished Business

- Statement on Shared Governance
Shawn Dry reported that the Statement on Shared Governance document posted on Infomart is a result of the campus conversations that occurred and were shared at the November Senate Leadership meeting. Blue = changes made in response to November 2014 campus conversations; and, red = clarifications or remaining questions. Also, there are questions at the end that need to be discussed together.

MOTION: To enter into a Committee of the Whole to discuss the Statement on Shared Governance document. Seconded, passed.

MOTION: To exit from the Committee of the Whole. Seconded, passed.

MOTION: To send the revised document (changes made during Committee of the Whole discussion) to the Campus Senates in January for further review. Seconded, passed.

Cathey Maze clarified that Chancellor's Cabinet will not be reviewing the document until it is a finished document.

6) New Business

- Use of GE Outcome Rubrics by Other Institutions
Carole Bennett reported that a former adjunct faculty member from RO Campus who is now a faculty member at the Michigan School for Professional Psychology has asked to use the Verbal Communication GE Outcome rubric OCC created and is no longer using. Cathey Maze reported that this information is on a public website and it has been available to others for 10 years. As a mentor for the HLC, she routinely gives assessment information on our website to other institutions and we've received kudos for this. The Senate agreed that anyone can use the rubrics with Senate's blessing.

7) Standing Committees/Chairs

- *Curriculum Review/ C. Aretha* (NOTE: CRC report is posted on Infomart)
Cheryl Aretha reported the following:
 - A report was submitted to the CAS Chair on the status of this year's reviews. Hospital Pharmacy Technology (HPT) should have been included in the list as - Pending draft report. The committee has received a draft of all the reviews thus far.

- As part of the Curriculum Review Evaluation process, the committee reviewed the review process:
 - Scoring of rubrics: CRC voted and approved the future use of the CSL rubrics for scoring by committee members.
 - Student Learning section: Rather than have faculty comment on outdated data, or lack of data, the reviewers are asked to score their assessment plans according to a SOAC Rubric that was customized for use in curriculum review. Pending end of year evaluations of this section of the review, the CRC handbook and process may be amended for 2015-2016 academic year.
 - External Demand: This section of the review process did not generate action strategies and it was omitted. In its place this year, reviewers in programs were asked to perform the completability form for their degrees for both full-time and part-time program plans; this will allow the reviewers to speak to actionable items. Pending results of the end of year evaluations, the inclusion of this activity may permanently replace the employment trends section in the CRC handbook.
 - CRC would like to remind the faculty and their Deans that postings for lead reviewers should be going out early next term. Please see the list of programs and disciplines scheduled for review on the Curriculum Review website and discuss who may serve as lead reviewer if your discipline or program is scheduled for review in 2015-2016.
- *Student Outcomes Assessment/ C. McKinney* (NOTE: SOAC Report is posted on Infomart)

Carlespie McKinney reported the following:

 - SOAC welcomed Dawn Young from OR. Currently, we are just one member short of a full complement – AH is underrepresented.
 - SOAC member who is also member of MTA ad hoc committee reported on the issue of MTA requirements and the issues surrounding Political Science and PE.
 - SOAC agreed to review/re-evaluate the following with respect to their relevance as stated on the SOAC/Assessment website:
 - The General Education philosophy
 - The General Education outcomes (10 – established in 1999) and their associated rubrics
 - These reviews will be standing agenda items for the foreseeable future
 - SOAC members are exploring possible program content for the upcoming Assessment Day on March 20, 2015.
 - Carlespie McKinney presented the following motion on behalf of SOAC:

MOTION: Given that the Office of Curriculum and Student Learning will no longer provide resources to support the Student Essay Contest after academic year 2014/2015, the Student Outcome Assessment Committee moves to recommend to the College Academic Senate that OCCFA administer the Student Essay Contest thereafter. Seconded, passed.

Mary Ann McGee clarified that the OCC Foundation will still need to provide funding for the Student Essay Contest but OCCFA will take over administering the contest in the 2015-2016 academic year and thereafter.

- *Technology Management/ J. Matteson* (NOTE: Draft of Updated TAUR Policy is posted on Infomart)
 - Judy Matteson reported that TMC reviewed the TAUR policy as recommended by the Vice Chancellor of Academic Affairs and the Senate; verbiage was added regarding social media. The policy has not been updated since 2003. The additional information is highlighted in red; information has not been taken out of the document.
 - The Campus Senates were asked to discuss this document at their January Campus Senate meetings.
 - TMC is now listed on Infomart under the list of Committees and Minutes on the Academic Senate website.
 - TLTC's – the committee is working on getting additional information; an update will be provided at a later date.

ACTION: TAUR Policy will be an agenda item at the January CAS meeting.

- *Academic Planning/ M. K. Thomas*
Stacy Charlesbois-Nordan reported on behalf of Mary Kay Thomas the following:
 - There is concern that several of the EMP's have not formally met and there has been no further communication to faculty on the EMP status.
 - Included in this is the direction of the following EMP's: developmental education, community needs enrollment management – EMP committee members would like the opportunity to work collaboratively with administration to strategize how to best help the EMP with implementation.
 - Service Learning EMP – There is a need for a service learning coordinator to have a formal program in place; this would allow for the broadening of service learning opportunities for students.
 - Curriculum Review indicated its process for the EMP was complete and original charge has been met.
 - EMP for Assessment practices, common course outcomes, GE outcomes, and program assessment are looking at being combined as one. Concern was expressed that two positions (coordinators of curriculum and student learning) have not been posted but guaranteed for January 2015. Cathey Maze reported that this position has been posted since the committee met.
 - Next meeting is on Friday, January 16, 2015, 11:30 a.m. – 1:30 p.m. at DO in the Boardroom.

- *Curriculum and Instruction/ M. K. Lawless*
Ken Sigler on behalf of Mary Kay Lawless presented the Consent Agenda.

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

8) Ad Hoc Committees/Chairs

- *Grade Appeal Process/ K. Tiell*
 - Kathy Tiell reported that the committee has finished reviewing the current Grade Appeal Process, consistency among the campuses, and trying to identify “best practices” (as suggested by other university/college procedures). They will present a revised document at the January Senate meeting.

- *Leadership/*
Shawn Dry reported that he tried to schedule a meeting in December but there were too many conflicts; he will schedule the ad hoc committee's first meeting for some time in January.
- *Michigan Transfer Agreement/ R. Henson*
Henry Tanaka reported on behalf of Renee Henson the following:
 - Committee met on November 21 at the Highland Lakes campus.
 - Charge of the Committee reminder: To determine alterations to degree and/or certifications due to the Michigan Transfer Agreement.
 - MTA certificate was discussed further. Financial Aid funding is not available as a stand-alone certificate.
 - Presentation showing a comparison of the current OCC Associate in Liberal Arts degree (ALA) vs. an MTA aligned ALA degree was given.
 - Examples given and reviewed showing University requirements for specific majors combined with MTA requirements. Developed 2 yr. Educational Plans to maximize the transferability of all 62 credits towards a Bachelor degree were demonstrated.
 - Comparisons were made between the MTA aligned 2 yr. Educational Plans vs. the current OCC ALA degree regarding the transferability and satisfaction of General Education requirements and major specific requirements applicable to a Bachelor degree.
 - **MOTION: To determine the process for altering the OCC MTA distribution list.** Steve Linden will explore the process used by other institutions.
 - Next meeting: January 16, 2015 at Orchard Ridge campus, Room G102, 1 – 3 p.m.

ACTION: The Campus Senates were asked to discuss the motion at their January Campus Senate meetings. Renee Henson will be asked to forward the exact wording of the motion to Shawn Dry and he will send to the Campus Senate chairs for discussion.

- *WF, WP, and I Marks/ P. O'Connor* (NOTE: Report and proposals posted on Infomart)
 - Pat O'Connor highlighted the Overview of Registrar's Response to Initial I Mark Proposal, December 1, 2014. The notes provided are background information for the proposals that follow:
 - Proposal I: Guidelines and procedures for the assignment of I marks, starting with the 2015-16 Academic Year.
 - Proposal II: Option A & B – two different options that deal with the maximum time period a faculty member could give a student to resolve an Incomplete.

ACTION: The Campus Senates were asked to discuss these proposals so they can be voted on at the January CAS meeting.

9) Administration/C. Maze & T. Sherwood

Cathey Maze reported the following:

- The college applied and we have been accepted to the HLC Academy for Student Persistence and Completion; work will begin in January, 2015.
- She wished everyone Happy Holidays, and a restful and enjoyable time off from work!

10) Community Comments

- Shawn Dry wished everyone Happy Holidays, and a great break! See you in January.

12) Adjournment:

Meeting adjourned: 5:00 p.m.

Respectfully submitted,

Jessica Lizardi, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
December 11, 2014
Orchard Ridge Campus

MINOR COURSE REVISIONS

1. **CIS-1001 Multimedia Data Management:** Change course code to: **CIS-1720.**
Target date for first offering is Fall 2015.