

# Oakland Community College

2007-2008 COLLEGE ACADEMIC SENATE  
MINUTES OF APRIL 24, 2008  
Royal Oak Campus

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

Auburn Hills:	T. Boozer, S. Dry, J. Farrah, G. Mays, S. Miller, G. Rockind, R. Ston, P. Dolly
Guests:	R. Andersen, V. Anderson, J. Craft, L. Huber, M. Kersten-Hart, N. Showers, L. Wallace
District Office:	L. Crews, J. Harper, L. Nadlicki, T. Meyer
Guests:	C. Maze, B. Montgomery, L. Redmond, C. Tanner
Highland Lakes:	E. Fett, S. Hanna, J. Lobert, K. Schulte, M. Ston, M. Vollbach, G. May
Guests:	V. Kloosterhouse, V. Kroll, R. Steele, J. Weller
Orchard Ridge:	T. Baracco, J. Berry, A. Frank, M. Kokoszka, D. Levinson, M. A. McGee, N. Valenti, T. Walter, J. Shadko
Guests:	T. Ingram, V. McNiff, L. Nemitz, M. Pergeau, D. Schmeichel, J. Seiter, A. Walaskay
Student:	C. Rudberg
Royal Oak/Southfield:	E. Abbey, G. Fournier, T. Hendricks, D. Johnson-Bignotti, M. K. Lawless, D. Mathews, R. Nagler, D. Rowe, B. Sadecki, C. Sanford-Brown, A. Sargeant, S. Reif
Guests:	C. Benson, J. Jensen, S. Labadie, J. Matteson, D. Niemer, B. Sault, K. VanBuren

2) Acceptance of Agenda:

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

3) Approval of Minutes:

**MOTION: To approve the minutes of March 27, 2008 as written. Seconded, passed.**

4) Leadership:

Chair Mary Ann McGee reported that in the past the Academic Senate Chair was included as part of Chancellor's Cabinet, and then there was a period of time when the Senate Chair wasn't included. Presently, the Senate Chair is part of the Chancellor's Cabinet membership. Chancellor's Council just completed a two-day retreat in which the Cabinet was productive in getting to know the new Chancellor and vice versa. She participated in the retreat on behalf of the Academic Senate.

5) College Senate Elections for the 2008-09 Academic Year

Mary Ann McGee reminded the Senate that only newly elected council members for next academic year can vote in the election.

Nomination for Chair: Mary Ann McGee

**MOTION: To close nominations and approve by acclamation. Seconded, passed.**

Nomination for Vice-Chair: Mary Ston

**MOTION: To close nominations and approve by acclamation. Seconded, passed.**

Nomination for Secretary: Nick Valenti

**MOTION: To close nominations and approve by acclamation. Seconded, passed.**

6) Presentation

- First Year Experience

Ann Walaskay, Librarian at OR Campus, gave a PowerPoint presentation on "Engaging Students in a Proven Success Model." She highlighted the following:

- First Year Experience (FYE) credit course was developed by a college-wide committee, and it provides opportunities for students.
- Why is the First Year important? – students become independent learners
- Success Predictors
- Institutions with FYE courses
- OCC Course Design 2008-09 – offered under Foundational Studies (FSH 1500, FSN 1500, FSS 1500). Course will be piloted at OR Campus fall 2008.
- Course description for FSH 1500 – Foundations of Humanities
- Content area taught using FYE course components . . .
- Course advantage to students!
- Course advantage to faculty!

- Course advantage to OCC!
- More Institutional Advantages - increases student satisfaction with the institution
- In summary: This course is a First Year Experience course and will include opportunities for students to learn about OCC, build relationships with peers and faculty, and develop college level learning skills within the context of the curriculum.

Discussion followed:

- How can you pilot a program when it isn't offered specifically for first year students?
- Humanities instructors were consulted before the course was developed.
- Any thought to pairing courses? - not right now, may expand later.
- Department Chairs and Academic Deans have reviewed the course syllabus.
- Would like to see longitudinal data on success of course.
- Not launching a new course – just a pilot course.
- Using methods along with regular content in an existing course to teach basic skills.
- How will students know this is a FYE course? – will rely on marketing and counselors to promote the course.
- This hasn't been vetted at the Senate until now; Senate should have been involved in the preliminary stage.
- This course requires discipline approval.

**MOTION: To lodge additional discussion of First Year Experience course at the Campus Senate meetings. Seconded, passed.**

The committee agreed to forward additional information to the Campus Senate Chairs so the topic can be discussed further.

7) Old Business:

- Request from Deans Concerning Late Registration

Cathey Maze reported that the Campus Senates were asked at last month's Senate meeting to discuss the recommendation from the deans concerning late registration.

The recommendation from the deans was presented as a motion:

**MOTION: Students will be allowed to register in any course prior to the first class meeting. Drop/add period will allow students to add any course prior to the second class meeting with instructor approval. Seconded.**

Darlene Johnson-Bignotti presented the following "Friendly Amendment" on behalf of the RO/SF Campus Senate:

**Friendly Amendment: The RO/SF campus supports the Deans recommendation regarding registration with the following addition: "Drop/add period will allow students to add any course prior to the second class meeting with full-time faculty and/or department chair permission in lieu of adjunct approval." Seconded.**

The motion was clarified:

New Registrants:

- Students who did not register and pay before.

Drop/Add:

- Students allowed to register into classes before the first class meeting.
- Students allowed to register into classes before the second class meeting with permission.

Discussion followed:

- The current OCCFA language penalizes students with financial obligations.
- The motion is trying to accommodate students who do not have the funds until the first week of classes.
- Are we fixing the problem the wrong way? Do we need to take care of the financial issue instead?
- There are COMPASS problems when students are allowed to register late.

**MOTION: To table the discussion of the motion and return to the Campus Senates for further discussion. Seconded.**

**The motion failed.**

**The question was called.**

**The motion as amended passed.**

This recommendation will be forwarded to the Chancellor.

- Discussion re: Marketing Motion from AH Campus

Shawn Dry reread the motion from the AH Campus that was presented at last month's Senate meeting:

**MOTION: The Auburn Hills campus senate moves that the College Academic Senate support a more aggressive marketing of the college. Seconded.**

Discussion followed:

- Why are we marketing – to what end?
- Need direction as to what should be the outcome.
- The intent of the motion is not to provide marching orders but to start discussion regarding marketing on the campuses.
- It is not the role of the Senate to send a recommendation about marketing to the college administration.
- We need to know what kind of classes to offer that students need.

**Friendly Amendment: Provide a presentation on “What is the Marketing Strategy of the institution?” Seconded, passed.**

Mary Ann McGee will forward the request to the Chancellor.

8) New Business:

- Motion re: Sun-setting Process

Gail Mays presented the following motion on behalf of the Curriculum Review Committee:

**MOTION: The CRC requests support from the College Academic Senate to be part of the Sun-setting Process for Occupational Programs by conducting a review of programs considered for closure. Seconded.**

Discussion followed:

- The “Closure of Occupational Programs (Sun-setting)” that was on the distribution table is not the latest process. These steps occur after a program is sun-set.
- CASSC is looking into what goes on before a program is sun-set and they are developing a process
- The sun-setting process should be vetted through Senate.

**The motion passed.**

- Liberal Arts Review

Gail Mays highlighted the information on the handout “Curriculum Review Committee Recommendations to College Senate” for the Liberal Arts review. The committee questioned how degrees should be reviewed that are part of several disciplines. CRC undertook a process that was used in other settings, but Liberal Arts is a much broader degree. The process for transfer degree reviews is unclear. CRC has outlined several issues that should be addressed regarding the review, but there isn’t any faculty ownership.

Discussion followed:

- Will the college be judged on graduation rates?
- In today’s economy students will take courses that will transfer and then move on.
- Issues come up, however, it is not the responsibility of CRC to make the decisions.
- Liberal Arts faculty should be included in the discussion other than the coordinator of the review.
- What is the process for amending OCC’s degree programs?
- What do we do for future reviews?
- What do we do with the results from the Liberal Arts review?

**MOTION: To hold the Liberal Arts degree review recommendations until a process is developed for transferable degrees. Seconded, passed.**

- Motion re: Program Review

Mary Ston presented the following on behalf of Senate Leadership:

In light of the Liberal Arts review completed by CRC, it has become clear that we lack a process for the revision of our transfer degrees. Therefore, it is proposed:

**MOTION: That an ad hoc committee be established to draft a proposed process for revising transfer degrees. The proposed process should:**

- **Conform to guidelines already established by the Curriculum Committee.**
- **Identify who should take the lead for the review and revision of Liberal Arts, Science and Business Administration.**
- **Recommend balloting for the proposed changes.**

It is suggested that this work be completed by the June Senate Meeting so that work on the revision of Liberal Arts can begin in the fall.

Discussion followed:

- CRC applied their process and it is insufficient to take in all the issues of a transferable degree.

**The question was called.**

**The motion was seconded and passed.**

Gail Mays will call the first meeting of the ad hoc committee. Any individuals interested in serving on the committee were asked to contact her. Mary Ann McGee will also send out an e-mail soliciting volunteers to serve on the committee.

- Testing Centers

Darlene Johnson-Bignotti reported that the topic of testing centers was brought up by the ASC faculty at their April Campus Senate meeting. Arden Sargeant questioned how make-up testing should be addressed because the Academic Support Centers are not testing centers. The CAS endorsed testing centers a couple years ago, but nothing has been established. This item was brought to Senate as an information item, and it will be sent to CASSC.

9) Standing Committees:

- *Academic Master Plan/Shawn Dry & Jayne Lobert*  
Shawn Dry reported that in the spring of 2006 the CAS approved an AMP model and as an effort to maintain the forward momentum of the planning and implementation process, the College Academic Master Plan Committee is seeking the endorsement of the College Academic Senate for the following proposals:

**MOTION:**

- 1. That each campus' academic planning group regularly report its progress to its campus senate.**
- 2. That each campus report the achievements it has made in accomplishing its campus academic plan and new initiatives it has added to its plan to the College Academic Master Plan Committee three times a year (January, May, and**

- September). For 2008 only, the May report can be delayed until June. These reports will then be shared with the College Academic Senate.
3. That each campus include as part of its 2008 Staff Development Day a report on the achievements it has made in accomplishing its campus academic plan and new initiatives it has added to its plan.
  4. That the fall Discipline Day include a pre-lunch display of the achievements the campuses have made in accomplishing their campus academic plans and new initiatives they have added to their plans.
  5. That the college host a forum in fall 2008 (late October or early November) to stimulate thinking and begin discussions on the next phase of academic planning.
- Seconded.**

**Friendly Amendment: In item #3 eliminate “2008.” Seconded, passed.**

- *Academic Standards/Jennifer Craft*  
Mary Ann McGee acknowledged Jennifer Craft for agreeing to serve as the Chair of the Academic Standards Committee.

Jennifer Craft reported that the committee held an organizational meeting, and they agreed to meet on the first Friday of every month except for May. The May meeting will be on May 9<sup>th</sup> at 1:00 p.m. in the Board Room. The meeting locations will be rotated among the campuses.

- *Curriculum/Mary Kay Lawless*  
Mary Ann McGee acknowledged the work of the Curriculum Committee – the 9-page “Catalog Change Summary/2008-009” that was available on the distribution table.

Mary Kay Lawless presented the Consent Agenda.

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

- *Curriculum Review/Gail Mays*  
Gail Mays reported the following:
  - The committee will be doing their final reviews for this academic year on May 16<sup>th</sup>.
  - The release time/supplemental contract curriculum review postings that were not filled will be reposted next week.
- *Student Outcomes Assessment/Vicki Kloosterhouse*  
Vicki Kloosterhouse reported the following:
  - 96 student essays were submitted. The committee reviewed the essays and identified 8 students as winners and they have been notified. 9 students were originally selected, but one was withdrawn because of plagiarism. The recipients will be honored by the Board, and an announcement will be sent to the campuses.
- *TMC/Gladys Rockind*  
Gladys Rockind announced the following:
  - The copyright website is up and running and there is a list of FAQ’s.

- In May there will be anti-plagiarism software demonstrations on the campuses (for example, Turn It In).
  - Money has been put into the campus budgets to cover copyright on the campuses.
  - Student e-mail accounts are on track for fall 2008.
- *College Administrative Services Council/Cathy Rush*  
Cathy Rush reported the following:
    - The focus of the meeting was on security audits. The college is undertaking 4 different levels: physical; human; IT; and non-IT data and records security. A task force has been established in each of the areas to look at security across the college in the four arenas.
    - The goal of the task force working on student ID's is to have them available to students fall semester.

#### 10) Ad Hoc Committees:

- *Student Life/Lloyd Crews*  
Lloyd Crews reported the following:
  - On Tuesday, April 29<sup>th</sup> there will be a Student Life Retreat at the SF Campus from 12:00 – 5:00 p.m. in Room 260. An open invitation was given to attend the retreat. The purpose of the retreat is to develop strategies to complete goals set by the committee. Please e-mail Lloyd Crews with any suggested speakers for next year, and if you would like to attend the retreat because lunch will be provided.
- *General Education Outcomes/Gail Mays*  
Gail Mays reported on the results of the “General Education Outcomes Faculty Survey – Winter 2008.” There were 202 respondents (response rate – 69%). 86% responded “Yes” to accepting the 9 general education outcomes, and 14% responded “No.” She thanked all those for voting on the GE outcomes. A report will be given at the June meeting regarding implementation. The GE Committee was applauded for their hard work.
- *Developmental Education/Leslie Roberts*  
Henry Tanaka reported that 12 people attended the first committee meeting on April 21<sup>st</sup>, however, more instructional faculty are needed. If interested in being a member, please e-mail Henry Tanaka. The Co-chairs are: Leslie Roberts and Dave Mathews.
- *Curriculum/*  
Cathey Maze reported that she is serving as an ex-officio on the committee. The next committee meeting will be held on May 9<sup>th</sup> at OR Campus, and lunch will be provided. The committee will be reviewing the current curriculum process so they can identify issues that need to be addressed.

#### 11) Administration:

Chancellor Timothy Meyer provided the following comments:

- He congratulated the newly elected senators.
- He reported that Chancellor's Cabinet held a two-day retreat this week at the SF and OR campuses. The Cabinet spent time getting acquainted with each other, and they developed



a good understanding of how to work together. He also endorsed the Senate Chair's involvement in the Cabinet.

- He supported the continued development of the AMP.

12) Community Comments:

- Lloyd Crews announced that there will be a report on athletics at next month's Senate meeting.
- The Senate should look into getting rid of bottled water, and participating in college-wide meetings via video-conferencing.
- Senate members were encouraged to carpool to the Senate meetings.

13) Adjournment:

Meeting adjourned: 4:50 p.m.

Respectfully submitted,

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Nick Valenti, Secretary

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Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE  
Academic Senate Consent Agenda  
April 24, 2008  
Royal Oak Campus

<b>MINOR COURSE REVISIONS</b>
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1. **BIO-1570 Microbiology of Health and Disease.** Add prerequisite: Satisfactory score on the OCC biology assessment test or a grade of “C” or better in BIO-1511 or BIO-1530 (or equivalent college transfer course) within the last 5 years. Target date for first offering is Fall 2009.
  
2. **BIO-2630 Human Anatomy and Physiology I.** Add prerequisite: Satisfactory score on the OCC biology assessment test or a grade of “C” or better in BIO-1511 or BIO-1530 (or equivalent college transfer course) within the last 5 years. Target date for first offering is Fall 2009.
  
3. **CIS-1305 Cisco Internetworking I.** Change title to: “CCNA Studies 1: NW Fundamentals.” Target date for first offering is Fall 2008.
  
4. **CIS-1310 Cisco Internetworking II.** Change title to: “CCNA Studies 2: Routing.” Target date for first offering is Fall 2008.
  
5. **CIS-1320 Cisco Internetworking III.** Change title to: “CCNA Studies 3: LAN Switching.” Target date for first offering is Fall 2008.
  
6. **CIS-1330 Cisco Internetworking IV.** Change title to: “CCNA Studies 4: Accessing WAN.” Target date for first offering is Fall 2008.

<b>MAJOR COURSE REVISIONS</b>
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1. **CIS-1295 Voice and Data Cabling.** Reduce credit hours from 5 to 4. Target date for first offering is Fall 2008.