



2003-2004 COLLEGE ACADEMIC SENATE

MINUTES OF MARCH 25, 2004 Southfield Campus

The College Academic Senate was called to order at 3:20 p.m. by Chair Gerry Faye. The following individuals were present:

Auburn Hills:	R. Bowden, H. Broesamle, B. Catherino, L. Glenn, R. Muro, J. Pardon, G. Rockind, S. Blackman
Guests:	J. Brown, S. Dry, V. Love, B. Powell, A. Sargeant
Students:	J. Christafel
District Office:	B. Beitler, M. Doppke, J. Harper, B. Kendall, R. Thompson, M. Spangler
Guests:	G. Keith, B. Montgomery
Highland Lakes:	D. Fiems, R. Grass, S. Hanna, C. Maze, K. Robinson, K. Van Buren, T. Zakrzewski, G. May
Guests:	M. Ston
Orchard Ridge:	M. Kokoszka, M. McGee, N. Valenti, D. Schmeichel, T. Walter, B. Zemke
Guests:	R. Brown, T. Ingram, P. Jackson
Royal Oak/Southfield:	D. Bartleman, G. Bryan, L. Crews, J. Eichold, R. Koblin, M. Lawless, L. Linden, D. Niemer, D. Rowe, M. Vollbach, M. Smydra
Guests:	C. Benson, L. Hitchcock, D. Johnson, G. Langer, S. Linden, T. Wangler

2) Acceptance of Agenda:

Chairman Faye announced that he would like to change the order of the agenda and have the Chancellor give her report first to accommodate her schedule.

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

3) Approval of Minutes:

MOTION: To approve the minutes of February 26, 2004 as written. Seconded, passed.

4) Leadership:

No formal report was made.

5) Presentations:

There were no presentations.

6) Old Business:

- Catalog Committee/Editorial Board

Karen Robinson reported the Catalog Committee is reviewing the first 50 pages of the catalog and recommendations have been made to Michele Kersten, Manager of College Publications. The members and functions of the Editorial Board are still not determined. The revised motion to establish an Editorial Board is tabled until the April Senate meeting.

- Prerequisites

George Keith reported that Enrollment Services is continuing to work on prerequisites. IT will work with prerequisite syntax. There are several questions/concerns with implementing prerequisites. If the process cannot be implemented, another deadline will be set. Hopefully, prerequisites will be implemented before fall, 2004 registration. The report was given as information only.

- Repository Site

Gladys Rockind reported that the Campus Senates liked the idea of receiving information to review prior to the College Academic Senate meetings. A distribution list would be created of the members of the Campus Senates and ex-officio officers. Information that is created electronically could be e-mailed to the distribution list as an attachment. A recommendation was also made to create a link on Infomart where documents that are passed by the College Academic Senate could be stored electronically.

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

- Motion on Course Reactivation Process

George Keith reported that the Course Reactivation Process distributed was changed to the following to address campus concerns:

(1) The first bullet should be changed to include a dean: A faculty member, department, discipline, or dean must make a preliminary determination that a course may warrant reactivation.

(2) The third item under the second bullet requires written support from at least one counselor familiar with the program or course. The item was changed to remove the counselor: The written majority support (e.g., a ballot) of the member of the discipline.

George Keith also commented that a needs assessment is not included in the process because this is a course reactivation process and Advancement focuses on revising programs. If a course is reactivated and no changes are made, the course being reactivated doesn't require Senate approval.

MOTION: To approve the Course Reactivation Process. Seconded, passed.

- Motion on Outstanding Faculty Awards

Mary Ann McGee presented the following motion from the Orchard Ridge Campus Senate:

MOTION: That the process for outstanding faculty be adjusted to function on a calendar year. Seconded.

Discussion followed. The rationale is: Deadlines for submission of the names of Outstanding Faculty to DO create a compressed timeline for nomination and evaluation in the winter semester. Students may be asked to provide evaluations on nominated with less than eight weeks of experience with a faculty member.

They are suggesting a nomination process that runs throughout the calendar year, with a selection process that concludes at the end of fall term.

The motion passed unanimously.

7) New Business:

- Needs Assessment in Curriculum Process

Karen Robinson reported that Senate Leadership expressed concern as to how needs assessments fit into the curriculum process. Mary Kay indicated that needs assessments are done at a campus level by the deans before going to the college level. A

recommendation was made to look at needs assessments. Gerry Faye asked George Keith to set up a subcommittee consisting of representation from the Senate, Advancement, and members of the Curriculum Committee to review the criteria of needs assessments.

8) Standing Committees:

- *Curriculum/Mary Kay Lawless*

Mary Kay Lawless distributed the consent agenda and stated that SUR 2600 should be changed to SUR 1600 on page 2 of the consent agenda.

MOTION: To accept the consent agenda with the change stated above. Seconded, passed.

Mary Ann McGee announced that excellent curricular work has occurred this year and kudos should be given to the College Curriculum Committee.

- *Curriculum Review/Robert Powell*

No report.

- *Student Outcomes Assessment/Patrick O'Connor*

Cathey Maze reported that the results of Assessment Week activities have been sent to ACT for processing, and are expected some time in April. SOAC will review the results and communicate them to the OCC community.

- *Diversity/Sharon Blackman*

Sharon Blackman reported that next week OCC will be celebrating “Cultural Diversity Week.” Everyone should have received a brochure outlining the activities. She commended the members of the Diversity Committee for their hard work. She also asked the officers of the College to work with their staff and encourage them to attend at least two diversity activities by the end of the year.

- *TMC/Gladys Rockind*

Gladys Rockind reported that TMC is continuing work on the following:

- (1) Academic Technology Plan
- (2) Distance Learning Plan
- (3) Tightening the process for ordering items

Gladys Rockind also announced that on March 26th the TLTR will be a faculty showcase at Highland Lakes campus. There will be seven faculty making six different presentations.

9) Ad Hoc Committees:

- *Student Life/Lane Glenn*

No report.

- *General Education/Rick Bowden*

Rick Bowden reported that the General Education ad hoc committee met today and they are considering researching general education at other institutions. They are also reviewing the charge of the committee.

10) Administration:

Chancellor Spangler reported that she was in Washington, D.C. this week as part of the Security Task Force for AACC. She is also sitting on a subcommittee for Funding and Political Strategies. The outcome of the subcommittee meeting was that homeland security money will be directly accessible to community colleges who provide first responder training. The Chancellor will keep the Senate updated on the status of receiving the funds.

Chancellor Spangler also reported that the OCC Board of Trustees will participate in two Special Board Planning Sessions. The first session will be on March 29th and the second session is scheduled for May 10th. The anticipated outcomes of these meetings are to provide two public opportunities for the Board to discuss the plan, develop consensus around it, and articulate their role and involvement in “moving the College to the next level.” Task forces to develop the objectives of the Strategic Plan may not be formed until after May.

11) Community Comments:

RO/SF – Marty Smydra reported that one-third of the SF campus is under renovation. If interested, the drawings are available to look at in the front of the classroom.

DO – George Keith announced that a committee selected 5 students to attend the Salzburg Seminar starting on May 16th. As part of the selection process, the students were required to write essays. Approximately 15 students applied. If students are to be invited next year, a broader based campaign will take place. George Keith will send the names of the students that accepted the invitation to the Senate members. George Keith also reported that he has reviewed the faculty applications for the Salzburg Seminar that will take place in July. He indicated that the essays showed a lot of thought. The committee to review the applications is scheduled to meet on April 9th.

Gerry Faye reminded the campuses to hold elections for Campus Senate members for the 2004-05 academic year at their April Senate meeting.

12) Adjournment:

Meeting adjourned: 4:15 p.m.

Respectfully submitted,

Gail Bryan, Secretary

Nancy K. Szabo, Recording Secretary