Oakland Community College

2008-2009 COLLEGE ACADEMIC SENATE
MINUTES OF APRIL 23, 2009
Auburn Hills Campus

The College Academic Senate was called to order at 3:18 p.m. by Chair Mary Ann McGee. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, P. Harris, B. Konopka, G. Mays, A. Palmer, L. Wallace, R. Ston, P. Dolly
Guests:	R. Andersen, M. Clancy, J. Craft, J. Erne, C. Flagg, P. Hale, L. Huber, M. Kersten-Hart, J. Laforet, J. Mousty, N. Showers, C. Smith, S. Subbarao, W. Subrin, D. Swanson
Students:	E. Parham, C. McConkey
District Office:	L. Appelt, L. Nadlicki, T. Meyer
Guests:	A. Bell, P. Dorris, G. Harris, L. Huber, C. Mathews, C. Maze, B. Montgomery, L. Noland, L. Redmond, L. Roberts, M. Schmidt, C. Tanner
Highland Lakes:	N. Boulos, E. Fett, V. Kroll, J. Lobert, L. Mastin, K. Robinson, M. Ston, G. May
Guests:	R. Bliss, V. Emanoil, S. Linden, C. Roman
Orchard Ridge:	J. Berry, A. Frank, M. Kokoszka, D. Levinson, M. A. McGee, M. Pergeau, L. Roberts, N. Valenti, J. Shadko, G. Faye
Guests:	S. Dyer, T. Ingram
Students:	R. Jimmy, C. Rudberg
Royal Oak/Southfield:	E. Abbey, D. Johnson-Bignotti, M. K. Lawless, R. Nagler, A. Sargeant, B. Sault, B. Stanbrough, S. Reif
Guests:	A. Droba, D. Mathews, R. Reaves, N. Shockley

2) Acceptance of Agenda:

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

3) Approval of Minutes:

   MOTION: To approve the minutes of March 26, 2009 as written. Seconded, passed.

4) Leadership:

   Chair Mary Ann McGee reported that a handout entitled "Certification Standards for Elementary Teachers – Adopted by the Michigan State Board of Education, January 8, 2008" was available on the front table if interested. She also noted that most community college students taking Elementary Education will be advised to get a Liberal Arts degree. Four-year institutions that certify Elementary Education will be reviewing all transfer courses to make sure they conform to outcomes of competency standards for Elementary Education. Faculty were asked to think about how the disciplines want to review these standards.

5) College Senate Elections for the 2009-10 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: Marilynn Kokoszka
   MOTION: To close nominations and approve by acclamation. Seconded, passed.

6) Presentation

   - Benchmarking

     Mary Ann McGee provided an introduction to the Benchmarking presentation. The CASSC created a taskforce to look at a benchmark process to measure OCC against other colleges. Members of the taskforce consisted of: Pat Dolly, Mary Ann McGee, Jackie Shadko, and Nancy Showers.

     Nancy Showers gave a PowerPoint presentation on "Benchmarking Framework at OCC." She highlighted the following:
     - OCC joined NCCBP (National Community College Benchmarking Project); 188 schools participated.
     - It was a lot of work for IR to pull the data together. The same data elements were compared (apples to apples).

- The following categories were used: Related College Goal(s); NCCBP Benchmarking Institutions; NCCBP Measures; CCSSE Benchmark Categories (still under development); and NCCBP Best Practice Schools (by category) – partial listing.
- The Data Summary Template measured 5 areas that included: OCC Score; NCCBP Percentile Rank; Peer Group Rank; Desired Direction Peer Group High Score; Peer Group Low Score; and Peer Group Schools reporting (including OCC).
- Next Steps Include:
  - Thoughtful consideration and conversations about appropriate data sharing strategies.
  - Further definition and incorporation of CCSSE data.
  - Incorporate into measurement for Strategic Plan.
  - Creation of action plans.

The Benchmarking Framework chart is work in progress. It should be used to prompt conversations about what OCC should do with the benchmarking data.

7) Old Business:

- Student Life Committee Charge

   Mary Ann McGee presented the following "Charge to the Student Life Standing Committee:"

   The committee is charged to assist in the development and support of student life initiatives and co-curricular programs at the College.

   The committee serves to provide information to the Senate concerning Student Life programs, and to advise Senate on the need for support or advocacy.

   The committee will be comprised of three faculty and one Dean per campus and include campus Student Life Coordinators, a representative from the Athletic Department, and student representatives. Other ad hoc members may be added to facilitate the work of the committee. The committee chair will serve on College Academic Senate Leadership and the College Academic and Student Services Committee. Regular reports will be supplied to the College Academic Senate.

   Discussion followed:
   - The charge to the Student Life committee was based on the discussion at Senate last month.
   - The committee make-up should include a representative from the Athletic Department even though it was not listed on the handout distributed.

   MOTION: To accept the charge of the Student Life Committee. Seconded.

   Friendly Amendment: To include "a representative from the Athletic Department," after Student Life Coordinators in the third paragraph of the charge. Seconded.

The motion passed as amended. (The charge above reflects the friendly amendment).

Henry Tanaka will call the first meeting of the Student Life committee. Volunteers should notify Henry Tanaka if they are interested in serving on the committee.

8) <u>New Business</u>:

- College Website

  Mary Ann McGee reported that at the DO Senate meeting, a student expressed concerns regarding the college website. Senate Leadership was asked to address the concerns and they agreed to discuss the topic at Senate.

  Discussion followed:
  - The college website is difficult to navigate and find information you are looking for.
  - There have been a number of changes made to the operating system and faculty members can no longer edit the web page they designed.
  - It is difficult to talk students through the process over the phone.
  - Better practice can be seen by looking at other college websites.
  - The website should be "more user friendly."
  - The AH Campus made a list of website complaints and they would like to forward it to someone for consideration.
  - Approximately one year ago, the HL Campus had a website design contest – does anyone know what happened to the submissions?

  MOTION: That the CAS send a liaison to Dave Adams to create improvements and innovation in our website. Seconded.

  Discussion followed:
  - It was recommended that Linda Mastin serve as the liaison.
  - There are two different websites – one for staff and one for students.
  - An unidentified source should be asked to provide feedback on the website.

  The motion passed.

  Michelle Kersten-Hart agreed to be the recipient of feedback regarding the website and the following will meet with the webmaster: Michelle Kersten-Hart; Nick Valenti; Edward Allen, and Linda Mastin.

- Placement Policy for Transfer Classes

  Mary Ann McGee reported that most universities are reevaluating every transfer course on the basis of outcome statements. Are OCC students college-ready for our college transfer courses?

  MOTION: To move to a committee of the whole for discussion of Placement Policy for Transfer Classes. Seconded, passed.

MOTION: To dissolve the committee as a whole. Seconded, passed.

MOTION: To return the issue of Placement Policy for Transfer Classes to the Campus Senates for further discussion. Seconded.

Discussion followed:
- What are the campuses going to discuss?
- The campus discussion would focus around do we want to have a placement policy for transfer level courses?
- Is this something we want to do or not.
- The discussion should not focus on only developmental education courses.
- There are a lot of resources in this arena.
- Students are registered for classes they can't pass.
- Students are required to have placement scores for only MAT and ENG.
- The goal is not to have a policy by June 15th.

Friendly Amendment: To include in the discussion specific requirements for placement policy and focus on appropriate placement level of college courses. Seconded.

The motion as amended passed.

9) <u>Standing Committees</u>:
   - *Academic Master Plan/Shawn Dry*
     Shawn Dry reported that the last AMP meeting of the academic year will be held on May 22 from 12:00 – 1:30 p.m. at DO in the Board Room. The committee will be reviewing past processes of the AMP process for the past three years in order to create a better process for next time. He invited all that participated in the AMP activities to attend the meeting or send improvement suggestions to him via e-mail.

   - *Academic Standards/Jennifer Craft*
     Jennifer Craft reported that the committee is compiling information on "I" grades. The May meeting is cancelled, and the committee will meet again on June 5th.

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

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

     Mary Kay Lawless presented the following three motions on behalf of the College Curriculum Committee:

     MOTION: That the College Curriculum Committee seek approval from the College Academic Senate to create a process for reactivating courses.

     This motion was removed because there is a process in place to reactivate courses on page 3 of the Curriculum Handbook.

MOTION: That the College Curriculum Committee seek approval from the College Academic Senate to create a "Course/Program Description Template" that can be used as a tool to ease in the development of courses and programs. Seconded.

Discussion followed:
- The template could be provided as an example to follow.
- Courses won't be denied because of deviation from the template.

The motion passed.

MOTION: That the College Curriculum Committee seek approval from the College Academic Senate to ensure that curriculum changes made at OCC are shared with other institutions on an annual basis.

Discussion followed:
- For example, the OCC Registrar would report/send the curriculum changes once a year to the other college registrars to distribute to appropriate departments.
- A lot of curriculum changes are passed but not shared with other colleges.
- This can open the way to more articulation agreements.

The motion passed.

Mary Kay Lawless also reported that "Catalog Change Summary/2009-2010 – College Curriculum/Instruction Committee (Per College Academic Senate Approval from 9-25-08 through 3-26-09)" was available on the distribution table. The handout consists of 21 pages of changes. Leanne Nadlicki can be contacted to send the document out via e-mail, if needed.

The Senate thanked the Curriculum Committee for their hard work.

- *Curriculum Review/Gail Mays*
  Gail Mays reported the following:
  - The committee met on March 20th and reviewed the following disciplines and made recommendations: Machine Tool Technology; Restaurant Management; Biology, and Landscape Horticulture.
  - CRC will be meeting on May 15th to complete the final reviews for the academic year.
  - Sixteen postings have been sent out for CRC reviews for next year. If interested, faculty were encouraged to apply.

- *Student Life/*
  No report.

- *Student Outcomes Assessment/Leslie Roberts*
  Leslie Roberts reported the following:
  - The committee began discussing the results of this year's assessment activities.

- The highlight of Stephanie Wren's report was that there is a correlation between having taken OCC courses with the critical thinking outcome and a higher score on the CAAP test.
- The committee has both statistical data on the samples of student work scored on Faculty Assessment day, and compilations of comments made by participants. The committee is exploring ways to share that data.
- Winners of the 2008-09 SOAC essay contest will be announced Monday, April 27, 2009, with an awards ceremony on May 12th.
- The deadline to nominate a book for "OCC Reads" is May 1st.

- *TMC/Gladys Rockind*
  No report.

10) Ad Hoc Committees:
- *General Education Outcomes/Gail Mays*
  Gail Mays reported that the committee met last week and they are working on criteria for being on the GE distribution list. They will possibly have a list by the September meeting. She also reported on the courses that moved from attributes to outcomes. More disciplines are expected to complete the process next year.

- *Liberal Arts Review/*
  Mary Ann McGee asked the Campus Senate Chairs to begin identifying committee members to work on preliminary research over the summer.

- *Distance Learning/Gladys Rockind*
  No report.

11) Administration:
- Chancellor Timothy Meyer congratulated the Senate on the election of officers for next academic year. He also provided an update on the search for the Vice Chancellor of Academic and Student Affairs. The Search Committee has completed their work. They interviewed seven candidates and submitted two names to him for further review. He has had telephone interviews with both of the candidates and reference checks have been completed on one of the candidates. He will bring the results back to the committee on May 1st and he anticipates that a candidate will be selected at that time. An announcement will follow shortly thereafter. He will be updating the broader academic community on the status of the search via e-mail as well. He asked the Search Committee members to stand and they were acknowledged for their outstanding work.

- CASSC Update
  No report.

12) Community Comments:
- Mary Ann McGee announced that the "Academic Senate Meeting Schedule – 2009-10" was available on the distribution table. She also thanked Leanne Nadlicki for her enormous job in supporting the Curriculum Committee, and Nancy Szabo for serving as recording secretary of the CAS.

- Chazelle Rudberg informed Senate members that there is an online petition for Michigan residents to show support to require insurance companies to pay for autism treatment.
- Laurie Huber announced that the Oakland Press honored OCC basketball players, and OCC Men's Basketball coach, Antoine Joubert, was named Eastern Conference "Coach of the Year."

13) <u>Adjournment</u>:
   Meeting adjourned: 4:40 p.m.

Respectfully submitted,

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Nick Valenti, Secretary   Nancy K. Szabo, Recording Secretary

MINOR COURSE REVISIONS

1. **ARC-1000 Basic Architectural Drawing and Drafting.** Change course description. Target date for first offering is Fall 2010.

2. **ARC-1040 Introduction to Architecture.** Change course description. Target date for first offering is Fall 2010.

3. **ARC-1140 Architecture Design II.** Change prerequisite to: ARC-1130, ARC-2110 or consent of instructor. Remove co-requisite. Add pre- or co-requisite of: ARC-1135. Target date for first offering is Fall 2010.

4. **ARC-2110 Architectural Site Development.** Change prerequisite to: ARC-1500 or consent of instructor. Target date for first offering is Fall 2010.

5. **TER-1610 Forced Air Heating Systems.** Change course title to: **Heating Technology I.** Change course description. Target date for first offering is Fall 2010

6. **TER-1630 Steam and Hot Water Heat.** Change course title to: **Heating Technology II.** Change prerequisite to: TER-1610 or consent of instructor. Change course description. Target date for first offering is Fall 2010.

MAJOR COURSE REVISIONS

NONE

NEW COURSES

1. **ARC-1505 Sustainable Architecture.** This is a 3-credit course with a Group "B" Classification (25 students). Prerequisite: ARC-1500 or consent of instructor. There is a $15 course fee. Target date for first offering is Winter 2010. Course description:

   "This course explores sustainability concepts and principles in the design of environmentally sound buildings, i.e. "Green Buildings". Modern buildings consume significant amounts of our natural resources, requiring integration of all building systems to provide the utmost efficiency. Topics will include: environmental architecture, ecologically sound building designs, efficient use of energy sources, utilization of renewable energy systems, sustainable management of resources and the concept of intelligent buildings. Along with the aforementioned topics, the challenges of adaptive reuse of buildings and the voluntary certification program LEED Green Building Rating systems will be addressed. Course/lab fees."

2. **ARC-1801-1809 Special Topics - Architecture.** This is a series of nine course with variable credit ranging from 1-4 credits each. They have a Group "B" Classification (25 students). Prerequisite: ARC-1500 or consent of instructor. There is a $15 course fee. Target date for first offering is Winter 2010. Course description:

"In the continual development of architectural technology, selected topics are to be pursued as a series of lectures from a given term or project development. Research topics can also be undertaken by individuals or small groups, and are to be developmental or project specific. The area of study will not duplicate the content covered in the existing OCC architecture course offerings. Course/lab fees."

3. **ARC-2182 Portfolio Review.** This is a 1-credit course with a Group "B" Classification (25 students). Prerequisites: ARC-2111, ARC-2165, ARC-2180, ARC-2181 or consent of instructor. There is a $15 course fee. Target date for first offering is Winter 2010. Course description:

   "Students finishing OCC-LTU track will prepare a portfolio containing selected work samples for the transfer selection process. Emphasis will be placed on presentation, creativity and content assembled to be reviewed by a panel of jury members. Course/lab fees."

4. **CAD-1160 Revit – Advanced Architectural Applications.** This is a 4-credit course with a Group "B" Classification (25 students). Prerequisite: CAD-1151 or consent of instructor. There is a $60 course fee. Target date for first offering is Fall 2009. Course description:

   "This course expands on the use of CAD software for the application of building information modeling (BIM) for architecture. Students will learn CAD techniques for advanced wall creation and manipulation, details, wall sections, multiple floor systems and stair development. The course also covers walkthrough techniques and the management of design revisions within CAD database. In addition to classroom lecture and demonstrations, students will utilize CAD equipment in an interactive lecture environment. Refer to current Schedule of Classes for software version(s). Course/lab fees."

5. **NNO-1100 Nanotech Applications - Metals.** This is a 4-credit course with a Group "B" Classification (25 students). Prerequisites: NNO-1000 and MSE-1000; or consent of instructor. There is a $50 course fee. Target date for first offering is Summer 2009. Course description:

   "This course introduces students to the materials science of physical, chemical, and mechanical properties of metals at macro, micro, and nano scale. The course content includes metal-matrix composites, applications of nanotechnology in metals, techniques in characterizing properties. In addition, the course also explains varieties of microscopic instruments used in nano applications, processes in manufacturing nano-metal particles and nano particle-containing metal-matrix composites, applications of these materials in various industries, and career opportunities. Course/lab fees."

MINOR PROGRAM / CERTIFICATE REVISIONS

NONE

MAJOR PROGRAM / CERTIFICATE REVISION
(10-Day Notice Sent)

NONE

NEW CERTIFICATES OF ACHIEVEMENT
(10-Day Notice Sent)

NONE

NEW CERTIFICATES
(10-Day Notice Sent)

NONE

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

NONE

OTHER BUSINESS
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1. Catalog Change Summary / 2009-2010
2. Motion regarding a process for reactivating courses
3. Motion regarding the creation of a Course/Program Description Template
4. Motion regarding a process to distribute curriculum changes to other institutions