

# Oakland Community College

2009-2010 COLLEGE ACADEMIC SENATE  
MINUTES OF April 22, 2010  
Highland Lakes 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, P. Harris, B. Konopka, G. Mays, J. Mousty, A. Palmer, R. Ston, H. Tanaka
Guests:	E. Brennan, C. Flagg, L. Huber, M. Kersten-Hart, B. Montgomery, T. Pan, N. Showers, K. Tiell
District Office:	L. Nadlicki, G. Harris, T. Meyer
Guests:	M. A. Sheble, M. Smydra, C. Tanner
Highland Lakes:	N. Boulos, V. Emanoil, E. Fett, J. Helminski, V. Kroll, G. Mandas, L. Mastin, M. Ston, G. May
Guests:	J. Baldwin, T. Garcia, L. Jasinski, V. Jones, G. Kennard, V. Kloosterhouse, R. Lamphear, C. Maze, C. Roman, K. Stilianos
Orchard Ridge:	T. Baracco, J.J. Berry, M. Kokoszka, M. A. McGee, M. Pergeau, L. Roberts, J. Shadko
Guests:	A. Jackson, V. McNiff, C. Nykamp, D. Strand
Royal Oak/Southfield:	D. Johnson-Bignotti, M. K. Lawless, R. Nagler, N. Shockley, B. Stanbrough, M. Vollbach, S. Reif
Guests:	D. Bartleman, W. Harris, M. Kosovec, R. Lamb, J. Matteson

2) Acceptance of Agenda:

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

3) Approval of Minutes:

**MOTION: To approve the minutes of March 25, 2010 as written. Seconded, passed.**

4) Leadership:

- Chair Mary Ann McGee reported the following:
  - The College is undertaking a review of academic and non-academic operations related to budget planning for the future. The College will need to decide whether we want to be an institution that offers a lot of services to a much smaller group of students, or whether we want to offer fewer services to a larger group of students.
  - ENG 1510 discussions are ongoing on the campuses. The group discussions should revolve around college readiness – is ENG 1510 placement a stand we can use for college readiness? The conversations should be about something we have influence over.

5) College Senate Elections for the 2010-11 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

- Sharepoint (Vehicle for Senate document sharing and collaboration)

Mary Ann McGee reported that she met with Bob Montgomery to determine the best way to post information and communicate with the college community regarding Senate activities. Blackboard and InfoMart are two different strategies that have been used. Sharepoint is a tool that can be used to create a Senate collaboration website. Bob Montgomery presented an overview of Sharepoint to Senate Leadership and they recommended the entire CAS review the technology.

Bob Montgomery provided an overview of Sharepoint as follows:

- There are approximately 40 Blackboard sites used for business and they are all moving to Sharepoint.
- IT will create the shell for these sites and then you get to control it.
- Faculty and staff have access to Sharepoint now; IT is working on making the information visible to the outside world.

- PDTC will be offering Sharepoint training classes.
- Sharepoint will allow different layers of authority and participation:
  - Leadership
  - Campus
  - Subcommittees
  - Ad hoc committees
  - Faculty
  - Campus Forums
- The software is template driven, and it is designed to help you share information using a discussion board, blog or wiki.
- The site can provide announcements, a monthly calendar, and it can be linked to your Outlook inbox and InfoMart. The “document library” can be used by more than one person to create documents, make changes, and maintain version control. Minutes and approved CAS documents can be posted on the website and the information is “searchable.”

**MOTION: To adopt Sharepoint as a communication device for the CAS.  
Seconded.**

Discussion followed:

- Sharepoint is not intended to be a web development tool; it can be used to present a web page.
- A wide conferencing application is not built into the software; it works at the document level.
- It would be great to have information regarding all the Senate committee meetings in one place.
- Who will maintain the site – more discussion is needed regarding this but the responsibility would most likely be distributed.

**The motion passed.**

7) Old Business:

- “‘Method of Delivery’ Definitions for Schedule of Classes”

Jeff Farrah presented the following motion on behalf of the AH Campus Senate:

**MOTION: The Auburn Hills Campus Senate moves that the College Senate recommend that all department chairs across the college oversee the addition of a course note to any non-traditional course (i.e., any course that does not meet entirely face-to-face), beginning with the fall 2010 schedule. The course note should indicate the number and dates of face-to-face class meetings.**

Discussion followed:

- The purpose of the motion is to provide information to the students.
- If the course meets face-to-face, it is not part of this motion.

- “Distance learning” is a more accurate description.

**Friendly Amendment: To delete the word “non-traditional,” delete the parentheses, and delete “i.e., any course.” Seconded.**

**The motion as amended passed.**

**The motion as amended would read as follows:**

**The Auburn Hills Campus Senate moves that the College Senate recommend that all department chairs across the college oversee the addition of a course note to any course that does not meet entirely face-to-face, beginning with the fall 2010 schedule. The course note should indicate the number and dates of face-to-face class meetings.**

Jeff Farrah presented the following motion on behalf of the AH Campus Senate:

**MOTION: The AH Campus Senate moves that the College Senate recommend replacing the current definition of CLO (Classroom/Online Courses) and accept the proposed definition of a face-to-face course made by the TMC, which reads: Traditional in-classroom format where all of the meetings are face-to-face. The instructor may require the use of PCs and/or Internet for coursework. See course notes or the syllabus for detailed requirements.**

Discussion followed:

- Wasn't the information from TMC for discussion purposes, not adoption?
- AH Campus liked TMC's definition of “Traditional in-classroom format.”
- AH Campus was recommending how LEC is defined.

**Friendly Amendment: To postpone voting on the motion and send back to the Campus Senates for further discussion. Seconded, passed.**

8) New Business:

- Student Learning Review Committee (SLRC)

Gail Mays summarized the “SLRC Draft – April 22, 2010” that was provided on the distribution table and InfoMart. Last year the CAS recommended that CRC look at their procedures and processes for doing curriculum review. The SLA (Student Learning Academy) looked at how the three committees (CRC, SOAC, and CIC) could be brought together to create one overarching process and focus on student learning. The following items were highlighted:

- Student Learning Review Committee (formerly CRC)
- Why change?
- Purpose
- What are we reviewing when we say student learning?

- Questions
  - Peer Review questions (5)
- Major Process Differences

The SLRC would like to pilot the process in the fall 2010 semester with a couple of programs in order to move into student learning as its focus. After the pilot study, feedback will be provided to Senate on the process effectiveness and the information can go to the Campus Senates for feedback.

- Motion from College Curriculum Committee

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

**MOTION: In order to resolve the debate about whether a new course should be designated “A” (35 students) or “B” (25 students) based upon the proposed delivery method rather than the course content, it is moved by the College Curriculum Committee that all new non-developmental courses will be given the Group “B” classification.**

Discussion followed:

- Right now 75% of all our classes are “B” classification; lab course = “B”, elective course = A. New technology courses have made it difficult for the Curriculum committee to make choices.
- There isn’t a definition of “A” or “B” courses in the curriculum material.
- Disciplines should be able to define the course as “A” or “B” as they go through the curriculum process.
- The financial implications of this motion (if passed) could be enormous.
- A further study is needed - both academic and financial analysis.
- The Curriculum committee is confused – there needs to be a college-wide discussion on the subject.
- Who is supposed to do the study?
- More discussion on this topic is warranted.

**Friendly Amendment: To postpone voting on the motion and send back to the Campus Senates for further discussion. Seconded, passed.**

- Motion from HL Campus re: Forced Course Withdrawal for Students

Elaine Fett presented the following motion on behalf of the HL Campus Senate:

**MOTION: It was moved that Senate explore the possibility of forced course withdrawal for students who have missed the first third of any course. Seconded.**

Discussion followed:

- When students receive an “N” grade (no show) the college is charged for the students’ financial aid. OCC has not been successful in collecting the money from the students.
- Senate to explore the possibility is the intent of the motion.
- Financial Aid is also looking at policies within financial aid to recover the funds.
- A recommendation was made that a committee be formed to explore the possibilities and report back to the Campus Senates.

**The motion passed.**

Cathey Maze volunteered to call the first meeting. Mary Ann McGee will send out a call for volunteers and ask them to contact Cathey Maze if interested in serving on the committee.

- Motion from HL Campus re: Cutting Food Expenditures

Elaine Fett presented the following motion on behalf of the HL Campus Senate:

**MOTION: It was moved that food expenditures be cut at Excellence Day, Discipline Day, and Graduation and that the money be diverted to restoring supplemental instruction and tutoring. Seconded.**

Discussion followed:

- HL Campus understands the pie is much smaller and they would like all the money that is left to be diverted to Student Learning.
- Senate is a recommending body.

**The motion passed.**

9) Standing Committees:

- *Academic Master Plan/Shawn Dry*

Shawn Dry highlighted “Review of the Campus Academic Master Plans” document that can be accessed via InfoMart under Academic Senate Handouts or under CAMP. CAMP performed a comprehensive review of the four Campus Academic Master Plans in the winter 2010 semester. The review was performed with two objectives in mind:

1. Help the campuses focus their efforts more effectively in the last few years of their current plans.
2. Provide food for thought as the campuses contemplate extending or reworking their current plans.

The review process was performed in two phases. In the first phase, the campus plans were evaluated extensively according to the following criteria:

1. Alignment with the Strategic Plan’s priorities.
2. Alignment with the college’s current and anticipated future financial situation.

The second phase of the review involved reading through all the campus plans and identifying areas where the plans overlapped in potentially problematic ways.

The committee's observations were recorded for all the campus plans and comments on overlapping areas were also provided on the last page of the document. Senate members were encouraged to review the document and respond to it.

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

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

Mary Kay Lawless also reported that the next Curriculum Committee meeting is scheduled for June 7<sup>th</sup>. If interested in attending, you can get a head start on the 2011-12 Catalog.

- *Curriculum Review/Gail Mays*  
No report.
- *Student Outcomes Assessment/Vicki Kloosterhouse*  
Vicki Kloosterhouse thanked the 140 faculty members that participated in Faculty Assessment Day. The committee is reviewing the comments from the faculty. On Monday, April 26<sup>th</sup> the Student Essay winners will be posted on InfoMart. Bob Lamphear was thanked for organizing the readers to read the essays.
- *TMC/J. Matteson*  
Judy Matteson reported that the TMC event that was held last Friday was well received. Three speakers presented on: Internet 2; E-books, and Gaming to engage students or excite them to learn.

#### 10) Ad Hoc Committees:

- *General Education Outcomes/Gail Mays*  
Gail Mays reported that the committee has been working on the 2009-10 application process and drafting criteria. They are also working on the form for GE Outcomes which they will present at next month's Senate meeting. Next year they will review the GE distribution list.
- *Liberal Arts Review/John Mitchell*  
John Mitchell reported that the committee will provide a list of recommendations sometime during the Summer I semester.
- *Distance Learning/Judy Matteson*  
Judy Matteson reported that the committee hasn't met to review the proposed Mission Statement from the AH Campus Senate for the "Interim Report."

#### 11) Administration:

- *CASC*  
Mary Ston reported that CASC is starting a review of all non-academic areas in the college and they are looking for ways to increase efficiency and reduce costs. Faculty

volunteers are needed to serve on 20 different teams to work over the summer. Mary Ann McGee will send out a “call for volunteers” memo to all the faculty. Faculty members were encouraged to participate.

- Sustainability Committee Report

Jackie Shadko wished Senate “Happy Earth Day #40.” She highlighted the following:

- The Sustainability Committee is a group of volunteers chartered by Chancellor’s Cabinet. They meet once every other month and they communicate in the interim month by means of Sharepoint.
- What and why are we?
- How are we sustainable?
- What can you do if you aren’t a member? Ideas and suggestions can be sent to the committee after the technology is in place. Senate members were encouraged to do something to better the earth this month.
- In celebration of Earth Day, the movie “No Impact Man” will be shown at 5:00 p.m. in the Student Center.

- College Re-structuring

- Marty Smydra reported that the name “re-structuring” isn’t suggesting that college business is going to be set aside. There are three design teams in place that will make recommendations on where we can solve our budget problems a year from now. The teams are also looking at how to improve efficiencies. The following three teams are in place.

- CASC (College Administrative Services Council) – analyze process and seek more efficiencies, while maintaining the financial integrity, and quality of service we experience.
- Student Services (Sharon Miller, Bev Stanbrough and Marty Smydra) – analyze and recommend a process re-design.
- Academic Programs (4 Presidents, Interim Vice-Chancellor and CAS Chair) – specify the charge and outline the process for reviewing curriculum and guide change.

The Interim Vice-Chancellor’s office is also working on a general communication plan to the college community that will be available within the next two weeks. Any questions should be sent via e-mail to Marty Smydra.

- Chancellor

Chancellor Meyer provided an update on the millage as follows:

- An “Everybody” e-mail will be sent out tomorrow that will provide a millage update. There is also a link on Infomart that has up-to-date information regarding the millage.
- Election law prohibits the use of public resources for advocacy. However, college employees can become involved by providing information about OCC, and you can advocate for the millage on your own time using your own resources.
- An advocacy leadership group has been formed on our behalf. George Mosher is the committee chair of the “Supporters of Oakland Community College (SOCC). The committee is working behind the scenes and they have a major external campaign



schedule in another month. Their strategy is to target those citizens who are most likely to vote and influencing their vote.

- August 3<sup>rd</sup> is the date the millage renewal will be voted on. Other millage renewals will be on the ballot as well. If the millage fails, the consequences are huge. There are plans built-in for recovery, but the outcomes aren't good.
- Please recognize that it will take an effort of all to win and the personal support from everyone will make the difference.

12) Community Comments:

- J.J. Berry announced the new Senate council members from OR Campus for the next academic year as follows: Tony Ingram; Alan Jackson; Chad Nykamp; and David Strand.
- Cathey Maze reported that a group of faculty and administrators from OCC went to India over winter break to develop and deliver a workshop (“Development of a Model International Education Program for Community Colleges”) for Shiram IGNOU Community College, Chennai, India. The money for this trip was funded 100% by the FIPSE Grant.

13) Adjournment:

Meeting adjourned: 5:08 p.m.

Respectfully submitted,

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Marilynn F. Kokoszka, Secretary

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Nancy K. Szabo, Recording Secretary

**COLLEGE CURRICULUM / INSTRUCTION COMMITTEE**  
**Academic Senate Consent Agenda**  
**April 22, 2010**  
**Highland Lakes Campus**

**MINOR COURSE REVISIONS**

1. **NNO 1200 Nanotechnology and Advanced Batteries.** Remove prerequisite. Target date for first offering is Summer 2010.

**MAJOR COURSE REVISIONS**

NONE

**NEW COURSES**

NONE

**MINOR PROGRAM / CERTIFICATE REVISIONS**

NONE

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

NONE

**NEW PROGRAMS / CERTIFICATES**  
**(10-Day Notice Sent)**

NONE

**NEW PROGRAM OPTIONS**  
**(10-Day Notice Sent)**

NONE

**CERTIFICATES OF ACHIEVEMENT REVISIONS**

NONE

**NEW CERTIFICATES OF ACHIEVEMENT**  
**(10-Day Notice Sent)**

NONE

**GENERAL EDUCATION OUTCOMES**

NONE

**OTHER BUSINESS**

NONE