Oakland Community College

2008-2009 COLLEGE ACADEMIC SENATE
MINUTES OF March 26, 2009
Royal Oak Campus

The College Academic Senate was called to order at 3:15 p.m. by Chair Mary Ann McGee. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, G. Mays, A. Palmer, G. Rockind, L. Wallace
Guests:	E. Allen, T. Boozer, J. Craft, C. Flagg, M. Kersten-Hart, P. Hale, B. Powell
Student:	E. Parham
District Office:	L. Appelt, J. Harper, L. Nadlicki
Guests:	J. Burley, M. A. Cotton, C. Mathews, B. Montgomery, L. Redmond, C. Tanner
Highland Lakes:	E. Fett, M. Ston, G. May
Guests:	V. Jones
Orchard Ridge:	J.J. Berry, A. Frank, M. Kokoszka, D. Levinson, M. A. McGee, V. McNiff, M. Pergeau, L. Roberts
Guests:	C. Nykamp
Royal Oak/Southfield:	E. Abbey, G. Fournier, T. Hendricks, D. Johnson-Bignotti, S. Labadie, M. K. Lawless, R. Nagler, S. Reif
Guests:	C. Benson, S. Bradley, A. Droba, J. Jensen, V. Lamb, C. Neely, T. Wangler
Student:	H. Malik

2) Acceptance of Agenda:

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

3) Approval of Minutes:
MOTION: To approve the minutes of February 26, 2009 as written. Seconded, passed.

4) Leadership:
- Chair Mary Ann McGee reported the following:

- On Friday, March 20th, CPC finished the Strategic Plan. Goals are reflected in the Strategic Plan. A condensed version of the plan will be created to be used as a marketing piece and a more expanded version will be used on the campuses. The campuses need to look at the extension of their AMP for alignment.
- The interview committee for the Vice Chancellor of Academic and Student Affairs interviewed two-thirds of the candidates they selected last week. They will interview two more candidates on Monday, March 30th. The committee is confident that they will be in a position to recommend appropriate names to the Chancellor.
- She reminded the Senate that in order to make a motion at the CAS meeting, you must be a dually elected member of the Senate.
- Campus and CAS elections will be held at the April meetings.

5) Presentation

- OCC Foundation

   Cynthia Tanner welcomed those in attendance. She has worked at OCC as Director of the Foundation for 1 ½ years. The Foundation is celebrating their 30th anniversary this year. She reported that financial stressors interfere with education more than any other factor. The Foundation is celebrating by honoring people – the Founder of the Foundation, students, and donors (faculty and staff are the biggest donors). A "Report to Investors" (for fiscal year ending June 30, 2008) was available on the distribution table. The report includes a donor honor roll that lists the names of the donors, and the named scholarships. Today the Foundation is launching their 30th anniversary events. Besides attending the CAS meeting, the Foundation would like to attend the Campus Senate meetings and bring cupcakes. She acknowledged Julie Burley and Mary Anne Cotton in attendance from the Foundation. In celebration of their 30th Anniversary, they are giving away 30 scholarships worth $250 each to students. Students need to enter online before May 1st. Faculty were asked to promote the scholarship giveaway in their classrooms. The Guest House will be renamed to the "Doris Mosher Foundation House" to honor the Founder of the Foundation. The Foundation is also tagging on to Student Appreciation Days held next week on the campuses. She thanked the Senate for their continued support.

6) Old Business:

- Motion from OR Campus re: Ad hoc Committee to Review Liberal Arts Degree

   Marilynn Kokoszka presented the following motion on behalf of the OR Campus Senate:

   MOTION: The Orchard Ridge Academic Senate Council moves that an ad hoc committee with at-large representation from each campus be created for purposes of review of the Liberal Arts Degree. Seconded.

   Discussion followed:
   - It has been over 30 years since the Liberal Arts Degree has been reviewed and a process needs to be established to complete this.

- AH Campus – wants to make sure that the initial group will be creating a process to do the review, not necessarily doing the review. There were concerns the first time the degree was reviewed.
- HL Campus – they are under the assumption that Senate is recommending how the process is going to be created.
- OR Campus – the charge for the group is to create a process by which evaluations will be completed.
- Representation is needed from all the campuses to conduct the actual review.
- The last time one person completed the review without contacting those involved.
- The motion on the floor is a very general motion.
- It will take a long time to complete the review, and the committee should lead and guide the process which can be steered by a small group.
- The group established now will do preparatory work over the summer.

Friendly Amendment: As a start, committee representation should model Standing Committees of the Senate to include at least 3 faculty and 1 dean representative from each campus. Seconded.

Friendly Amendment: To create the ad hoc committee as a "Steering Committee." Seconded.

The motion passed as amended.

The amended motion reads as follows:

The Orchard Ridge Academic Senate Council moves that an ad hoc steering committee with at large representation, to include at least 3 faculty and 1 dean from each campus, be created for purposes of review of the Liberal Arts Degree.

- Membership of Student Life Standing Committee

    Mary Ann McGee reminded the Senate that a motion was passed to create a Student Life Standing Committee but the membership hasn't been defined. The committee has to have a minimum of 3 council members serve on it.

    Discussion followed:
    - It was recommended that the Student Life coordinators serve on the committee.
    - A charge needs to be written for the committee.
    - The committee should have faculty buy-in and support.
    - The committee shouldn't be a roadblock – it should investigate new things for student life.

    MOTION: The membership of the Student Life Standing Committee should include: 3 council members, the Student Life Coordinators and student representatives with voting privileges. The charge of the committee is to advise, investigate and support the student life activities. In addition, the committee will serve as a vehicle to disseminate information and solicit faculty support for student life initiatives. Seconded.

Friendly Amendment: To include a representative from athletics in the Student Life Standing Committee membership. Seconded.

The motion as amended passed.

7) <u>New Business</u>:
- None

8) <u>Standing Committees</u>:
- *Academic Master Plan/Shawn Dry*
  Shawn Dry reported that the committee has completed a thorough review of all the action plan processes. They are putting together a set of best practices that will be posted on Infomart and sent out via e-mail.

- *Academic Standards/Jennifer Craft*
  The committee finished reviewing the front part of the catalog. However, Graphics does not have the authority to the make the changes the committee has suggested. For next year, a process needs to be formalized for making revisions to the catalog.

  The committee has been asked to consider the standards surrounding "I" grades. The Campus Senates were asked to consider some questions surrounding this topic at their May meetings. A list of questions to consider was provided on the distribution table. Discipline Chairs will also be contacted regarding these questions. This will be on the agenda for a college-wide discussion in June.

  Mary Ann McGee reported that the committee discussed how to move the work of the committee forward. Possibly, a consent agenda with a 10-day notice sent will be used for things that need to be acted on.

  MOTION: To discuss the "I" grade questions submitted by the ASC at the May Campus Senate meetings. Seconded.

  The motion passed.

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

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

  Mary Kay Lawless reported that the committee will have 3 motions for the Senate to consider at next month's CAS meeting.

- *Curriculum Review/Gail Mays*
  Gail Mays reported the following:
  - CRC completed the Auto Servicing review at their February 6th meeting. The program was reviewed in June, 2008 but the review was considered incomplete until the faculty coordinator presented the assessment and survey findings. She will report on two more reviews at next month's Senate meeting.

- *Student Life/*
  Stacey Jackson reported the following:
  - A Student Leadership Summit (Enter to Lead: Depart to Serve) will be held at the OR Campus on Friday, April 10th from 9:00 a.m. to 3:00 p.m. All students are encouraged to attend. The event is free, but space is limited, so pre-registration is required. The keynote speaker will be Greg Bowens, CEO Bowens & Co.

  Velma Jones reported the following:
  - A 'Student Appreciation and Grad's Fair" will be held at all the campuses in conjunction with the bookstores during the month of April. Students will have the opportunity to take a break from studying for finals (FREE food, games and prizes), while also learning about all the different student organizations on campus that students can join.
  - Student Life is working on revising the "Student Life Handbook." If you know of any events that are planned for next year, please let Velma Jones know for inclusion in the handbook before June 1st.

- *Student Outcomes Assessment/Leslie Roberts*
  Leslie Roberts reported the following:
  - 58 faculty attended the Friday, March 20th Faculty Assessment Day. 40 people are expected to attend the Saturday, March 28th FAD at the AH Campus from 9:00 a.m. – 1:00 p.m. More adjuncts are getting involved in the sessions.
  - 104 essays were submitted for the 2008-09 Essay Competition. Winners will be announced on Monday, April 27th.
  - More information was provided on the "SOAC – Academic Senate Report" available on the distribution table.
  - The form "OCC Reads: Book Suggestions Needed for 2009-2010 – Nominate a Book" was also provided on the distribution table. The form is to be used to nominate a book for "OCC Reads" next year. Completed forms should be sent to Beth Garnsey via campus mail or as an e-mail attachment. A book will be selected by mid-May.

- *TMC/Gladys Rockind*
  Gladys Rockind reported that Wendy Subrin sent out an e-mail regarding the faculty showcase that will be held the morning of May 29th. This year the showcase will be broadcast virtually to the campuses. Volunteers are being solicited and it was recommended that it be expanded beyond a technology showcase – anything of interest to the faculty would be appreciated. They would like to start to make a video library of shared information.

9) Ad Hoc Committees:
  - *General Education Outcomes/Gail Mays*
    Gail Mays reported the following:
    - Faculty can still fast track their courses through curriculum this year, but the information will not be included in the catalog.
    - The committee is working on implementation of outcomes to the distribution list.

  - *Transfer Degree/*

Mary Ann McGee reported that the Ad Hoc Transfer Degree Committee submitted a report to Senate and the work of the committee is completed.

MOTION: The Transfer Degree Committee was thanked for their work and the committee was resolved.

The motion was seconded and passed.

- *Distance Learning/Gladys Rockind*
  Gladys Rockind reported that the committee has been meeting and they are looking at how to develop distance education programs. When a plan is ready, it will be brought to Senate.

10) Administration:
- No report.

11) Community Comments:
- Henry Tanaka reported that AH Campus held its first debate in the Student Government. 7 students from the AH Campus Student Government are in attendance at today's Senate meeting to learn about the process.
- Jeff Farrah reported on the following Global Education Speaker Series that will be held at the AH Campus:
  - April 7th, 1 – 3 p.m. in G-240 – Performing Arts and Copyright in India
  - April 14th, 10 – 11 a.m. in F123 – From Shoeshine to Humanitarian
  - April 22nd, 12 – 1 p.m. in F123 – The Why and How of Saving Tropical Forests: A Tanzanian Example
  - A different speaker series will be held at all the campuses.
- Gordon May complimented Kris Evans on the "TMC Newsletter."
- Mary Ston recommended, as part of global education, following Vicki Kloosterhouse's blog.

12) Adjournment:
    Meeting adjourned: 4:10 p.m.

Respectfully submitted,

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Nick Valenti, Secretary   Nancy K. Szabo, Recording Secretary

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MINOR COURSE REVISIONS

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1. **HPT-2200 Drug Distribution Systems and Procedures.** Add prerequisite: Acceptance into the Hospital Pharmacy Technology Program or consent of instructor. Target date for first offering is Fall 2009.

2. **HPT-2210 Administration of Medications.** Add prerequisite: Acceptance into the Hospital Pharmacy Technology Program or consent of instructor. Target date for first offering is Fall 2009.

3. **HUM-1520 Major Traditions in Western Art, Architecture, Literature and Music from the Renaissance through the Modern Era.** Change course title to: **Arts and Literature: Renaissance through Modern.** Change course description. Target date for first offering is Fall 2009.

4. **PHI-1710 Introduction to Logic.** Change course title to: **Introduction to Informal Logic.** Change course description. Target date for first offering is Fall 2009.

5. **RAD-2000 Introduction to Radiographic Technology.** Change Co-requisite to: RAD-2009, RAD-2011, RAD-2088, RAD-2140. Change course description. Target date for first offering is Fall 2009.

6. **RAD-2030 Advanced Radiographic Procedures.** Change prerequisite to: RAD-2080, RAD-2244. Change Co-requisite to: RAD-2033, RAD-2266. Target date for first offering is Fall 2009.

7. **RAD-2033 Procedures Lab III.** Change prerequisite to: RAD-2080, RAD-2244. Change Co-requisite to: RAD-2030, RAD-2266. Target date for first offering is Fall 2009.

8. **RAD-2080 Radiation Physics.** Change prerequisite to: RAD-2021, RAD-2110, RAD-2022, RAD-2199 or consent of instructor. Change Co-requisite to: RAD-2244. Change course description. Target date for first offering is Fall 2009.

9. **RAD-2120 Radiologic Pathology.** Change prerequisite to: RAD-2030, RAD-2033, RAD-2266. Change Co-requisite to: RAD-2220, RAD-2277. Change course description. Target date for first offering is Fall 2009.

10. **RAD-2140 Radiation Protection/Radiation Biology.** Change prerequisite to: Admission to the Radiologic Technology Program. Change Co-requisite to: RAD-2000, RAD-2009, RAD-2011. Change course description. Target date for first offering is Fall 2009.

11. **RAD-2220 Radiation Seminar.** Change prerequisite to: RAD-2030, RAD-2033, RAD-2266. Change Co-requisite to: RAD-2120, RAD-2277. Target date for first offering is Fall 2009.

12. **RAD-2266 Clinical Practice IV.** Change Co-requisite to: RAD-2030, RAD-2033. Target date for first offering is Fall 2009.

13. **RAD-2277 Clinical Practice V.** Change Prerequisite to: RAD-2030, RAD-2033, RAD-2266. Change Co-requisite to: RAD-2120, RAD-2220. Target date for first offering is Fall 2009.

MAJOR COURSE REVISIONS

NONE

NEW COURSES

1. **CRJ-1070 Introduction to Forensic Science.** This is a 3-credit course with a Group "B" Classification (25 students). Prerequisite: CRJ-1010 or consent of instructor. There is a $30 course fee. Target date for first offering is Fall 2009. Course description:

   "This course will familiarize students with the basic principles and uses of forensic science in the investigation of criminal activity. This course will introduce various methodologies and applications used in the forensic context. The course will review the basic applications of the biological, physical, and chemical sciences to questions of evidence and law. Subject matter includes: crime scene investigation; collection; preservation and analysis of physical evidence. Students should gain a basic understanding of the capabilities and limitations of the forensic sciences as they are applied at the crime scene and the forensic laboratory. Course/lab fee."

2. **ECT-1070 Non-Contact Electronic Sensor Applications in Industry.** This is a 3-credit course with a Group "B" Classification (25 students). Prerequisite: ECT-1060 or consent of instructor. There is a $50 course fee. Target date for first offering is Fall 2009. Course description:

   "This course will provide students with the fundamental knowledge of non-contact sensors and their applications in industry including energy systems. Electronic sensors are used in many applications for feedback to relay controls and programmable controllers. Typical applications include sensing liquid levels through glass, distinguishing metal from non-metal substances, discerning color, shape, distance, and proximity. Students are introduced to industry relevant skills, including the design, installation, operation, and performance analysis of sensor systems. Course/lab fees."

3. **ECT-1080 Introduction to Plant Floor Serial Communications.** This is a 3-credit course with a Group "B" Classification (25 students). Prerequisite: ECT-1070 or consent of instructor. There is a $100 course fee. Target date for first offering is Winter 2010. Course description:

   "This course will provide students with the fundamental knowledge related to various industrial software communication bus protocols operating at the Data Link layer and the hardware implementation at the Physical layer of the TCP/IP model. Although these interfaces can operate as an Industrial Field bus, emphasis will be placed upon designs requiring data to be collected, logged, analyzed and otherwise distributed to other systems including energy systems. Course/lab fees."

4. **ECT-2000 Data Acquisition Studies I.** This is a 4-credit course with a Group "B" Classification (25 students). Prerequisite: ECT-1080 or consent of instructor. There is a $100 course fee. Target date for first offering is Fall 2009. Course description:

   "This course will provide students with the fundamental knowledge related to automation software using data acquisition, analysis, production reporting, alarm, and event management capabilities including energy system designs. The HMI (Human Machine Interface) technique is studied in detail. The course concludes with an instructor approved final project allowing the student to demonstrate his/her basic knowledge to create, test, and implement an automated data acquisition system. Course/lab fees."

5. **ECT-2010 Data Acquisition Studies II.** This is a 4-credit course with a Group "B" Classification (25 students). Prerequisite: ECT-2000 or consent of instructor. There is a $100 course fee. Target date for first offering is Winter 2010. Course description:

   "This course is a continuation of ECT 2000 providing students with an intermediate knowledge related to automation software using data acquisition, analysis, production reporting, alarm, and event management capabilities including energy system designs. The SCADA (Supervisory Control and Data Acquisition) technique is studied in detail. The course concludes with an instructor approved design which allows the student to demonstrate his/her intermediate knowledge to create, test, and implement an automated data acquisition system. Course/lab fees."

6. **PHI-2100-2110 Special Topics.** This is a series of ten 3-credit courses with a Group "A" Classification (35 students). Prerequisite: PHI-1510 or PHI-1610. Target date for first offering is Fall 2009. Course description:

   "This course will focus on specific topics in philosophy. Topics will vary from semester to semester. Students should consult the Schedule of Classes to see which topics are being offered. In studying each topic, students will become aware of the philosophical issues surrounding this topic and the reasoning used by philosophers to defend their particular viewpoints on these issues."

7. **PHI-2710 Introduction to Formal Logic.** This is a 3-credit course with a Group "A: Classification (35 students). Target date for first offering is Fall 2009. Course description:

   "This course is a one semester introduction to formal logic. The course will develop a symbolic language and study arguments constructed using these symbols. Topics will include truth tables, formal study of validity, soundness, and both deductive and inductive reasoning. Students will also study and construct arguments using propositional logic."

MINOR PROGRAM / CERTIFICATE REVISIONS

1. **CRJ.GEN.AAS Criminal Justice Generalist.** Add notations under the General Education Requirements criteria. 1) These General Education Distribution Requirements differ from most of the other Associate in Applied Science requirements. 2) Under Mathematics/Science – These courses must be taken in more than one academic discipline. This area is defined as courses on the Mathematics/Science General Education Distribution list, p. 69 or courses with the same prefixes with numbers higher than those listed. One course must be an approved lab/science. Target date for first offering is Fall 2009.

2. **SFA.CA Surgical First Assistant**. Change program description. Amend last sentence, changing the name of the organization that administers the certifying exam from   "Liaison Council on Certification for the Surgical Technologist (LCC-ST)" to   "National Board of Surgical Technology and Surgical Assisting (NBSTSA)". Add 2   bullets under Basic Admission Requirements for: Certified Nurse – Operating Room   (CNOR); or Physician Assistant. Change first bullet item to: Certified Surgical   Technologies (CST) with 2 years full time scrub experience. Change first paragraph in   second column. Target date for first offering is Fall 2009.

MAJOR PROGRAM / CERTIFICATE REVISION

(10-Day Notice Sent)

1. **HPT.CT Hospital Pharmacy Technology Certificate.** Create separate catalog page for certificate program (HPT.CT). Proposed program description was amended. Target date for first offering is Fall 2009.

2. **HPT.APP Hospital Pharmacy Technology.** Proposed program description was amended. Remove notations of certificate requirements and create a separate catalog page for the certificate (HPT.CT) program. Target date for first offering is Fall 2009.

NEW CERTIFICATES OF ACHIEVEMENT
(10-Day Notice Sent)

1. **PER.PCC.CA Coaching Certificate of Achievement.** Total number of credits needed is 17. Proposed program description was amended. Requires reactivation of course PER-1570 Fundamentals of Physical Education. Target date for first offering is Fall 2009.

NEW CERTIFICATES
(10-Day Notice Sent)

NONE

FAST-TRACK GENERAL EDUCATION OUTCOMES
(Target date for first offering is Fall 2009)

A. PHO Photography
   1) **PH0-1220 Fundamentals of Photography –** From GE Attributes 3 to GE Outcomes: Aesthetic Awareness. GE distribution list: Fine Arts/Humanities.

B. PSY Psychology (Kathy Tiell)
   1) **PSY-2730 Survey of the Exceptional Child** – From GE Attributes 6, 8 to GE Outcomes: Critical Thinking. Not on GE distribution list.

   2) **PSY-2910 Abnormal Psychology** – From GE Attributes 2, 3, 7, 8 to GE Outcomes: Critical Thinking. Not on GE distribution list.