



2002-2003 COLLEGE ACADEMIC SENATE
MINUTES OF JANUARY 29, 2004
Highland Lakes Campus

The College Academic Senate was called to order at 3:25 p.m. by Vice Chair Mary Ston. The following individuals were present:

Auburn Hills:	R. Bowden, H. Broesamle, B. Catherino, L. Huber, L. Glenn, S. Miller, R. Muro, P. O'Connor, S. Blackman
Guests:	T. Boozer, J. Brown, S. Dry, P. Hale, C. Hardaloupas, C. Kurzer, V. Love, A. Sargeant, R. Ston
District Office:	B. Beitler, J. Harper, R. Thompson, M. Spangler
Guests:	G. Keith, M. Kersten-Hart, B. Montgomery
Highland Lakes:	J. Cheyne, D. Fiems, B. Garnsey, R. Grass, S. Hanna, B. Moss, K. Robinson, K. Van Buren, T. Zakrewski, G. May
Guests:	B. Dubin
Orchard Ridge:	M. Kokoszka, M. McGee, T. Walter, B. Zemke, E. Callaghan
Guests:	T. Ingram, P. Jackson, M. Pergeau
Royal Oak/Southfield:	G. Bryan, L. Crews, M. Lawless, D. Mathews, D. Niemer, S. Reif, D. Rowe
Guests:	N. Boulos

2) Acceptance of Agenda:

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

3) Approval of Minutes:

MOTION: To approve the minutes of December 11, 2003 as written. Seconded, passed.

4) Leadership:

No formal report was made.

5) Presentations:

There were no presentations.

6) Old Business:

- Catalog Committee

Karen Robinson made the following motion from the Highland Lakes Campus Senate:

MOTION: That the College Academic Senate keep the faculty catalog listing of degrees as they are and delete the department designation. Seconded.

Discussion followed regarding whether or not the discipline(s) a faculty member teaches in should be included in the catalog listing.

The question was called. The motion passed.

MOTION: That the College Academic Senate add the discipline(s) the faculty member teaches in in the catalog listing. Seconded, motion failed (14N, 10Y).

- College Curriculum/Instruction Committee Motion

Mary Kay Lawless clarified the motion that was made at the December College Academic Senate meeting as follows: The College Curriculum/Instruction Committee is reiterating their routine business practice and requesting that inactive courses not be brought ahead of time to the committee unless they are being reactivated, requiring changes. Mary Kay Lawless withdrew the motion that was made at the December College Academic Senate meeting.

7) New Business:

- Catalog Committee/Editorial Board

Karen Robinson made the following motion on behalf of the College Academic Senate Ad Hoc Catalog Committee:

Motion: To establish an Editorial Board.

Discussion followed. Karen Robinson reported that the Editorial Board would be established as a standing committee of the College Academic Senate and it would be reporting to the Senate on changes/issues. The board would be responsible to the Vice Chancellor with the following responsibilities:

- Establish a process to ensure that recommendations from the College Senate are put in place in the Catalog and other publications.
- Make whatever revisions are necessary in content or format to make the content of our publications clear for students and other audiences and to make sure catalog content is correct and accurately reflects current policy and procedures.

The suggested composition of the Editorial Board is as follows:

- One counselor
- The Registrar or designee
- One representative of the Senate
- One representative from Graphics
- The Webmaster
- The Dean of Enrollment Services

MOTION: To lodge the motion above and send to the Campus Senates for suggestions. Seconded, passed.

- Prerequisites

George Keith provided a preliminary draft of a “Procedure for Prerequisites and Consent of Instructor” to the Senate for their review. The procedures outlined the setup and process for entering exemption with faculty consent. George Keith applauded Enrollment Services for their efforts in providing the draft procedures. The report was lodged until the February meeting.

- Examine the Process for Submitting Grades

George Keith reported that at the December College Academic Senate meeting Chairman Faye asked Karen Robinson to convene an ad hoc committee to examine the process for submitting grades. However, this committee can be dismissed with acknowledgement of a prior Senate motion that 48 hours is the necessary time needed for faculty to submit their grades. George Keith will work with the staff at the campuses and District Office to see if this can become consistent practice because he believes that 48 hours is the minimum amount of time needed for faculty to submit their grades. He will start working on the process for the fall, 2004 semester.

8) Standing Committees:

- *Curriculum/Mary Kay Lawless*

MOTION: To accept the consent agenda. Seconded, passed.

- *Curriculum Review/Robert Powell*
Dennis Fiems reported that the first electronic report from the Curriculum Review Committee should be available on Info Mart.
- *Student Outcomes Assessment/Patrick O'Connor*
Patrick O'Connor reported that he submitted an electronic report from the SOAC. He also reported that assessment week is slated for February 9th – 13th. This will be an opportunity to assess the status of our student in key General Education outcomes. He thanked the faculty and proctors for their participation. Over 60 classes (approximately 1,500 – 1,600 students) will participate in this voluntary activity, which will give us important information on student performance and attitudes for all 10 Gen Ed attributes. Students taking the test should be encouraged to answer the questions with sincerity. A recommendation was made that if future testing is needed, it should take place during a different semester.
- *Diversity/Sharon Blackman*
Sharon Blackman distributed a list of “Collegewide Diversity Activities Winter, 2004.” She encouraged participation in the diversity activities as well as the PDTC diversity workshops that are scheduled January – June, 2004.
- *TMC/Gladys Rockind*
Gail Langer announced that a TLTR is scheduled for Friday, January 30, 2004 at the Auburn Hills Campus. The agenda is “Hands-On-Alley.” There will be coffee and conversation at 8:30 a.m. and the TLTR will be held from 9:00 a.m. – 12:00 noon.

9) Ad Hoc Committees:

- *Student Life/Lane Glenn*
Lane Glenn reported that the Student Life ad hoc committee hasn't met this semester. The student life motion that was made at the December College Academic Senate meeting is on hold until the February meeting. He clarified that the intent from the ad hoc committee is to publish the entire document. It was recommended that a condensed version be published instead. He will get with the Campus Senate Chairs and the Campus Senates and ask for feedback on revising the document.
- *General Education/K. Robinson*
Karen Robinson reported that the committee held its first meeting today before the College Academic Senate meeting. They agreed to meet monthly from 1:30 to 3:00 p.m. before the Senate meetings. The broad philosophical framework of the GE Distribution List should be the focus of this committee. They will soon be making a report to the Senate.

10) Administration:

Chancellor Spangler reported the following:

- She has been selected to serve on an AACC ad hoc task force on homeland security. This is a two-year appointment and it will involve developing advocacy for money for curriculum development and facilities.
- OCC received a FIPSE grant for \$150,000 for CREST.
- Senator Debbie Stabenow will be the speaker at graduation this year.
- Next year's budget is being worked on. In April, a balanced budget will be submitted to the board and there won't be any impact on staff. Some of the facilities/renovation work will be slowed down to make up for the 4 million dollar short-fall and money will not be added to maintenance projects.
- The Strategic Plan has been developed which fleshes out the 7 goals that were approved by the board. There are 27 objectives under the goals and 27 task forces will be assigned with an objective and timeline. The Strategic Plan will be available on Info Mart.
- The vision statement focuses on putting students first; it was framed by Chancellor's Council.
- She will be developing a core group to discuss how shared governance might be revised.
- She will be reviewing the administrative structure. An administrator will be added to develop new resource development projects and guide the Strategic Plan.

11) Community Comments:

George Keith reported that winter enrollment figures increased both in SCHs and headcount. IR provides specific information regarding enrollment figures on Info Mart.

He also reported that he sent out the information electronically regarding the Salzburg seminar to faculty. Students will be attending the seminar in May and faculty in July. The faculty's agenda will have a greater focus on teaching methodology than the student's agenda. This seminar is another step to further global education at OCC.

Janet Harper reported that the DO Senate has a student representative. His name is Dipen Patel and he is from India. He will be making a presentation at the DO Senate meeting in March on the traditions of weddings in India.

12) Adjournment:

Meeting adjourned: 4:35 p.m.

Respectfully submitted,

Gail Bryan, Secretary

Nancy K. Szabo, Recording Secretary