

Oakland Community College

2007-2008 COLLEGE ACADEMIC SENATE
MINUTES OF MAY 22, 2008
Auburn Hills Campus

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

Auburn Hills:	S. Dry, J. Farrah, B. Konopka, G. Mays, S. Miller, R. Ston
Guests:	R. Andersen, J. Craft, G. Foster, L. Huber, M. Kersten-Hart, M. Lambert, V. Love, J. Neuman, P. Shipp-May
Students:	E. Parham, M. Torma
District Office:	L. Crews, L. Nadlicki
Guests:	P. Dorris, C. Maze, C. Tanner
Highland Lakes:	N. Boulos, E. Fett, J. Lobert, M. Ston
Guests:	S. Focht, V. Kloosterhouse
Orchard Ridge:	J. Berry, G. Faye, A. Frank, M. A. McGee, N. Valenti, T. Walter, J. Shadko
Guests:	S. Dyer, D. Fisher, V. McNiff, L. Nemitz
Royal Oak/Southfield:	T. Hendricks, D. Johnson-Bignotti, M. K. Lawless, R. Nagler, D. Rowe, B. Sadecki, C. Sanford-Brown, A. Sargeant
Guests:	D. Bartleman, W. Harris

2) Acceptance of Agenda:

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

3) Approval of Minutes:

MOTION: To approve the minutes of April 24, 2008 as written. Seconded, passed.

4) Leadership:

Chair Mary Ann McGee reported that Senate Leadership's annual summer retreat is scheduled for June 20th. Some of the topics will include: Examining the Senate committee structure; Reviewing the charges for the standing committees; Considering the overlap between Curriculum, Curriculum Review, and SOAC; Reviewing the findings of the HLC report and Senate responsibilities in relation to it; Reviewing recommendations from the Curriculum Ad Hoc committee and the Degree Review ad hoc committee. The deans have been invited to attend part of the retreat to discuss academic issues.

5) Presentation

- Athletics

Laurie Huber, Manager of Campus Facilities at AH Campus (also OCC's Athletic Director) gave a PowerPoint presentation on the "Raiders Athletic Department at OCC." She highlighted the following:

Raider Facts:

- Men's Varsity Sports: Cross Country; Half Marathon; Basketball; Golf
- Women's Varsity Sports: Fast pitch Softball; Cross Country; Half Marathon; Basketball; Volleyball, Tennis
- Student Athletes: (74-2007-08)
Average Athlete GPA: 3.018
Average Team GPA: 3.39
Graduation Rate: 2002 (29%/10%)
- Membership:
Michigan Community College Athletic Association (MCCAA)
National Junior College Athletic Association (NJCAA) – Region 12
Varsity vs. Club sport: Men's Soccer; Men's/Women's Indoor/Outdoor Track
Website: www.raiderssports.net
- Goals: 2007-2008
Eligibility
Marketing/Visibility
Scholarship – Development/Student; LIFE & Partnerships
- Goals: 2008-2009 (recommended)
Eligibility
Scholarship/Endowment Development
Marketing/Visibility
Strategic & Partnership Planning (stewardship)

Academic & Community Partnerships:

- Awareness
- Student Athlete Progress Reports
- Dual Support
 - Marketing
 - Stewardship
 - Curriculum Development
 - 'Building Future Leaders'

Laurie Huber introduced some of the 2007-2008 coaches in attendance. She also introduced Katlyn Lang (WBB) – NJCAA Distinguished Academic All-American (3.8)

OCC – 40 YEARS OF RAIDER PRIDE!

6) Old Business:

- Discussion of First Year Experience

Mary Ann McGee reported that at last month's Senate meeting additional discussion of First Year Experience course was referred to the Campus Senates.

The Campus Senate Chairs reported the following:

- AH – Discussion revolved around two major points: Humanities faculty were not aware a FYE course was being proposed; There seems to be curricular alteration of this course and the curriculum process was not followed.
- HL – Discussed the same concerns as AH Campus. They were enthusiastic about the idea of a FYE course but they were confused about the process and how the course was implemented.
- OR – The instructor shouldn't be told how they should teach their course. There are some process issues that need to be worked on. A discipline review should be conducted, and the guidelines should be followed for an experimental course.
- RO/SF – Discussed similar concerns as AH and HL. They were also enthusiastic about the idea of a FYE course but they had trouble determining if it is a single course intending to be a program. They need more information regarding the process.

Further discussion followed:

- FYE is a registered trademark – need to be careful of how the term is used.
- FYE is an innovative course to enhance social transition of students at OCC. The course will be research-based.
- Tim Walter provided an article "Support Programs and Student Self-Efficacy: Do First-Year Students Know When They Need Help" on the distribution table. The article answers questions regarding FYE course, and it provides a model of 3 years of research.
- How will students know this is a FYE course – will it be footnoted in the catalog?
- The content of the course description in the catalog is the same. Course delivery by the instructor is different. The course will be offered in a less traditional way in order to use resources available on the campus.
- FYE course will be footnoted in the "Schedule of Classes."
- FYE designation is an opportunity to let students know what they will be taking, and it indicates how a course will be taught.
- The course is not designated for only first-year students. It is open for all students to take the course.
- Many instructors are already including FYE components in their instructional material.

J. J. Berry reported that the next step is for the committee to collect data and get feedback from the course that is offered in the fall. The data will be given to OCCFA and it will be reviewed before a course is offered winter 2009.

Mary Ann McGee reported that the college has processes that allow OCC to move forward. The Senate looks forward to a more fleshed-out proposal from the committee recommending the FYE course.

7) New Business:

- Motion re: Safety Recommendations for Syllabi

Elaine Fett presented the following motion that was passed by the HL Campus Senate Council on May 8, 2008:

MOTION: The Senate moved to bring the safety recommendations for syllabi in Terry McCauley's memo of April 1st to the College Senate for inclusion in the syllabus template.

Terry McCauley's memo of April 1st was available on the distribution table (on the back of the HL motion).

Discussion followed:

- The syllabus is very important and only so much information can be provided.
- Can this be a handout instead of including it on the syllabus?
- This is a recommendation for a template; Faculty may or choose not to include the information in their syllabus.
- The "safety precautions" posted in the classroom include more information.

The question was called.

The motion was seconded and passed.

Mary Ann McGee recommended that this information be provided as a handout that all faculty can have access to. It is important information to give to students.

8) Standing Committees:

- *Academic Master Plan/Shawn Dry & Jayne Lobert*

Shawn Dry reported the following:

- An end of year report for the committee was provided on the distribution table. The report lists accomplishments for 2007-2008, and it provides goals for the 2008-2009 academic year.
- All the Campus Academic Master Plans are posted on Infomart.
- Achievement reports are due to Shawn Dry/Jayne Lobert by June 6th.

- *Academic Standards/Jennifer Craft*

Jennifer Craft reported that a synopsis of the April 4th and May 9th meeting were available on the distribution table.

- *Curriculum/Mary Kay Lawless*
Mary Kay Lawless presented the Consent Agenda.

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

Mary Kay Lawless reported that one more Curriculum meeting will be held on June 2nd because programs are still coming through. The deadline for the catalog is February 23, 2009. She recommended that catalog changes be brought forward as early as possible next academic year.

- *Curriculum Review/Gail Mays*
Gail Mays reported the following:
 - The committee reviewed Robotics and History on May 16th. Recommendations are available on the distribution table.
 - The committee will be meeting on June 6th to do their final review.
- *Student Outcomes Assessment/Vicki Kloosterhouse*
Vicki Kloosterhouse reported the following:
 - Awards were given to the 8 student essay winners. They won prizes ranging from \$1,000 in cash to \$200 in gift certificates.
 - The top 8 essays are posted at www.oaklandcc.edu/essay. There was also a press release and an article that will appear in OCCurrences.
 - Leslie Roberts will be chairing SOAC next academic year.
 - She thanked OCC for giving her the opportunity to take a sabbatical next academic year to travel under the auspice of World Relief and observe and document global health issues. She will be developing a blog and creating digital stories to share in the classroom.
- *TMC/Gladys Rockind*
No report.
- *College Administrative Services Council/Mary Ston*
Mary Ston reported the following:
 - The college is undertaking 4 different levels of security audits: physical; human; IT; and non-IT data and records security. A subcommittee has been established in each of the areas to look at security across the college in the four arenas. The human security committee is looking for a faculty member to serve on the committee. Committee meetings will be starting soon.

9) Ad Hoc Committees:

- *Student Life/Lloyd Crews*
Lloyd Crews reported the following:
 - Within the next two weeks the “Student Speaker Series for 2008-2009” will be finalized. He thanked the faculty for their support.
 - The “OCC Student Life Calendar for Summer I and II” was available on the distribution table.0

- *General Education Outcomes/Gail Mays*
No report.
- *Developmental Education/Leslie Roberts*
Mary Ann McGee reported that an overview of the committee's initial meeting on April 21st was available on the distribution table.
- *Curriculum/*
Vicki Kloosterhouse reported the following:
 - It was recommended to the College Senate to assign an Ad Hoc Committee beginning fall 2008 to “develop a comprehensive process for improving curriculum planning, operation, development/implementation, and review of the plan.” A list of questions was generated under each of the four categories that need to be discussed.
- *Transfer Degrees/*
Gail Mays reported the following:
 - An overview of the May 20th meeting was available on the distribution table.
 - This is a huge process to undertake.
 - A Chair will need to be elected in the fall.
 - There is a need for more instructional faculty to serve on the committee.

10) Administration:

No Report – Chancellor Timothy Meyer was unable to attend the meeting.

11) Community Comments:

- A question was asked regarding the FERPA notification for syllabi. Language was drafted but it was considered obtuse for a syllabus. Presently, there isn't recommended language and it is up to the individual faculty member as to what should be included in their syllabus regarding FERPA.
- Because of the high price of gas, it was recommended that the CAS not meet in June. It was suggested that outstanding curriculum issues be handled electronically.

MOTION: To discuss canceling the June 12th CAS meeting and send out the Curriculum Consent Agenda electronically. Seconded.

Discussion followed:

- The Senate needs to look at ways to use technology.
- Critical issues should be discussed in a meeting arena.
- Courses that are planned to be offered in fall 2008 will be on the June Consent Agenda.
- A student can't graduate until the program is listed in the catalog but students can start planning to take the courses.
- The Construction Technology Program won't be able to go through the curriculum process (not enough time for 10-day notice) but the courses will be on the Consent Agenda if they are approved at the College Curriculum meeting on June 2nd.

Friendly Amendment: The June 12th CAS meeting is subject to the call of the CAS Chair, in particular if there are curricular issues on the Consent Agenda that need to be discussed. Seconded, passed.

12) Adjournment:

Meeting adjourned: 4:25 p.m.

Respectfully submitted,

Nick Valenti, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
May 22, 2008
Auburn Hills Campus

NEW COURSES

1. **CIS-1335 CCNP Studies I: Scalable N/W.** This is a 4-credit course with a Group "B" Classification (25 students.) Prerequisite: CIS-1330 or CCNA certificate. There is a \$40 course fee. Target date for first offering is Winter 2009.
2. **CIS-1335 CCNP Studies I: Scalable N/W.** This is a 4-credit course with a Group "B" Classification (25 students.) Prerequisite: CIS-1330 or CCNA certificate. There is a \$40 course fee. Target date for first offering is Winter 2009.
3. **CIS-1345 CCNP Studies III: Multilayer Sw. N/W.** This is a 4-credit course with a Group "B" Classification (25 students.) Prerequisite: CIS-1330 or CCNA certificate. There is a \$40 course fee. Target date for first offering is Fall 2008.
4. **CIS-1350 CCNP Studies IV: Converged N/W.** This is a 4-credit course with a Group "B" Classification (25 students.) Prerequisite: CIS-1330 or CCNA certificate. There is a \$40 course fee. Target date for first offering is Fall 2008.

MINOR PROGRAM REVISION

1. **MBT.AAS Molecular Biotechnology.** Delete the following courses: BIO-1560, CHE-2610, CHE-2620, and CHE-2650. Move BIO-2560 and BIO-2710 from Elective Supportive Courses to Required Major Courses. Change to Elective Supportive Courses: The student must select a minimum of 1 course, rather than a minimum of 6 credits. Target date for first offering is Fall 2009.