

Oakland Community College

2009-2010 COLLEGE ACADEMIC SENATE
MINUTES OF June 24, 2010
Southfield 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:	S. Dry, J. Farrah, B. Konopka, G. Rockind, R. Ston
Guests:	B. Meyers, P. Hale
District Office:	L. Nadlicki, G. Harris, M. Schmidt
Guests:	C. Drummond, B. Montgomery, A. Powell, M. Smydra
Highland Lakes:	E. Fett, K. Robinson, M. Ston, G. May
Guests:	S. Henke, N. Kassab, V. Kloosterhouse, B. Lamphear, C. Maze
Orchard Ridge:	T. Baracco, J.J. Berry, M. Kokoszka, M.A. McGee, L. Roberts, J. Shadko, G. Faye
Guest:	T. Ingram
Royal Oak/Southfield:	D. Johnson-Bignotti, M.K. Lawless, R. Nagler, C. Sanford-Brown, N. Shockley, B. Stanbrough, S. Reif
Guests:	S. Babasyan, C. Benson, A. Droba, S. Grunfeld, S. Jackson, J. Jensen, R. Lamb, K. Lee, D. Mathews, 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 May 27, 2010 as written. Seconded, passed.

4) Leadership:

- Chair Mary Ann McGee reported the following:
 - Two revised versions of the “Academic Senate Meeting Schedule for 2010-11” were available on the distribution table and on Infomart. The October 2010 meeting dates were changed as follows: Campus Senate Meeting – October 14, 2010; Senate Leadership - October 15, 2010; and College Senate Meeting – October 28, 2010.
 - She also reported on the two comments she made at the June Board meeting on behalf of Senate Leadership: Full-time faculty members need to be replaced by fall semester due to the increase in enrollment; there is an ongoing concern that the evaluation of the Chancellor and staff at the college doesn’t include feedback from the college community. Both comments were received well and understood by the Board.

5) Presentation

- None

6) Old Business:

- “‘Method of Delivery’ Definitions for Schedule of Classes”
 - Motion Tabled from OR Campus re: Online Courses

The following motion was tabled at the May CAS meeting:

MOTION: If the course is offered as “online,” there shouldn’t be any on-campus meetings.

MOTION: To bring the motion above off the table. Seconded, passed.

Discussion followed:

- The purpose of the motion is to define online classes in the schedule of classes as having no face-to-face meetings.
- The idea is to tell students what they are signing up for.
- A motion was already passed by Senate that online classes include a course note in the online schedule of classes that indicates face-to-face meeting times; it was too late to put the information in the printed schedule of classes for summer semester.
- There are a lot of online courses that meet to take a proctored exam.

The question was called.

The motion was seconded and passed.

- Motion Tabled from Distance Learning Ad Hoc Committee re: Revised Mission Statement

The following motion was tabled at the May CAS meeting:

MOTION: Oakland Community College will maintain a sustainable, virtual environment in order to provide high quality curriculum and services for students who choose to pursue online education options.

MOTION: To bring the motion above off the table. Seconded, passed.

Discussion followed:

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

MOTION: It was moved that we postpone discussion of the online learning mission statement until academic senate determines whether or not to recommend an online degree to administration. Seconded.

- Jeff Farrah reported that the AH Campus Senate recommended the removal of the revised online learning mission statement proposed by the distance learning committee.
- Marilyn Kokoszka reported that the OR Campus Senate recommended rejecting a separate motion defining the mission statement because there is one college mission statement.
- Nancy Shockley reported that the RO/SF Campus Senate recommended eliminating the words “in order” and change education to “educational” in the OCC Online Learning Mission Statement.
- It is not unusual to have a mission statement when requesting a change of status by the HLC.
- The charge of the committee was to look at the feasibility of offering online degrees.
- Gladys Rockind reported that the members of the Senate sub-committee developed a vision for the future of online education at OCC and they felt the plan should have a proposed mission statement.
- Presently, the college has no framework for online learning.
- The AH Campus Senate accepts the “Interim Report” from the sub-committee without the mission statement.
- The Senate only acted on the first page of the report that included the mission statement.

The question was called.

The motion passed.

Gladys Rockind will forward the report from the ad hoc committee to Nancy Szabo so it can be accessed via Infomart.

Mary Ann McGee reminded Senate that all ad hoc committees of the CAS are dissolved at the end of each academic year, and if necessary, the ad hoc committees can be reconstituted in the fall and new charges assigned.

7) New Business:

- Motion from HL Campus re: Distance Learning

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

MOTION: It was moved that for the purpose of the schedule of classes, the umbrella term “distance learning” include online courses as 100% online, hybrid courses as those in which some contact hours are face-to-face and some online as defined specifically by course notes for each section, and television courses. Some face-to-face courses may be augmented by online components which will be noted in the schedule of classes. Seconded.

Discussion followed:

- The term “distance learning” includes all courses that do not meet face-to-face for 15 weeks.

Friendly Amendment: To remove the last sentence from the motion (Some face-to-face courses may be augmented by online components which will be noted in the schedule of classes). Seconded, passed.

- A hybrid course is when a class meets both online and face-to-face.

The question was called.

The motion as amended passed.

8) Standing Committees:

- *Academic Master Plan/Shawn Dry*

Shawn Dry reported that CAMP had a great year and they submitted their annual report for 2009-10. The report is available for viewing on the Infomart site. The committee is looking forward to their work next year.

- *Curriculum/Mary Kay Lawless*

Mary Kay Lawless presented the Consent Agenda.

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

Brent Meyers presented a Consent Agenda – Auburn Hills Request to reactivate three courses: APD-8310 – Industrial Safety; ETT-1210 – Electrical Construction Wiring I (Residential); and ETT-1250 – National Electrical Code. The consent agenda provided Rationale and the Auburn Hills Curriculum Committee Actions.

MOTION: To reactivate the courses with an updated course description. Seconded.

MOTION: To discuss the Auburn Hills campus request to reactivate courses. Seconded, passed.

Discussion followed:

- There are over 450 registered apprentices in Oakland County that will be required to be enrolled in RTI (Related Trade Instruction) by August 2010.
- Reinstating the three courses will allow OCC to meet the immediate needs of the electrical industry.
- Because of a procedural misunderstanding, the college curriculum committee could not approve these courses.
- The presenter of the motion did not know that courses to be reactivated should go through the curriculum process.
- Whenever something gets tough, should we break the process?
- What's more important – process or an education?
- The campus curriculum committee supports reactivation of the three courses.
- Just because the process is waived one time this doesn't have to set precedence.
- The college curriculum committee turned down the request because the process wasn't followed. They didn't disagree with the reactivation of the courses.
- The curriculum committee is the last editor before the document is presented to Senate.
- If a person/group is not comfortable with a committee's decision, they have the right to contest the decision at Senate.

The question was called.

The motion passed.

- *Curriculum Review Committee /Gail Mays*
No report.
- *Student Outcomes Assessment/Vicki Kloosterhouse*
Vicki Kloosterhouse reported that the OCC Foundation has agreed to support the student essay contest for next academic year. Leslie Roberts was elected as SOAC Chair for next academic year. She thanked the Senate for the privilege to serve on SOAC and she will miss working with her colleagues at OCC. The Senate applauded Vicki Kloosterhouse for her work and support.
- *TMC/G. Rockind*
Gladys Rockind reported that TMC had a wonderful year and they filed their annual report with Senate via Infomart. She wished the Senate luck as they move forward and she thanked them for giving her the opportunity to serve as one of the committee chairs. The Senate also thanked her for her years of service on the Senate.

10) Ad Hoc Committees:

- *General Education Outcomes/Gail Mays*
Mary Ann McGee reported that the recommendation of the Gen Ed committee to reconstitute next fall will be reconsidered in September.
- *Liberal Arts Review/John Mitchell*

Mary Ann McGee reported that the committee's report was lodged at the May CAS meeting. The report will be posted on Infomart after editing changes are made.

- *Distance Learning/Judy Matteson*
No report.
- *Financial Aid/Cathey Maze*
Cathey Maze reported that as a result of a motion passed by Senate, a committee was formed to explore the possibility of forced course withdrawal for students who have missed the first third of any course. When students receive an "N" grade (no show) the college is charged for the student's financial aid. OCC has not been successful in collecting the money from the students.

Cathey Maze highlighted the "N Grades" document on the distribution table and she reported that it is available on Infomart as well. The document outlines the Problem; Proposed Solution; Timing; and Communication. The committee would like to lodge the report and its recommendations.

MOTION: To lodge the "N Grades" report for further discussion by the Campus Senates at their September meeting. Seconded, passed.

11) Administration:

- Marty Smydra reported on behalf of Chancellor Meyer as follows:
 - There are presently 89 – 92 employees at OCC who have indicated they are retiring. A number of extensions were granted because their position is a core function of the college. The Vacancy Committee met and reviewed the retirements and prioritized the vacancies for replacement. They have incorporated various strategies for replacement – annual contracts, accelerated searches, etc. A lot of work will take place over the summer in order to be in compliance with the FMA by fall. Replacing faculty is a high priority. The Board approved the retirements and the actions to fill replacements. This task puts a tremendous load on Payroll and HR. Other personnel and groups in the college are stepping in to collaborate the efforts and the college is moving forward as a team.

Mary Ann McGee reported that this is Marty Smydra's last Senate meeting as the Interim Vice Chancellor. The Senate applauded Marty for all her hard work.

12) Community Comments:

- Tony Baracco thanked the retirees and acknowledged that retired faculty Lynn Reed spoke at the end of the year athletic banquet. He reported the following:
 - There were 4 All-Americans in softball, basketball, and golf
 - There were 7 All-Americans in indoor & outdoor track
 - Two student athletes had a GPA above 3.98 which is designated Distinguished Academic All-American
 - The average athlete had above a 3.0 GPA

- Over 80% of the athletes are coming back to OCC for their second year next fall or transferring to a 4-year institution
- Mary Ann McGee announced that OCC is losing key people in the Senate. She thanked all the senators who are not returning next year for all the hard work they have done this year. She also indicated that there is a lot of work that happens in the Senate over the summer. Everyone puts forth a lot of work to make this place hum. She wished everyone a good summer.

13) Adjournment:

Meeting adjourned: 4:40 p.m.

Respectfully submitted,

Marilynn F. Kokoszka, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
June 24, 2010
Southfield Campus

MINOR COURSE REVISIONS

NONE

MAJOR COURSE REVISIONS

NONE

NEW COURSES

1. **ART-1900 2D Digital Animation.** This is a 3-credit course with a Group Classification of "B" (25 students). Prerequisite: ART-1520, ART-1800, and GRD-1150; or Consent of Instructor. There is a \$45 course fee. Target date for first offering is Fall 2010. Course description:

"This course will provide students with hands-on exploration of 2D Digital Animation using the computer. Students will explore key framed animation, animating type and other graphic elements, simple 2D character animation, combining material based animation with digital animation techniques, animating to soundtracks, and storytelling principles in animation. Students will complete a number of exercises leading to a final project and portfolio. American and international 2D digital animation will be used as an inspiration and challenge for students in the development of their personal work. Course/lab fees."

2. **CVL-1525 Hydrologic & Drainage Systems.** This is a 3-credit course with a Group "B" Classification (25 students). Prerequisite: APM-8110 or MAT-1100 or higher; or Consent of Instructor. There is a \$50 course fee. Target date for first offering is Fall 2010. Course Description:

"This course introduces students to the study of basic fluid mechanics relating to streams, watersheds, flood plains, backwaters and drainage and their influence on design of drainage systems. Students will also do experiments related to Hydrologic and Drainage applications. Course/lab fees."

3. **CVL-1550 Construction Materials Testing.** This is a 4-credit course with a Group “B” Classification (25 students). Prerequisite: APM-8110 or MAT-1100 or higher; or Consent of Instructor. There is a \$50 course fee. Target date for first offering is Fall 2010. Course Description:

“This course presents the study of the properties, construction applications, standards, specifications and elementary material testing methods of soils, aggregates, asphalts, concrete, masonry, metals and woods. The student will create mix designs, practice quality control, create reports, and perform testing. Course/lab fees.”

4. **PER-2545 Community Emergency Response.** This is a 2-credit course with a Group “B” Classification (25 students). There is a \$10 course fee. Target date for first offering is Winter 2011. Course Description:

“This course will follow the Department of Homeland Security Community Emergency Response Team (CERT) program and discuss various procedures that the citizen responder can perform for their family and community before outside help arrives. The topics include fire safety, search & rescue, and medical operations. Students will organize an emergency plan for their family and be encouraged to support their community CERT initiative. Successful completion of this course permits consideration of CERT certification. Completion of PER 2540 First Responder/Medical Responder is recommended. Course/lab fees.”

MINOR PROGRAM / CERTIFICATE REVISIONS
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NONE

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

1. Request from Auburn Hills campus to reactivate courses