Academic Standards Committee
Report to the College Academic Senate
September, 2008

1. The Academic Standards Committee has been added to InfoMart.
2. At the June meeting, a process was created for bringing issues to the attention of the committee, including a form which is being brought to CAS for acceptance. Upon its acceptance, it will be added to InfoMart, as well. The process requires anyone interested in bringing a topic to the committee for discussion to:
   a. Fill out the form and acquire dean's signature and
   b. Send it to the chair of the committee electronically and in hard copy with appropriate supporting documentation.

   The chair then sends the form to the committee for comments as to whether the issue meets the charge of the committee and whether more information is needed before it is brought to a meeting. From there, the issue gets on the agenda.
3. Also at the June meeting, a discussion of how to go about the catalog review, as required by the charge of this committee, was held.
4. At the September 12 meeting, two discussions were had.
   a. The first topic was the Course Substitution Form. At this time, the Committee recommends that the form and/or guidelines for the form be changed. The following are our recommendations:
      i. Add the discipline or department representative to the list of those receiving copies of the completed form.
      ii. Require the dean signing the form to provide a written response explaining a decision that goes against the recommendations of either of the other signers.
      iii. The counselor's name should be continue to be included on the form, but there should also be an area added so that the counselor could explain what advice (from simply supplying the form to discussing the likelihood of the request being approved) was given to the student regarding this request. It is clear that many have misunderstood the purpose of the counselor's name being on the form in the past, but it is hoped that this change to the form would address that issue.
      iv. If the form itself is changed, then "remarks" should be changed to "rationale" to encourage all parties to explain their reasoning.
      v. The statement in the guidelines regarding the dean's decision being final needs to be clarified so that it is understood that the there is no appeal to the decision rather than the dean's decision overriding the other signatories' opinions.

      While the form and process seem to work well in most cases, these changes would, it is hoped, encourage improved communication amongst the concerned parties, "closing the loop," as was often said during the discussion.

The other points on the original motion to CAS from AH were tabled as each would require extensive research and/or data gathering that was beyond the scope of this meeting at this time.

b. The second discussion began the review of the College Catalog. The first eighteen pages were pored over. In addition to various language changes, several suggestions are being made:

    i. There needs to be consistency in the inclusion of web addresses and contact information such as e-mail addresses and specific room locations.

    ii. An index of web addresses should be provided.

    iii. Any information that is a subset of another set of information should be fully indented rather than just having its title in slightly smaller font as a clearer visual cue to the reader.

    iv. The "Academic Calendar" (p.4) should be changed to "Key Dates" or "Important Dates." The biggest change that must be made to this calendar is the dates for registration. Currently, only the dates for final registration are included. This should be changed to show the beginning and end dates for the entire registration period. It is also suggested that payment dates and Financial Aid dates be added to this page. Recommended dates for application submissions could also be included.

    v. "The OCC Experience" should include a comprehensive list of all sports programs at OCC.

    vi. Within "The OCC Experience," "The Student Experience" should include information about Student Life, Coop, and Internships.

    vii. The information on "Accrediting Commissions" (p.7), save that directly related to OCC's accreditation, should be omitted.

    viii. The information on the OCC Foundation should be moved to the section on the "History of Oakland Community College."

    ix. The Career Transfer Center and Counseling Center should be added to list of services at all campuses on p.12 and "Student Life Offices that support student organizations" should replace "Student Organizations."

    x. Regarding the information for each of the campuses, it is suggested that the campuses review the career programs listed in the catalog. Further, since the phrase "career programs" is used to introduce these lists, each item on each list needs to be a career program.

    xi. A reorganization of the information about "Policy about Children on Campus" (p.18) is suggested in order to remove feelings of contradiction within the stated policy.

Details about all the suggested changes (including the linguistic, punctuation, and grammatical ones) are in the minutes of the meeting which will be posted to InfoMart upon their acceptance by the Committee at the October meeting.

5. Next meeting: October 3, 10 am, AH (room TBA)