



2014-2015 COLLEGE ACADEMIC SENATE
MINUTES OF June 25, 2015
Auburn Hills Campus

The College Academic Senate was called to order at 3:19 p.m. by Chair Shawn Dry. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, B. Isanhart, K. Sigler, G. Tres
Guests:	L. Britton, R. Bruhn, J. Craft, B. Hoag, J. O'Connor, P. O'Connor, J. Peart, L. Przymusinski, M. Robinson, S. Sidiropoulos
District Office:	S. Linden, L. Nadlicki, N. Szabo
Guest:	C. Maze
Highland Lakes:	V. Emanoil, S. Henke, R. Lamphear, G. Mandas, E. McAllister, K. Stilianos, M. Ston
Guests:	K. Bratton, C. Aretha, N. Kassab
Orchard Ridge:	C. NyKamp, P. Schade
Guests:	G. Faye, J. Mitchell, N. Valenti
Royal Oak/Southfield:	C. Benson, S. Charlesbois-Nordan, R. Lamb, C. McKinney
Guests:	C. Bogan, C. Carbone, T. Hendricks, B. Garlock, M. K. Lawless, B. Lowe, J. Matteson, H. Othman, 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 May 28, 2015 as written. Seconded, passed.

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

- Printer Question and Concerns – 5/28/15
 - The Senate submitted a set of printer questions and concerns to Vice Chancellor of Technology Bob Montgomery.
 - The Senate received the following responses on June 12.

- Unsecured printing: We have a secure printing feature on our network printers and multifunction devices which should quell any concerns about sending proprietary documents to public access devices. The instructions are found in the IT Service Catalog hosted on Infomart. *[posted to Senate Infomart site Handouts area]*
- Distant print sites: We are working with the company responsible for our managed (network) printers to produce a list of the printers and their locations around the college so our employees can identify the printer which is the shortest distance from their office or on the most convenient route if they are stopping to pick up a print on the way to a destination (meeting, class, etc.). We hope to have that list this fall.
- Personal printers: The college does not endorse nor does it support the use of personally owned devices with the current exception of allowing employees to use personal smart phones and tablets to retrieve college email and/or access the student WiFi (OCC Internet). *[After further questioning he indicated that the administration's position on this matter is firm.]*
- Questions:
 - Clarification – In order to print to distant print sites, you have to turn the code on.
 - Does FERPA apply to students printing on college printers? What happens if the document printed is picked up by someone other than the requester? Is the college liable for this? Cathey Maze reported that this is a non-issue; students should not be printing transcripts or personal documents on college printers.

ACTION: This information needs to be communicated to students as well as college employees.

- Enrollment Decline Response Request – 5/28/15
 - The Senate passed a motion in May requesting information from the administration about its plan to address the recent decline in enrollment.
 - The Senate received the following responses.
 - From Vice Chancellor of Academics Cathey Maze: Administration is developing a white paper on enrollment at OCC over the years to give context to this discussion. This will be available next week. After that is done, we will be happy to meet with Senate Leadership to discuss our ideas and Senate's ideas on how best to address enrollment in a data-informed manner.
 - From Vice Chancellor of Student Services Jackie Shadko: A Recruitment Taskforce has been convened that has begun to look at best practices. Membership includes Carla Sims (facilitator), Bev Stanbrough, Dennis Choiniere, Mary Ann Sheble, Lori Przymusinski, Kirstine Evans, Robert Spann, Janice Brown-Williams, Tim Walter, Nahrein Atkinson, Jahquan Hawkins, Janet Roberts, and Mark Woods, with Jackie Shadko, Sharon Miller, Steve Reif, and Cynthia Roman *ex officio*.
 - Cathey Maze reported that Marty Orlowski and Kelly Perez-Vergara gave a presentation on declining enrollment at the June Board meeting; a narrative will be coming out from the presentation entitled "White Paper."

ACTION: Cathey Maze will find out if this presentation is posted or can be posted on Infomart.

- College Committee for Diversity and Inclusion
 - Chair/Cabinet Liaison Tim Sherwood has called for volunteers and applicants to serve.
 - Hopes to have at least two representatives from each campus and closer ties between college and campus diversity and inclusion committees. If there is any interest from senators or faculty members, Shawn Dry will be happy to put forth the names.
 - Diversity and inclusion committees have been non-Senate committees for some time now.
- Senate Leadership Retreat – 6/12/15
 - Attended by Vice Chancellors Maze and Shadko, Marty Orłowski and Kelly Perez-Vergara, five academic deans, and a campus dean.
 - Identified work items for next year:
 - ENG 1510 placement preparation
 - Michigan Transfer Agreement adjustments
 - Program Planning / Course Sequencing model
 - Academic Amnesty ad hoc committee
 - Informative presentations (Guided Pathways, Instructional Innovation, etc.)
 - Standing committee projects
- Board of Trustees Summer Meeting Schedule
 - Only currently scheduled meeting is a special workshop meeting on Tuesday, August 18, at 6:00 p.m. in room G-240 on the Auburn Hills campus.
 - The workshop subjects will be academic programs and student services.

5) Unfinished Business

- Motion from AH Campus re: Internationalization EMP Objective
Ken Sigler presented the following motion on behalf of the AH Campus Senate:

MOTION: The Auburn Hills Campus Senate moves that an Internationalization Objective be added to the college's Educational Master Plan.

Shawn Dry reminded the Senate that the motion was presented at the May CAS meeting and it was postponed so members of the campus could look at supporting documentation posted on Infomart from the March CAS meeting; there was no further discussion at the Campus Senate meetings.

Motion Passed

6) New Business

- Motion from AH & HL Campuses re: MTA Proposal
Gina Mandas presented the following motion on behalf of the AH & HL Campus Senates:

MOTION: The Auburn Hills and Highland Lakes Campus Senates move to create two ad hoc committees that will be charged with investigating if and how the Business Administration and Liberal Arts Associate Degrees might be altered in order to align them with the Michigan Transfer Agreement.

Discussion followed:

- The Science faculty are already doing some of this work; an update will be provided next on the agenda.
- We may want to endorse the Science committee's work or recommend they become an ad hoc committee of the Senate.
- In order to gain representatives on the committee, an open invitation will be sent out to all interested parties before targeting certain areas underrepresented.
- The Science group is most likely open to new membership.
- Business Administration is meeting to work together regarding curriculum and recommendations will not come to Senate until it becomes a curricular issue.
- Programs should be doing the work and not the Senate.
- Clarification – the motion is to create two separate ad hoc committees.
- There is a difference between a group meeting and an official ad hoc committee of the Senate.
- Should we ask the Business Administration group to serve on this committee?
- Should the motion be split into two separate motions?
- The ad hoc committees would be investigating groups coming up with ideas to move forward

A vote was taken: 13 in Favor; 4 Opposed - Motion Passed

- Report from Science Degree Team
Shawn Dry gave an "Update from the Associate of Science Degree Committee, provided by Dawn Edford, Committee Chair" as follows: (Note: Report is posted on Infomart)
 - Membership of the committee consists of: Science, Counseling, and Math faculty.
 - Committee met most recently on May 1, 2015.
 - Committee discussed science and math courses.
 - Committee reviewed the Associate of Science degrees at the following community colleges: Washtenaw CC, Wayne CCCD, Macomb CC, Henry Ford College, and Schoolcraft.
 - Next meeting will be scheduled for early fall.

MOTION: To make the Science Degree Team an official ad hoc committee of the Senate. Seconded. (Their charge would be in alignment with the other 2 committees created by the Senate).

Discussion followed:

- The Science team was not included in the motion that just passed regarding creation of 2 ad hoc committees because the group had already been formed and they had started their work.
- The Science team is working on a variety of issues and MTA is just one of them.

Amendment to Motion: To create an ad hoc committee to address Science degree issues, and ask the group that already exists to be this committee. Seconded.

Amendment to Motion Passed

Vote was taken; Amended Motion Passed

Shawn Dry will ask the Science team to become an ad hoc committee of the Senate, and he will send out a call for participation for all three ad hoc committees.

7) Standing Committees/Chairs

- *Student Outcomes Assessment/ C. McKinney*
No report; the committee did not meet in June.
- *Technology Management/ J. Matteson*
Judy Matteson reported the following:
 - A call went out for committee members to identify new Scantron machines on the campuses.
 - September 18, 2015 is the kick-off meeting for TMC for the 2015-16 academic year.
 - The committee would like to call a vote for the amended TAUR agreement.

MOTION: The TMC moves that the TAUR Agreement be approved as amended. Seconded.

ACTION: The latest version of the TAUR Agreement was not posted on Infomart. Judy Matteson will e-mail a copy to Shawn Dry and he will forward to the senators for an electronic vote.

- *Academic Planning/ M. K. Thomas*
Mary Thomas reported the following:
 - The Academic Planning Committee finished its year-end report.
 - There are a lot of uncertainties about the status of EMP's – objectives have been met and the EMP's haven't gone through a formal removal process.
 - The committee is looking at next year in hopes to spark conversation about how the APC can best serve the needs of the Senate.
- *Curriculum and Instruction/ M. K. Lawless*
Mary Kay Lawless reported the following:
 - The Curriculum Committee's annual "Kick-Off" meeting will be held on September 21, 2015; Curriculum Committee members and anyone within the college community is invited to attend, especially those who are making curriculum changes or hope to do so in the future. This also includes deans and other administrators involved or interested in the curriculum process. An invitation will be sent out at the beginning of fall semester; the meeting will be held at DO in the Board Room.
 - A "Catalog Change Summary Addendum / 2015-2016" is posted on Infomart (per CAS approval from April 2015 through June 2015). The information came after the original document was sent out.

- “The College Curriculum Committee Year-End Report – 2014-2015” is also posted on Infomart.
- *Curriculum Review/ C. Aretha*
Cheryl Aretha reported the following:
 - All reviews for 2015-2016 are complete and have been approved; the end of the evaluation document is available on the curriculum review website: <https://infomart/curriculumreview/> and represents feedback from the Office of Institutional Effectiveness, Academic Effectiveness, Deans, Lead faculty reviewers, and the CRC.
 - Action Strategies that flowed out of the review process, and their tracking, are also available for viewing on the website as well as completed review documents. The Senate was urged to look at this information; good source of “best practices.”
 - CRC received feedback from the campuses regarding the motion that was presented at last month’s CAS meeting and the motion was reworded. Note: the idea of employability has not been removed; the committee is looking at other options of getting the information needed.
 - Cheryl Aretha presented the following revised motion on behalf of CRC: (Note: #2 was reworded)

MOTION: The CRC recommends that the senate approved review process be amended to include the following revisions that were piloted in the 2014-2015 review cycle:

- 1. Options that may be added for the student learning section to customize this part of the review:**
 - a. Development of Common Course Outcomes**
 - b. Assessment rubric**
- 2. The completeability analysis to be added to the community need section**

Motion Passed

Cheryl Aretha reported that the CRC process will be adjusted as presented by the motion.

- Peter Schade, next year’s CRC Chair was introduced and he reported that next year the committee will work on the following:
 - Determine guidelines and priorities for a qualified review.
 - Redundancy – look at another way to log-in data.
 - Consider creating a CRC response template (best practices or bullet points).
 - Invite all the reviewers to a first meeting in October – overview session.
- 8) Ad Hoc Committees/Chairs
- *Grade Appeal Process/ K. Tiell*
Shawn Dry reported that the committee submitted a revised report, “Suggested Grade Appeal Process (June, 2015 Draft)” and the document is posted on Infomart. The revised

report incorporates some of the recommendations from Senate and it includes a “Grade Appeal Process – Proposal B.”

ACTION: The Campus Senates were asked to review the revised report at their September Campus Senate meetings.

- *Michigan Transfer Agreement/ R. Henson*
The committee’s work is complete for now.

MOTION: To dissolve the Michigan Transfer Agreement ad hoc committee. Seconded.

Motion Passed

9) Administration/C. Maze & T. Sherwood

- Cathey Maze gave an overview of the “Online Accreditation Update.”
- Background:
 - Earlier this year, OCC applied for accreditation to offer online degrees, certificates and Certificates of Achievement. We have received the *preliminary* report from the Higher Learning Commission indicating our request will be denied. However, the HLC report stated we will be well-positioned when our planned structures and supports are in place. An e-mail was sent out to all college employees on June 18th with this information.
 - OCC is already offering 47 programs online, and we are in violation of our accreditation; we had to either cease offering online courses or apply for accreditation. When we applied for accreditation, we realized we had a lot of concerns to address but we were hopeful because we had a solid plan. After we received the *preliminary* report we considered the following:
 - Pulling all online and hybrid courses on the schedule for fall semester.
 - We pulled the “shopping carts” for a couple days to determine next steps.
 - We concluded to offer online courses for fall based on the fact that the report from HLC is a “*preliminary report*;” we won’t receive the final report until August or September.
 - Beginning in the winter 2016 semester we can’t offer any hybrid or online courses until we are far into implementing our plan.
 - A strategy is being developed to meet the required standards of the HLC before resubmitting our application, hopefully, next year.
- Concerns/Next Steps:
 - All content on course sites have to be ADA compliant; we asked the Office of Civil Rights (OCR) to give us an extra 9 months to fix this. Every course will have to be reviewed for ADA compliance and evaluated for best practices of online course delivery; it could take an entire day or more to review each course.
 - The HLC reported that we are not doing online advising; we disagreed with this. “Ask a Counselor” has been available for some time. Counselors have also piloted ZOOM. The HLC did count piloted programs.
 - We are piloting online tutoring with ZOOM; the HLC was concerned that not all of our tutors have degrees.

- We have never done assessment of online courses separate from face-to-face or student evaluations have been inconsistent; new software will be used to do this.
- We haven't hired a Dean of Distance Learning; the position is being posted and a dean should be hired by fall.
- HLC reported that there didn't seem to have been a rational discussion of whether or not faculty want to offer online degrees in specific programs.
- We need to come up with a system to determine the order in which courses are going to be reviewed.
- We may need to hire people to help review the courses.
- Faculty have time to think about how to substitute for online sections.
- Questions/Comments:
 - A suggestion was made to distribute a rubric or template for faculty to review online courses; MCO's rubric can be used.
 - The HLC requires online faculty training and online student orientation (piloting summer II). Academic IT has developed 5 modules for faculty training; piloting fall semester, in place winter 2016. All online faculty must take training.
 - Academic IT is working on standardization of online courses; courses need to look similar and navigate the same; syllabi have to be posted online 2-weeks before the course starts.
 - As we go through the process, we will start putting courses online; the courses put online will have to be less than 50% of the degree.
 - We need to determine a consistent definition and coding for online and hybrid courses.
 - If 50% of a program's credits are offered online this makes it an online program.
 - Other community colleges have not received denial to offer online courses and programs; are we being made an example? No.
 - Information needs to get out to the college community as well as the public at large.
 - The deans will be working with faculty on this, as well as the Communications department.
 - Is there any work the Senate could be doing during July and August? Specific departments are already working on some of these issues. The Senate can facilitate a conversation about the order in which courses should go back online.
 - There are 267 sections of online/hybrid courses on the fall schedule.
 - We need to get the word out to students through social media, e-mails, etc.
 - The EMP objective team will continue to meet over the summer to work on this.
 - Could the college investigate offering some online courses and finding a way to cap each student's total degree or certificate course load to be under 50% online courses? Please have the EMP objective team investigate this option over the summer.
 - There will be many sections cancelled in the winter semester; we don't have the rooms and hours to convert them to face-to-face.
 - Would administration reconsider closing two campuses on Saturday? Possibly.
 - We need to be as positive as we can be; we are under construction and when this is done our students will be the winners.

10) Community Comments

- Shawn Dry announced that faculty members should be aware of students wearing smart watches; the trend is students may be using these watches for cheating purposes.

11) Adjournment:

Meeting adjourned: 4:59 p.m.

Respectfully submitted,

Jessica Lizardi, Secretary

Nancy K. Szabo, Recording Secretary

CATALOG CHANGE SUMMARY ADDENDUM / 2015 - 2016
COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
(Per College Academic Senate Approval from April 2015 through June 2015)

NEW COURSES

1. **ASC-1072 Textbook Learning Strategies:** This is a 1-credit lecture course with a DEV (20-student) Group Classification. Course will be added to the list of approved courses for students with an ENG-1055 placement.
2. **ASC-1074 Lecture Learning Strategies:** This is a 1-credit lecture course with a DEV (20-student) Group Classification. Course will be added to the list of approved courses for students with an ENG-1055 placement.
3. **ASC-1076 Critical Thinking Strategies:** This is a 1-credit lecture course with a DEV (20-student) Group Classification. Course will be added to the list of approved courses for students with an ENG-1055 placement.
4. **CAD-1050 Geometric Dimensioning and Tolerancing:** This is a 4-credit lecture course with a UG (30-student) Group Classification. There is a \$50 course fee.

OTHER ACTION
Effective Fall 2016

1. **ECT-1060 Basics of Computer Electronics:** Change course code to **EEC 1060**. Courses are equated. Change course description.
2. **ECT-2080 Introduction to Microcontrollers:** Change course code to **EEC 1080**. Courses are equated. Change course description.
3. **EEC-1270 Basic Electronics Certification Prep:** Change course code to **EEC 2000**. Courses are equated. Change course title to: **Electronics I**. Change prerequisite to: EEC 1040 or consent of instructor. Change course description.

COURSE DEACTIVATION
Effective Fall 2015

1. ARB 2610 Intermediate Arabic I
2. CHI 2810-19 Topics in Chinese Language and Culture
3. FFT 1560 Aircraft Fire Fighting and Rescue
4. GER 2610 Intermediate German I
5. RUS 1510 Beginning Russian I
6. RUS 1530 Beginning Russian II

PROGRAM / CERTIFICATE DEACTIVATION
Effective Fall 2015

1. AET.RES.CA Renewable Energies and Sustainable Living Certificate of Achievement
2. AET.RES.CT Renewable Energies and Sustainable Living Certificate