Oakland Community College

2011-2012 ACADEMIC SENATE COUNCIL

"The name of this body is the College Academic Senate of Oakland Community College. The Senate, the principal academic policy-making body of the College, facilitates open communications for the entire academic community, develops a dynamic curriculum responsive to student and community need, supports academic freedom, and fosters personal empowerment and professional integrity." (Preamble, College Academic Senate Constitution)

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AGENDA

Date and Campus: Thursday, February 23, 2012 – Highland Lakes Campus – Student Center

Time: 3:15 p.m. – 5:00 p.m.

PRESENTATIONS ARE LIMITED TO 10 MINUTES UNLESS THE BODY MOVES OTHERWISE.

1)____ Call to Order

2)____ Acceptance of Agenda

3)____ Approval of Minutes January 26, 2012

4)____ Leadership / Chair Shawn Dry
- CASSC Update
- CPC Update
- College Academic Master Plan Update
- Status of Motions Passed by CAS

5)____ Presentation
- Humanities Discipline Concerns

6)____ Old Business
- Report from Senate Leadership Subcommittee – Standing Committee Missions/Charges – R. Lamphear
  - "GE Ad Hoc Consideration as a Standing Committee" – G. Mays
- Progress Report re: Registration Concerns – S. Linden
- Report "(re?) Defining Our Students (DRAFT)" – M. A. McGee
- Report "Current General Education Distribution List: Draft" – G. Mays

7)____ New Business
- Motion re: N Grade – J. Farrah & L. Roberts
- Motion re: Waitlist – G. Mandas

8)____ Standing Committees / Chairs
- College Academic Master Plan/ M. Pergeau
- Curriculum/M. K. Lawless
- Curriculum Review Committee/K. Lee
- Student Outcomes Assessment/R. Lamphear
- TMC/J. Matteson

9)___ Ad Hoc Committees / Chairs
  General Education Outcomes/G. Mays

10)___ Administration / T. Meyer

11)___ Community Comments

12)___ Adjournment

Oakland Community College

2011-2012 COLLEGE ACADEMIC SENATE
MINUTES OF February 23, 2012
Highland Lakes Campus

The College Academic Senate was called to order at 3:20 p.m. by Chair Shawn Dry. The following individuals were present:

Auburn Hills:		C. Decker, S. Dry, J. Farrah, M. Fether-Samtouni, B. Isanhart, J. Mousty
Guests:		R. Andersen, C. Drummond, M. Kersten-Hart, V. Nikiforov
District Office:		L. Appelt, G. Harris, M. Schmidt, T. Meyer
Guests:		P. Dorris, R. Holcomb, S. Linden, L. Nadlicki, J. Roberts, C. Rush, C. Tanner
Highland Lakes:		D. Baker, E. Fett, T. Garcia, J. Helminski, D. Lawson, G. Mandas, C. Maze, K. Robinson, G. May
Guests:		C. Aretha, J. Baldwin, N. Barkell, D. Chudnof, V. Emanoil, K. Flores, M. Furxhi, C. Henson, J. Lobert, G. Mazzocco, L. Przymusinski, K. Schulk, K. Stilianos
Orchard Ridge:		A. Frank, M. Kokoszka, C. Nykamp, L. Roberts, R. Wright
Guests:		P. Curtis-Tweed, M. Pergeau, T. Walter
Royal Oak/Southfield:		E. Abbey, L. Crews, J. Jensen, S. Labadie, R. Lamb, K. Lee, S. Reif
Guests:		S. Charlesbois-Nordan, M. K. Lawless, J. Matteson, C. Sanford-Brown, M. Smydra

2) Acceptance of Agenda:
   MOTION: To accept the agenda as written. Seconded, passed.

Chair Shawn Dry reported that paper copies of the agenda will be available at future CAS meetings. However, he would like to transition to a paperless meeting and the minutes and

handouts for the meeting are available on Infomart under "Committees & Minutes – Academic Senate."

3) Approval of Minutes:
   MOTION: To approve the minutes of January 26, 2012 as written. Seconded, passed.

4) Leadership:
   - Chair Shawn Dry provided the following updates:
     - CASSC (College Academic & Student Services Council)
       - The CASSC meeting is being changed to the fourth Tuesday of the month from 3 to 5 p.m. at DO in the Board Room in order to accommodate faculty teaching schedules. The first meeting will be held on March 27th.
       - The purpose of the council is to review and recommend policies related to academic and student services. They will also continue to work on the Redesign initiative.
     - CPC (College Planning Council)
       - The CPC is reviewing the report from CBT (College Brain Trust) – the consulting group hired to move the CAMP process forward. The council is also working on responding to the report.
       - OCC's Strategic Plan (on Infomart) measurement system uses Key Performance Indicators. The 2011 data is available and CPC is reviewing it for useful and effectiveness in meeting strategic outcomes and priorities.
     - CAMP (College Academic Master Plan)
       - Two meetings are scheduled: Friday, February 24, 9 a.m. – 12 p.m. at OR Campus, and Friday, March 16, 9 a.m. – 12 p.m. at AH Campus. Each meeting will be identical; you only need to attend one of the two meetings scheduled to fully participate in the process.
       - The purpose of the meetings is to provide input on the next phase of the creation of the College Academic Master Plan. The results of both meetings will be blended together to create the plan itself.
     - Status of Motions Passed by CAS
       - Chancellor's Cabinet is scheduled to meet tomorrow afternoon and they haven't reviewed the motions that were passed by the CAS in January. A response will be communicated when information is provided.

5) Presentation
   - Humanities Discipline Concerns
     Bob Andersen addressed the Senate on behalf of the Humanities Discipline and presented the following concerns regarding the administration's change of policy in granting designated full sections to advanced language courses:
     - Page 8 of the FMA states: "Designated Full sections are designed to assure the scheduling of courses with limited enrollment, courses offered infrequently, upper level classes, developmental classes and classes required for graduation." On Discipline Day, the discipline was shocked to learn that all of the advanced language courses that were requested as being designated full for the 2012-13 academic year were denied.
     - The discipline reviewed the criteria and they felt the courses met the guidelines as outlined in the FMA.

- The FMA also states that "a minimum of one hundred (100) designated full sections will be allocated for each academic year." The "Approved Designated Full Sections" for the 2012-13 academic year was presented. The list demonstrates "priorities," but, the priority to designate upper level language courses is not a priority on the approved list.
- Some disciplines were informed after the fact that the decision was made to conform to the contractual minimum for financial reasons.
- Designated full sections benefit students, faculty and the institution; it allows full-time faculty to teach upper-level courses.
- Individual disciplines should review their own priorities on the designated full list.
- Designated full sections that receive designated full status ultimately fill to enrollment capacity.
- We should try to think about our priorities and shared priorities in order to assist our students.

ACTION: Shawn Dry asked the Campus Senate Chairs to discuss this topic at their next Campus Senate meeting; the discussions may lead to some action.

6) Old Business
- Report from Senate Leadership Subcommittee – Standing Committee Missions/Charges Shawn Dry summarized the memo to the College Academic Senate regarding the "Academic Senate Standing Committees." The memo outlined the following: Purpose; Background; Shared Governance; Assessment, Review and Curriculum Process; Conclusion:
  - The existing Academic Standing committees are performing their intended and needed functions. Some procedural concerns still exist to ensure that all outcomes follow the above process and the action plan is fully implemented.
  Recommendations:
  - All assessment and outcome activities should be handled by the standing committees.
  - Academic Senate should review this issue again in two years to allow some proposals to be implemented and any necessary pilots to be completed.

  MOTION: To lodge the report as presented for further discussion at the Campus Senate meetings. Seconded.

  Discussion followed:
  - If you put the people in charge of evaluating their success, this is the result. We need to be careful about reviewing ourselves – the people in charge of the committees.
  - GE found a number of areas where there were gaps in the process.

  The motion passed.

  - "GE Ad Hoc Consideration as a Standing Committee"
    Marilynn Kokoszka highlighted the "GE Ad Hoc Consideration as a Standing Committee of the College Academic Senate" (Phase I - edited 2/23/12) document as follows: The committee's mission is to promote general education as an important element of a college education, and to assist faculty and students in making general education a meaningful experience. Assessment of the GE outcomes is the work of

SOAC/CRC. The GE ad hoc committee has been in existence for 6 – 7 years. If the ad hoc GE committee is not supported as a standing committee, seven bullets were identified that reflects the ad hoc committee's recommendations for which committee might do the necessary work.

Marilynn Kokoszka highlighted the second side of the document – "General Education Distribution Requirements" (Phase II) as follows:
- Courses that satisfy General Education Distribution Requirements are listed along with the General Education Outcomes Legend at the top.
- The "Outcomes Legend" is divided into two categories: "Skills and Literacy" (a – e) and "Life Qualities" (f – i).
- This document is an updated version (changes were made that were suggested by Senate Leadership) of how the "General Education Distribution Requirements" page would appear in the catalog.
- The ad hoc committee feels that their work is finished.

Discussion followed:
- A counselor at OR Campus reported that the information is easy to understand including the "Outcomes Legend."
- If a course is presently on the General Education List without an Outcome and does not identify an outcome, the course will be removed from the GE distribution list.

MOTION: To lodge Phase I and Phase II of the GE ad hoc committee reports for further discussion at the Campus Senate meetings. Seconded, passed.

Shawn Dry suggested that the following items be discussed:
- Should the responsibilities of the current GE ad hoc committee be distributed to the other Standing Committees of the Senate?
- Should a new Standing Committee of the CAS be created? (The chair of the Standing Committee may not have financial support.)
- Should the GE ad hoc committee continue as an ad hoc committee of the Senate?
- Is the work of the GE ad hoc committee important or unnecessary?

- Progress Report re: Registration Concerns
  Steve Linden provided a "Progress Report" on transcript evaluations as follows:
  - At the January CAS meeting, Charlie Kurzer reported (on behalf of the Counseling discipline) on the delay (at least 3 months) for the student to receive an evaluation of their transfer transcripts.
  - He has been the Registrar since August and this item has been on his radar list but other problem areas have needed to be addressed first.
  - Since December, a lot of effort has been put forth to make the process faster and more efficient.
  - Since April 1, 2011 the Enrollment Services Department has processed over 5,000 transcript requests – 44,000 individual courses and they are continuing to make improvements in their process.

- At last month's Senate meeting, there was a 10 or 11 week turn-around time to evaluate transcripts. In just four weeks, the process has been reduced to an 8 or 9 week turn-around time.
- More staff are being trained to do transcript evaluations.
- Enrollment Services was approximately 1½ years behind on Tech Prep evaluations and they were caught up with the agreements by the January CAS meeting.
- He will continue to look at the process to make it more efficient.

- Report "(re?) Defining Our Students (DRAFT)"
Gina Mandas presented the updated report as follows: A brief paragraph was added on page 2 of the report under "Findings" that re-affirms our commitment to the primary mission of transfer and career education. The following sentence was also added to the first paragraph on page 3 of the report: "It is imperative that OCC develop the capacity to accurately assess its expenditures in this area (developmental education) in order to make informed decisions regarding allocation of resources." Changes to the report were made based on feedback from the Campus Senate meetings.

    MOTION: To accept the report and forward the work of the committee to the Chancellor. Seconded, passed.

    Shawn Dry thanked the ad hoc committee for their work on the report.

- Report "Current General Education Distribution List: Draft"
This agenda item was covered above: "Old Business"- Report from Senate Leadership Subcommittee – Standing Committee Missions/Charges

7) <u>New Business</u>
- Motion re: N Grade
Jeff Farrah presented the following combined motion from the AH and OR Campus Senates:

    MOTION: The Auburn Hills and Orchard Ridge campus senates move that the college administration (namely, the financial aid, ~~and~~ registration officers, <mark>and appropriate administrators</mark>) create and communicate a clear and comprehensive policy regarding the N mark that will be consistently applied across the college to all courses (including both face-to-face and online offerings). Seconded.

    Discussion followed:
- The motion was a result of different variations of the policy being implemented.
- Clarification regarding inconsistencies in application of the N mark were identified:
    - N marks could be removed on one campus but not on another.
    - The Deans' Cabinet discussed needing further clarity regarding this policy for online courses – is the 20% enrollment period after a student logs-in or when the first assignment is turned in?
- A comprehensive policy needs to be communicated so we are all on the same page.
- A recommendation was made to strike (namely, the financial aid and registration officers) from the motion.
- The motion should have a degree of named responsibility.

- The problem encompasses more than financial aid and registration officers.
- Perhaps the charge should be sent back to the group that originated the policy for clarification.
- The college has saved money by implementing this policy.

Friendly Amendment: Add ("and appropriate administrators") to the motion. Seconded.

The motion passed as amended. Note: The amended part of the motion is highlighted in yellow.

- Motion re: Waitlist
  Gina Mandas presented the following motion on behalf of the HL Campus Senate:

  MOTION: It was moved that Senate ask the appropriate administrator to ~~limit the course waitlist to 20% of class size, and to~~ inform students of their place on the waitlist. Seconded.

  Friendly Amendment: Eliminate "limit the course waitlist to 20% of class size, and to" from the motion. Seconded, passed.

  Discussion followed:
  - Implementing this motion could generate a lot of angry students because their number can change on the waitlist.
  - The purpose of the motion is to implement the spirit – i.e., the student is close to the top of the list, or at the bottom of the list.
  - The Department Chairs can use the waitlist to add additional sections.
  - This issue is not ready to be voted on.

  MOTION: To send the amended motion back to the campuses for further discussion. Seconded, passed.

  Shawn Dry recommended that Department Chairs and Program Coordinators be invited to the Campus Senate meetings so they can be part of the discussion.

8) <u>Standing Committees</u>:
   - *Campus Academic Master Plan/Michelle Pergeau*
     Michelle Pergeau reported the following:
     - The next CAMP meeting is scheduled to meet on Friday, March 9th at DO in the Board Room.
     - The campuses will report in March on their progress with their campus-level plans.
     - The CAMP members are also participating in the College Academic Master Plan Committee meetings.
     - The Vice Chancellor will be attending the Campus Academic Master Plan meetings.

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

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

Mary Kay Lawless reminded those present that March 5th is the Catalog deadline.

- *Curriculum Review Committee /Karen Lee*
  Karen Lee reported the following:
  - CRC is piloting their new "SLRC process" and it is progressing nicely. IR and OAE have started to send out surveys to the stakeholder group.
  - They are also working with IR and OAE on coming up with a 5-year review cycle for all programs.

- *Student Outcomes Assessment/Robert Lamphear*
  No report.

- *TMC/Judy Matteson*
  Judy Matteson reported the following:
  - Save the Date – Friday, March 30th at the AH Campus Desire2Learn will be highlighted. Flyers will be sent out soon when the details are finalized.
  - PDTC is offering training sessions for the new learning management system and faculty members were encouraged to sign-up early because the sessions are filling up quickly.
  - As soon as you register for a session, you will have a "sandbox" to play in.

9) Ad Hoc Committees:
   - *General Education Outcomes/Gail Mays*
     No additional report.

10) Administration:
   - Chancellor Meyer addressed the Senate. He reported the following:
     - He thanked Bob Andersen for addressing the Humanities concerns. The creation of the CAMP will help with understanding and applying enrollment management.
     - He also thanked the ad hoc committee that worked on "Defining Our Students." It is important for us to understand this in order to determine who we want to be as an organization. He will embrace the report.
     - The "2012 State of the College Address" is available on Infomart. It is an attempt to reach everyone in an equitable way since we are a diverse organization.
     - A unique instance occurred at OCC – a student's voice mail was accidently forwarded to all OCC voice mailboxes twice. Several OCC employees had already called the student back to offer assistance before they had learned of the forwarding mistake. No FERPA violation occurred because the information that was left by the student is defined by FERPA as directory information. The College took immediate action to ensure that the feature which broadcasts a message to all employees was disabled.
     - On February 16th, he attended the "Detroit Economic Club" where Rick Santorum delivered an economic policy speech.
     - He thanked the Senate for their fine work and Shawn Dry for his leadership in the Senate.

11) <u>Community Comments</u>:
- Have a great break!
- You can now log into Infomart when you are off campus.

12) <u>Adjournment</u>:
    Meeting adjourned: 4:30 p.m.

Respectfully submitted,

_____   _____
Gheretta R. Harris, Secretary   Nancy K. Szabo, Recording Secretary

MINOR COURSE REVISIONS

1. **<u>ARB-2610 Intermediate Arabic I:</u>** Change course description. Add General Education Outcome of: Effective Communication. Target date for first offering is Fall 2012.

2. **<u>ARB-2620 Intermediate Arabic II:</u>** Change course description. Add General Education Outcome of: Effective Communication. Target date for first offering is Fall 2012.

3. **<u>CHI-2610 Intermediate Chinese I:</u>** Change course description. Add General Education Outcome of: Effective Communication. Target date for first offering is Fall 2012.

4. **<u>CHI-2620 Intermediate Chinese II:</u>** Change course description. Add General Education Outcome of: Effective Communication. Target date for first offering is Fall 2012.

5. **<u>CIS-2333 Web System Administration:</u>** Change prerequisite to CIS-1300. Change course description. Target date for first offering is Fall 2012.

6. **<u>CIS-2818 Wireless Handheld Application Development:</u>** Add prerequisite of: CIS-1500 or consent of instructor. Target date for first offering is Fall 2012.

7. **<u>FRE-2610 Intermediate French I:</u>** Change course description. Target date for first offering is Fall 2012.

8. **<u>FRE-2620 Intermediate French II:</u>** Change course description. Target date for first offering is Fall 2012.

9. **<u>GER-2610 Intermediate German I:</u>** Change course description. Target date for first offering is Fall 2012.

10. **<u>GER-2620 Intermediate German II:</u>** Change course description. Target date for first offering is Fall 2012.

11. **<u>GLS-2900 – 2920 Topics in Global Studies:</u>** Add 30 more courses to the series, increasing the number of topics available from 20 to 50. Change course number to: **GLS-2900 – 2950.** Remove "and consent of instructor or coordinator of GLS" from prerequisite, leaving the prerequisite as: English Placement Level of ENG-1510. Target date for first offering is Fall 2012.

12. **HLS-1006 International Strategies in Homeland Security:** Remove prerequisite. Target date for first offering is Fall 2012.

13. **ITA-2610 Intermediate Italian I:** Change course description. Target date for first offering is Fall 2012.

14. **JPN-2610 Intermediate Japanese I:** Change course description. Target date for first offering is Fall 2012.

15. **JPN-2620 Intermediate Japanese II:** Change course description. Target date for first offering is Fall 2012.

16. **PHI-1510 Introduction to Philosophy:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2012.

17. **PHI-1610 Ethics:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2012.

18. **PHI-1710 Introduction to Informal Logic:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2012.

19. **PSY-2730 Survey of the Exceptional Child:** Change course description. Target date for first offering is Fall 2012.

20. **RUS-2610 Intermediate Russian I:** Change course description. Target date for first offering is Fall 2012.

21. **RUS-2620 Intermediate Russian II:** Change course description. Target date for first offering is Fall 2012.

22. **SPA-2610 Intermediate Spanish I:** Change course description. Target date for first offering is Fall 2012.

23. **SPA-2620 Intermediate Spanish II:** Change course description. Target date for first offering is Fall 2012.

MINOR PROGRAM REVISIONS

1. **DMS.APP Diagnostic Medical Sonography:** Change program description. Change minimum grade required on all Required Supportive and General Education requirements from a "C" to a "B". Target date for first offering is Fall 2012.

2. **ICM.INT.ALA International Commerce:** Under Necessary Requirements, change Political Science, 3 credits to specific POL-1510 course. Target date for first offering is Fall 2012.

3. **<u>NUR.APP Nursing:</u>** Change program description to incorporate new admission criteria which uses a weighted multi-factorial process. This change includes: 1) Successful completion of a standardized admission assessment exam, 2) A weighted formula to calculate GPA on the Required Supportive BIO & ENG courses, 3) Additional points dependent upon how many prerequisite courses were transferred to OCC, 4) Additional points dependent upon how many prerequisite courses are repeated. Target date for first offering is Fall 2012.

4. **<u>RAL.APP Radiologic Technology:</u>** Change program description. Change minimum grade required on all Required Supportive and General Education requirements from a "C" to a "B". Target date for first offering is Fall 2012