



OAKLAND
COMMUNITY
COLLEGE

COLLEGE ACADEMIC & STUDENT SERVICES COUNCIL
MINUTES

Tuesday, September 15, 1998
District Office - Helen Kaiser Conference Room

CALLED TO ORDER BY: Carol Brown, Chair

TIME: 1:35 p.m.

IN ATTENDANCE:

_____	N. Boulos	_____X	P. O'Connor
_____	D. James	_____X	M. Orłowski
_____X	S. Lorton	_____	P. Nowaczynski
_____X	B. Martin	_____X	N. Rudary
_____	M. McCall	_____X	R. Spainhour
_____X	S. Miller	_____X	T. Walter
_____X	C. Noordhoorn	_____	D. Williams

OTHERS PRESENT: R. Thompson

I. Review of Retreat

Carol Brown introduced the new members of the council:

- Bruce Martin - Executive Director of ITS
- Patrick O'Connor - Chair of Academic Senate
- Ron Spainhour - Chair of Curriculum Committee

There was a CASSC retreat on August 22 which was devoted to developing a plan for the council for the 1998-99 year. The following items were reviewed that were discussed at the retreat:

1998-99 Meeting Dates

The council reviewed the list of meeting dates and agreed on the dates identified. When the council is scheduled to meet on campus, it is the Dean's responsibility at that campus to book the meeting room and provide refreshments. When the room is booked, please notify Nancy Szabo and she will add the room location to the master schedule.

Ground Rules

The council approved the list of ground rules established at the retreat.

Council Membership

The council reviewed the list of members and agreed that someone from the Office of Staff Development should be invited to attend the meetings. Carol Brown will extend an invitation to Elaine Fett.

Academic Master Plan

Nancy Rudary is going to clean up the master plan. She will review the format, consistency and content. The revised AMP will be distributed at the October 13 meeting. John Grose will be asked to attend next month's meeting to assist with developing a process for delivering the AMP. **Carol Brown asked all council members to work on creating a delivery system throughout the college for the AMP.** Also, a tracking record needs to be implemented to keep track of which councils and committees have been informed of the AMP.

1998-99 Goals - Strategic Objectives of the College

The council reviewed the Strategic Goals endorsed by Chancellor's Council and agreed that numbers 8, 9 and 10 were most applicable to the council and numbers 5 and 6 also relate to the council.

II. Discussion by the Chancellor

Dick Thompson joined the meeting to discuss the 1998-99 Council Structure. He distributed a brochure that outlines the functions, guiding principles, reporting structure, membership and meeting times of the five councils: (Chancellor's Council (CC); College Planning Council (CPC); College Administrative Services Council (CASC); College Academic and Student Services Council (CASSC); and Presidents' Cabinet (PC). The brochure also identifies coordinating guidelines for all councils.

Each council has identified functions but all the councils are related. The membership of the councils consist of a broad mix from the different areas within the institution. The goal of all the councils is to set essential directions for the institution. When decisions are reached within the councils, a transmittal form (tracking sheet) should be completed to make sure the information doesn't get lost between the various councils.

The senior body among the councils is the Chancellor's Council. All other councils refer recommendations to this body which in turn advises the Chancellor and the Board. The Chancellor's Council is responsible for the following: committing resources; policy development; benchmarking; organizational development; and creating a standard of accountability for all members of the college, based on the primacy of the student in everything we do.

III. 1998-99

Next Steps for Strategic Objectives

The council agreed that they can't complete everything by meeting only once a month. Therefore, it was agreed to create subgroups to focus on the following major issues:

1. A sub-committee needs to be identified to work with the Senate committees, General Education Committee, and Institutional Research on student outcomes assessment.

Institutionally, SOAC has not been supported and it is the council's responsibility to work with SOAC to create a thread that is woven throughout all the councils in the institution. The sub-committee will consist of: Carol Brown, Chris Noordhoorn, Ron Spainhour, Nancy Rudary, Marty Orlowski and Patrick O'Connor. The sub-committee's charge will be to look at Strategic Goal #8 a & c (a. Work with Curriculum Committee to insure that outcomes and assessment are identified in all new curriculum and support Curriculum Review Committee to include outcomes assessment in all reviews.) (c. Utilize outcomes assessment as the basis for college-wide decision making.) and build the following:

1. Professional Development
 2. Promotion
 3. Education
 4. Awareness
2. Strategic Goal #6 a (To facilitate the implementation of integrated student services computer system) will be supported by ITS. Bruce Martin reported that the goal is to implement SIS by December, 1998.

IV. Other

Carol Brown informed the council that there is a new application for admission to the college. Currently, four applications have been turned into one. The turnaround time has been reduced to 24 - 48 hours before a student finds out whether or not they have been admitted. The old application process took 4 - 6 weeks. Presently, training is being done on campus.

The meeting was adjourned at 3:20 p.m.