Oakland Community College

2010-2011 COLLEGE ACADEMIC SENATE
MINUTES OF March 24, 2011
Highland Lakes Campus

The College Academic Senate was called to order at 3:22 p.m. by Chair Mary Ann McGee. The following individuals were present:

Auburn Hills:	C. Decker, S. Dry, J. Farrah, P. Hale, B. Konopka, A. Palmer, H. Tanaka
Guests:	S. Ahsan, L. Huber, M. Kersten-Hart, N. Showers
District Office:	G. Harris, L. Nadlicki, M. Schmidt, N. Szabo, T. Meyer
Guests:	C. Drummond, R. Holcomb, M.A. Sheble
Highland Lakes:	V. Emanoil, E. Fett, S. Hanna, J. Helminski, S. Henke, J. Lobert, G. Mandas, C. Maze, K. Robinson, M. Ston, G. May
Guests:	C. Aretha, J. Baldwin, N. Barkell, N. Boulos, C. Genei, R. Lamphear, B. Mazur, G. Mazzocco, E. McAllister, K. McMullen, L. Przymusinski, K. Schulte, L. Stark, K. Stilianos
Orchard Ridge:	M. Kokoszka, M. A. McGee, C. Nykamp, M. Pergeau, L. Roberts, D. Strand, J. Shadko
Guests:	T. Boozer, D. Edford, P. Schade, S. Thornton, T. Walter
Royal Oak/Southfield:	E. Abbey, D. Bartleman, S. Jackson, D. Rowe, B. Stanbrough, S. Reif
Guests:	S. Charlesbois-Nordan, M. K. Lawless, K. Lee, J. Matteson, V. Merriwether, G. Moore, H. Othman, C. Sanford-Brown, T. Wangler, H. Young

2) Acceptance of Agenda:

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

3) Approval of Minutes:

   MOTION: To approve the minutes of February 24, 2011 as written. Seconded, passed.

4) Leadership:

   • Chair Mary Ann McGee reported that the public commentary for the SSSRT redesign recommendations was scheduled to be an agenda item at the March CAS meeting. However, CASSC hasn't finished reviewing all the recommendations so this will be on the April CAS agenda and the report will be available for viewing on Infomart before the CAS meeting. The academic (ART) redesign recommendations are tentatively scheduled to be reviewed by the CAS at the May meeting. If the recommendations are ready for public commentary sooner, it may be beneficial to review them before the May CAS meeting because the May meeting is usually lightly attended due to some faculty teaching schedules ending in April.

5) Presentation
   • None

6) Old Business:
   • None

7) New Business:
   • Proposed SLRC/CRC Process

     Karen Lee reported that the Curriculum Review Committee (CRC)/Student Learning Review Committee (SLRC) has been working on a proposal for the new Student Learning Review Process. She presented drafts of four documents that CRC/SLRC has developed to frame this process:
     ▪ Draft of Proposed SLRC Process – This document is a chart that identifies 9 stages for the following: Administrative Actions; Senate Actions; and Faculty Reviewer Actions. Note: "academic unit" refers to a program or discipline.
     ▪ Proposed SLRC Checklist for Faculty Reviewer – 13 items are being proposed for the faculty reviewer to complete.
     ▪ Draft of SLRC Review Cycle – The circle diagram outlines the five-year review cycle; the same information is included in the checklist.
     ▪ Draft of Proposed SLRC Questions – When academic units at OCC go through the Student Learning Review process, they will complete an online review report containing 12 questions. Question # 12 requires an SLRC Action Plan Form be completed for each issue that needs addressing. The form requests the following information: Issue to be Addressed; Action Plan; Accountability; Target Date; Support Needed; Cost Implications; and Follow-up.

MOTION: To discuss the draft documents outlining the "Proposed SLRC/CRC Process" at the April Campus Senate meetings for adoption/amendments at the April CAS meeting. Seconded, passed.

The documents presented above are also posted on Infomart and the SharePoint CAS website.

- Proposal to Re-Charge SOAC and CRC

  Leslie Roberts reported that SOAC, CRC and CIC discussed the interrelated nature of their charges and a desire to streamline processes and improve communication and effectiveness of the committees at a retreat in the summer, 2010. Each committee (as proposed) will focus on annual and cyclical reviews and reporting of student learning for two different sides of the house. She highlighted the proposal which would require the CAS to recharge and perhaps rename CRC and SOAC:
  - Name: General Education Student Learning Committee
    Charge: Ensures the annual and cyclical review and reporting of student learning in academic units not defined as programs.
  - Name: Program Student Learning Committee
    Charge: Ensures the annual and cyclical review and reporting of student learning in academic units defined as programs.
  - Background information, a list of potential advantages, and implementation first step were also provided.
  - The major change is to focus on student learning; assessment should be part of CRC and SOAC.

  MOTION: To review the "Proposal to Re-Charge SOAC and CRC" at the April Campus Senate meetings for adoption/amendments at the April CAS meeting. Seconded, passed.

- General Education Proposals

  Marilynn Kokoszka reported that the ad hoc General Education committee wishes to present for Senate consideration three approaches or options to the General Education Distribution list as follows:
  - Option #1 – Organizing General Education by OUTCOMES (rather than course areas)
  - Option #2 – Organizing General Education by Distribution Area Requirements but including the outcomes beside the courses
  - Option #3 – Organizing General Education around the MACRAO Agreement without reference to outcomes

  When reviewing the options, the following questions should be considered:
  - Should outcomes drive General Education?
  - Should the Distribution List by content areas continue?
  - Should OCC publish the MACRAO Agreement with or without outcomes indicated instead of its own Gen Ed Distribution list?

- What does a student need for General Education whatever his/her major?

The proposals presented are three different scenarios for mapping outcomes to Gen Ed outcomes. Currently, there is nothing in writing to give to students that identifies they have to have completed these outcomes in order to graduate. If a student earns a degree from OCC, we need to assure them that our curriculum imbeds these 10 outcomes.

MOTION: To review the three options to the General Education Distribution list at the April Campus Senate Meetings for adoption/amendments at the April CAS meeting. Seconded, passed.

8) <u>Standing Committees</u>:
- *Academic Master Plan/Shawn Dry*
  Shawn Dry reported the following:
  - He thanked Andy Hillberry and Chuck Flagg for meeting with CAMP to review the relationship between Information Technology and strategic and academic planning.
  - In April, CAMP will meet with Facilities representatives to review the relationship between Facilities and strategic and academic planning.
  - A report will be forthcoming that will summarize both conversations.

- *Curriculum/Mary Kay Lawless*
  Mary Kay Lawless presented the following motion on behalf of the Curriculum Committee:

  MOTION: Request for a waiver of the 10-Day Notice requirement for the General Education Distribution List Addition of PER-1748 Group Exercise approved at the March 14, 2011 college curriculum meeting in order to accommodate this year's catalog deadline. Seconded.

  Rationale: Due to the emergency closing on Monday, February 21, 2011 the College Curriculum meeting scheduled for that day was cancelled, thus pushing the schedule back by one week. Waiving the 10-day notice for this meeting only will ensure catalog inclusion of the major curriculum proposal approved at the March 14th College Curriculum meeting.

  The motion passed.

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

  MOTION: Request to decrease the 10-Day Notice to a 5-Day Notice for major curriculum action. Seconded.

  Rationale: The 10-day Notice used to be sent out via interoffice mail and the notice is now sent out via e-mail. Please note: 5-Day Notice refers to 5 business days.

Mary Kay Lawless also presented data on the percentage of Senate members that are likely to read and respond to the 10-Day notices sent out for curriculum action.

The motion passed.

Mary Kay Lawless presented the Consent Agenda:

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

- *Curriculum Review Committee /Karen Lee*
  No additional report.

- *Student Outcomes Assessment/Leslie Roberts*
  A report from SOAC was available on the distribution table. Leslie Roberts highlighted the following information:
  - Faculty Assessment Days are tomorrow and Saturday, March 25 and 26, at the AH Campus in F building. Walk-ins will be accepted on the day(s) of the event.

- *TMC/Judy Matteson*
  - Judy Matteson gave a PowerPoint presentation to Senate – "AH Technology Request of TMC in January 2011." The presentation answered questions regarding whether or not technological competency was a requirement for student success. IR sent out a survey to 1,220 OCC personnel. 355 responses were received from all 5 campuses and 7 different disciplines. Phase 1 was the survey; and Phase 2 will be the external research. The full preliminary report can be found on the Senate Infomart site.
  - Report from CMS subcommittee:
    - Purchasing has sent out the RFP.
    - Response deadline will be the end of April.
    - The responses will be reviewed in May. (ideally)
    - The decision should go to the June Board meeting. (ideally)
    - Pilot faculty can "test the water" for fall, 2011. (ideally)
  - Faculty Showcase:
    - Join us for Coffee, Crumpets and Cranial Stimulation on April 1, 2011, from 9:00 a.m. – noon at the Southfield Campus.

10) Ad Hoc Committees:
    - *General Education Outcomes/*
      No additional report.

11) Administration:
    - Chancellor Meyer reported the following:
      - We are in a period of great change at the college regarding the budget, society and legislative.
        - An education reform will be coming from the Governor's office in April. The Chancellor will provide more information when it is available.
        - There are indications that appropriations to community colleges could be reduced.

- The State wants to cut costs at universities and not move costs onto the students by raising tuition.
- Community colleges are valued in the State system; they are a critical component to higher education.
- There are some suggestions that community colleges need to be cut like universities.
- Dr. Meyer has a level of confidence that the Governor will do the right thing in order to preserve the quality of education.
  - A draft communication plan should be available towards the end of the month. Infomart will have a new face – it will contain more information and be easier to navigate. Any ideas/recommendations are always welcome.

- Vice Chancellor Holcomb reported the following:
  - He attended a Department of Education meeting in Indianapolis yesterday and they were interested in what they could do to help community colleges. They are using the data we have collected and reported to them.
  - The redesign work is going well. There are 2 or 3 more SSSRT recommendations that need to be reviewed by CASSC. The recommendations will be in final format before they are put on Infomart. The SSSRT and ART recommendations will be posted a little differently than the administrative services redesign recommendations. The site will show a chain of events, comments and recommendations.
  - AtD (Achieving the Dream) – The core teams are working on strategies and how to move forward. OCC has created the following core teams: Developmental Ed; High Touch (0 – 3 weeks) and Special Populations.

12) Community Comments:
  - Mary Ann McGee reminded Senate that elections will be held at the Campus and CAS meetings in April. Those present were asked to drum-up support and interest among colleagues because Senate membership should be all inclusive.
  - Mary Ann McGee reported that a full report with the redesign recommendations from CASC is available on Infomart. Subsequent links to the SSSRT and ART redesign recommendations will be provided when the information is available.
  - Nancy Showers presented a poster display on Achieving the Dream (AtD). This display was presented by the OCC team attending the Achieving the Dream Strategy Institute in early February at the Success Fair. She highlighted the following items on the poster entitled: "Achieving the Dream through Alignment:"
    - Student Thoughts on Success
    - How do we Achieve Student Success through Alignment?
    - Examples of College Engagement including the Staff Survey: Student Success Initiatives Inventory
    Note: This poster was presented by Eileen Brennan at the February CAS meeting.
  - Sally Hanna reminded those present to please complete the online survey regarding Diversity as soon as possible.

13) Adjournment:
      Meeting adjourned: 4:25 p.m.
Respectfully submitted,

_____   _____
Marilynn F. Kokoszka, Secretary   Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
March 24, 2011
Highland Lakes Campus

MINOR COURSE REVISIONS

1. **ARC-1130 Basic Architectural Design I.** Change prerequisite to: ARC-1000, ARC-1040; or consent of instructor. Target date for first offering is Fall 2011.

2. **ARC-2111 Global Site Development.** Change prerequisite to: ARC-1140, ARC-1500; or consent of instructor. Target date for first offering is Fall 2011.

3. **ARC-2165 Interior Design and Color Theory.** Change prerequisite to: ARC-2050, ARC-2180; or consent of instructor. Target date for first offering is Fall 2011.

4. **ARC-2180 Architectural Design and Development.** Change prerequisite to: ARC-1140, ARC-200, ARC-2110, ARC-2140; or consent of instructor. Target date for first offering is Fall 2011.

5. **ARC-2181 Design Theory.** Change prerequisite to: ARC-2165, ARC-2180; or consent of instructor. Target date for first offering is Fall 2011.

6. **BIO-1530 Introductory Biology: Molecular and Cellular.** Change course title to: **Biology I: Molecular and Cellular.** Target date for first offering is Fall 2011.

7. **BIO-1560 Introductory Biology: Biodiversity and Ecology.** Change course title to: **Biology II: Biodiversity and Ecology.** Add prerequisite: BIO-1511 or BIO-1530 with a "C" or better within the last 5 years. Change course description. Target date for first offering is Fall 2011.

8. **COM-2403 Communication Arts and Technology Partnership.** Change course title to: **Communication Arts and Technology Internship.** Change course description. Target date for first offering is Fall 2011.

9. **ENG-1700 Reading in Areas of Interest.** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2011.

10. **GRD-1750 Computer Design I.** Change prerequisite to: GRD-1100 and GRD-1120. Target date for first offering is Fall 2011.

11. **GRD-1850 Digital Illustration I.** Change prerequisite to: GRD-1100 and GRD-1120. Target date for first offering is Fall 2011.

12. **SPA-1511 Spanish for Medical Personnel I.** Change course description. Target date for first offering is Fall 2011.

NEW COURSES

1. **HLS-1004 Terrorism Analysis.** This is a 3-credit course with a Group "A" Classification (35 students). Target date for first offering is Fall 2011. Course description:

"This course examines the phenomena of terrorism and its impact on the USA. The course examines the emergence of leaderless terrorism, a loose network of groups with common goals apparently acting in isolation towards similar ends. The course will conclude with discussions on fighting terrorism in the USA that include the potential loss of civil liberties and other obstacles."

2. **PER-1748 Group Exercise.** This is a 1- credit course with a Group "B" Classification (25 students). There is a $10 course fee. Target date for first offering is Fall 2011. Course description:

"This course will introduce a variety of group exercises that benefit the student's wellness. The types of exercise that may be included are cardiovascular and core activities such as rope jumping, sliding, and other group exercise activities. Proper technique and fitness attributes will be presented for each activity. Course/lab fees."

3. **SPA-1531 Spanish for Medical Personnel II.** This is a 4-credit course with a Group "B" Classification (25 students). Prerequisite: SPA-1511. Target date for first offering is Fall 2011. Course description:

"This course, which is a continuation of SPA-1511, comprises the second half of the introduction to Spanish for Health Care Personnel I. The course will emphasize listening, speaking, reading and writing skills in a general sense (commensurate with other beginning-level college Spanish courses) and in the health-care setting in particular. Cultural components will be utilized as an aid in understanding cultural and societal differences within the Spanish-speaking world."

MINOR PROGRAM REVISIONS

1. **BAT.ALA Broadcast Arts Technology.** Add COM-2403 to the list of Recommended Electives. Total number of required credits does not change. Target date for first offering is Fall 2011.

2. **HPT.APP Hospital Pharmacy Technology.** Change item 2 under Program Admission Procedures. Add "by the end of Winter Semester" to the end of the sentence, showing the deadline for prerequisite completion. Target date for first offering is Fall 2011.

3. **MDA.AAS Medical Assisting.** Change program description. Create separate catalog page for MDA.CT Medical Assisting Certificate program. Remove inactive course, MDA-1580 Intermediate EKG and Arrhythmias (3-cr), from list of recommended electives. Total number of credits does not change. Target date for first offering is Fall 2011.

MAJOR PROGRAM REVISIONS (10-Day Notice Sent)

1. **ICM.PRE.ALA Pre-International Commerce.** Change program code to **ICM.INT.ALA**. Change program title to "**International Commerce**." Change heading "General Requirements" to "Major Requirements" with the following courses listed: ECO-2610 Economics I, ECO-2620 Economic II, BUS-1100 Introduction to Business, BUS-2150 Global Business, and 8 credit hours in the same foreign language or if non-native speaker of English: ESL-2520 Writing and Reading for Academic Purposes IV and either ESL-2011 Advanced Oral Communication or ESL-2420 English Grammar and Listening Communication Skills IV. Changes to Required Supportive Courses: Add ACC-1800 Accounting Procedures, replace COM-1600 Fundamentals of Speech with COM-2290 Intercultural Communication. Add Heading "Necessary Requirements for the Liberal Arts Degree" with the following courses listed: ENG-1510 Composition I, ENG-1520 Composition II, Fine Arts/Humanities (non-language course) 3 credits, Math/Science 8 credits, Physical Education 1 credit, Political

Science 3 credits, Social Science (non-Economics course) 2-3 credits. Changes to Recommended Electives: Move BUS-1100 to Major Requirements, remove CIS-1500 Introduction to Software Engineering, Add: CIS-2313 E-Business and E-Commerce (4-credits), GEO-1520 World Geography (3-credits), HIS-1520 World Civilization from the Modern Era (4-credits). Total number of required credits does not change. Target date for first offering is Fall 2011.

MINOR CERTIFICATE REVISIONS

1. **HPT.CT Hospital Pharmacy Technology Certificate:** Change item 2 under Program Admission Procedures. Add "by the end of Winter Semester" to the end of the sentence, showing the deadline for prerequisite completion. Target date for first offering is Fall 2011.
2. **MDA.CT Medical Assisting Certificate.** Create separate catalog page for certificate program. Total number of required credits does not change. Target date for first offering is Fall 2011.

NEW CERTIFICATES (10-Day Notice Sent)

1. **NNO.CT Nanotechnology in Materials Science Certificate.** Total number of required credits is 42. Target date for first offering is Fall 2011.

NEW CERTIFICATES OF ACHIEVEMENT (10-Day Notice Sent)

1. **HLS.LV1.CA Level 1 Homeland Security Certificate of Achievement.** Total number of required credits is 15. Target date for first offering is Fall 2011.

2. **NNO.LV1.CA Nanotechnology in Materials Science Certificate of Achievement.** Total number of required credits is 13. Target date for first offering is Fall 2011.

GENERAL EDUCATION OUTCOME ADDITIONS

1. **PER-1748 Group Exercise**. Add the General Education Outcome of "Personal Development." Target date for first offering is Fall 2011.

GENERAL EDUCATION DISTRIBUTION LIST ADDITIONS
(10-Day Notice Required)

1. **PER-1748 Group Exercise**. Add course to the General Education Distribution List under the "Physical Education" category. Target date for first offering is Fall 2011.

OTHER BUSINESS

1. **MOTION:** Request for a waiver of the 10-Day Notice requirement for the General Education Distribution List Addition of PER-1748 Group Exercise approved at the March 14, 2011 college curriculum meeting in order to accommodate this year's catalog deadline.

2. **MOTION:** Request to decrease the 10-Day Notice to a 5-Day Notice for major curriculum action.