

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)

AGENDA

Date and Campus: Thursday, June 21, 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 May 24, 2012**
- 4)___ **Leadership / Chair Shawn Dry**
 - CASSC Update
 - CPC Update
 - Status of Motions Passed by CAS
- 5)___ **Presentation**
 - Southfield High School Partnership – S. Labadie
- 6)___ **Old Business**
 - CAMP Draft – S. Dry & M. Pergeau
- 7)___ **New Business**
 - Health & Safety Procedures – M. Schmidt
 - Laboratory Supervision
 - Personal Protective Equipment for Students
- 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 June 21, 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, P. Hale, B. Isanhart, B. Konopka, A. Palmer, E. Scott, H. Tanaka
Guests:	M. Kersten-Hart, L. Huber, L. Roberts, N. Showers, S. Subbarao
District Office:	M. Schmidt
Guests:	P. Dorris, R. Holcomb, T. McClellan, J. Roberts, C. Tanner
Highland Lakes:	T. Garcia, J. Helminski, R. Lamphear, G. Mandas, C. Maze, K. Robinson, G. May
Guests:	G. Huff, E. Konja, J. Lobert, L. Mastin, E. McAllister, C. Roman, K. Stanley, M. Ston
Orchard Ridge:	T. Ingram, A. Jackson, M. Kokoszka, M. A. McGee, L. Roberts, R. Wright, J. Shadko
Guest:	M. Pergeau
Royal Oak/Southfield:	J. Jensen, S. Labadie, R. Lamb, K. Lee
Guests:	S. Charlesbois, D. Johnson-Bignotti, M. K. Lawless, J. Matteson, B. Stanbrough

2) Acceptance of Agenda:

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

3) Approval of Minutes:

MOTION: To approve the minutes of May 24, 2012 as written. Seconded, passed.

4) Leadership:

- Chair Shawn Dry provided the following updates: (Note: Leadership Report is provided on Infomart)

- CASSC (College Academic & Student Services Council)
 - 6/26 meeting cancelled
Shawn Dry reported that he forwarded a number of issues that could be addressed at CASSC meetings to the Vice Chancellor but to-date, the June meeting hasn't been rescheduled.
- CPC (College Planning Council)
 - CAMP draft reviewed and updated at 6/6 meeting
 - Retreat scheduled for 7/19
- Status of Motions Passed by CAS
 - None outstanding
- Senate Leadership Retreat
 - Senate Leadership held a retreat on Friday, June 8th and they reviewed the work they completed throughout the academic year and brain-stormed major themes to explore next year.
 - The Vice Chancellor has requested that all motions be accompanied by data. Senate will continue to engage in a collaborative data gathering process in order to support our motions and move forward.
 - Senate Leadership would like to participate in some kind of teaching and learning speaker/workshop series. Financial support for these events would need to be designated by the Chancellor and Shawn Dry will discuss this topic further with the Chancellor.
 - A recommendation was made to have some of our own employees (possibly every other time) share their expertise because this would save the college money and offer quality of material.
 - Senate Leadership would like to extend the discussion of "Shared Governance" to all the campuses at the fall Staff Development Day. What is the definition and expectations of shared governance?
 - Academic research on this topic already exists in this arena and this information can be used as a good starting point for the conversations.
 - The purpose of the discussion is to make the environment at OCC as collegial and cooperative as we can be with each other.

5) Presentation

- Southfield High School Partnership
Suzanne Labadie distributed a handout entitled "English Discipline – College-wide ENG 1510 and ENG 1520 Common Course Outcomes." The document outlined: ENG 1510 Common Course Outcomes; ENG 1520 Common Course Outcomes; and ENG Discipline Assessment Timeline. She highlighted the following:
 - The project started in 2010 when a college-wide assessment of ENG 1520 and ENG 1510 was conducted.
 - In May 2011 the ENG faculty read and rated samples using GE Rubric for effective communication.
 - During summer 2011 OAE delivered results of assessment and these were analyzed along with qualitative discussions from the May reading.
 - In October 2011 an ad hoc committee of the ENG discipline was charged to develop a list of common course outcomes that addressed some of the weaknesses found in the college wide assessment of the prior two academic years.

- In February 2012 common course outcomes were presented to the discipline and unanimously approved for distribution to all ENG faculty at the college.
- Note: A lot of high school students are placing into ENG 1055 and 1060.
- In May, 2012 there was a meeting with Southfield Schools English department chairs (MAT was also included in this meeting); they shared common course outcomes for composition sequence and opened dialogue about high-school English ELA (English Language Arts) practices.
- Southfield schools plans to use our Common Course Outcomes as a guiding document as they revise their curriculum for the coming academic year.
- Ongoing: Continue to develop relationships and dialog with feeder schools to foster understanding of college-level writing expectations to high school English students and instructors.

Discussion followed:

- The MAT discipline is working on common course outcomes for MAT.
- Other disciplines were encouraged to follow practice.
- SOAC is working on this project as well.
- It was recommended that this information be available on the OCC Facebook page.
- Bev Stanbrough reported that they are looking into creating partnerships with the following local schools: Ferndale; Madison Heights; Oak Park and Royal Oak.

6) Old Business

- **CAMP Draft**

Shawn Dry provided an overview of the steps taken to produce the latest version of the “College Academic Master Plan – 2012-2017 Draft” available on Infomart. The first CAMP Draft was created by Vice Chancellor Holcomb based on information received from four CAMP input sessions that were held during November 2011 – March 2012. After the CAS reviewed the first CAMP Draft, the document was sent to the CAMP (CAS’s subcommittee) to be revised. The College Planning Council reviewed the document that was rewritten by CAMP and made additional comments/suggestions. The latest version of the CAMP Draft was sent to all “College Employees” on June 11th and the suggestions from CPC for changes/improvements are highlighted in yellow. The Campus Senate Chairs were asked to gather feedback on the document from their campuses and present the summaries at today’s CAS meeting:

- AH – There wasn’t very many comments made. Basically, the campus is happy with the revised document. Objective 10 (scheduling) could be problematic because the labs are different on all the campuses.
- HL – Comments were submitted from three people. One specific concern was addressed: How would this plan be implemented given departmental budget cuts?
- DO – There weren’t any comments made.
- OR – The campus thanked the CAMP committee for their hard work in turning the document around so quickly. Leslie Roberts highlighted the comments made regarding Objectives 7, 9, 13, 14, and 18.
- RO/SF – One comment was received.

ACTION: Shawn Dry asked the Campus Senate Chairs to provide the comments regarding the CAMP Draft in writing.

Discussion followed:

- Objective 4 (academic standards) – OCC is already doing this; add the words “Continue to” the first sentence.
- How will the “Process” part of the document be put into play?
 - CPC will discuss the “Process” at their July retreat.
 - The co-chairs of the committee (Shawn Dry and Vice Chancellor Holcomb) will take the feedback and create a product which includes a shared governance process involving the CAS.
- Michelle Pergeau reported the following:
 - CAMP met on May 18th and June 1st and feedback regarding the “Process” is listed in the CAMP meeting notes which are available on Infomart.
 - In the interest of time, the CAMP committee concentrated on rewriting the 29 objectives and they created new ones as well; this process took over 7 hours to complete.
 - The steps to execute the plan were out of the prevue of CAMP because they don’t have control over the budget.
 - The “Glossary of Terms” wasn’t included in the CAMP Draft because most of the words that needed to be defined were removed from the document.
- The Strategic Plan expires in 2013. Will the new Strategic Plan still be in-line with the CAMP?
 - This topic will also be addressed by CPC.
 - Dr. Holcomb reported that some of the goals and outcomes are universal and most of the outcomes will stay intact.
 - The “Key Performance Indicators” in the Strategic Plan will be aligned to targeted work.
- Dr. Holcomb reported that after CPC provides input on the “Process,” a draft will be sent out to the entire college community and they will have another opportunity to respond. They will also be given the chance to comment on the prioritization of the objectives as well.

Shawn Dry thanked everyone for their hard work on the CAMP Draft and he appreciates the great feedback and information that was provided. He also thanked the CAMP committee for all their hard work in such a short period of time.

7) New Business

- Health & Safety Procedures

Michael Schmidt reported that draft documents on “Laboratory Supervision” and “Personal Protective Equipment for Students” were available on Infomart on the CAS website and the Environmental Health and Safety website as well. To start the conversation, the documents were already shared with the deans. The department is moving forward to implement both plans that will provide uniformity and establish college-wide expectations.
- “Laboratory Supervision” - discussion followed:
 - Documentation can be provided that lists instances where injuries/illnesses have occurred when labs were not supervised.
 - Lab supervision needs to be more than what we are currently doing.
- “Personal Protective Equipment for Students” – discussion followed:

- OSHA sets compliance regulations regarding workplace safety for our employees. However, there isn't any formal procedure/policy for our students.
- Sometimes the college purchases low-end equipment and it is not as effective as it could be.
- Students would be required to purchase their own equipment needed for a particular course and it will have to meet the minimum specifications for protective equipment; this could be a hardship for some students.
- Security needs to be increased on safety issues.

Michael Schmidt will be contacting the various departments/disciplines over the summer to solicit feedback on the procedures. In September, the department hopes to be ready to move the process forward through the various stages of approval. There are Environmental Health and Safety committees on all the campuses to assist with implementation.

8) Standing Committees:

- *Campus Academic Master Plan/Michelle Pergeau*
Michelle Pergeau reported the following:
 - She thanked the committee members for their help in completing the CAMP Draft.
 - All the campuses turned in their campus reports and they will be posted on Infomart.
 - The committee will start meeting again in September.
- *Curriculum/Mary Kay Lawless*
Mary Kay Lawless reported the following:
 - The committee held their last wrap-up meeting in June.
 - On September 24th a "Kick-off" meeting will be held and all the deans and presidents have been invited to attend.
 - The "College Curriculum Chair Year-End Report – 2011-2012" is posted on Infomart.
- *Curriculum Review Committee /Karen Lee*
Karen Lee reported the following:
 - She thanked all the departments that helped pilot the new SLRC process.
 - The pilot will be expanded next year to 6 academic units (3 disciplines and 3 programs).
 - An orientation session will be held on June 28th for the following disciplines/programs going through the SLRC process next year: Math; ESL; ASC; Dental Hygiene; Computer Information Systems; and Music. The faculty reviewers will be invited to attend along with their corresponding dean.
 - At their June 1st meeting, Philosophy submitted a report and CRC made suggestions. The report is available on the CRC SharePoint site and after it is finalized, it will be posted on Infomart.
 - When finalized, the Culinary report will be posted on Infomart as well.
 - The Deans' Cabinet is very supportive of the SLRC pilot. They have created a chart for the "Student Learning Curriculum Review Process – Dean's Roles and Responsibilities." The document outlines the three steps the deans go through during the SLRC process. The final step is to ensure that implementation is completed. At

the Senate Leadership retreat, a suggestion was made that a signature and rationale line be added to the SLRC Action Plan Form.

- The “CRC Annual Report” will be posted on Infomart.
- *Student Outcomes Assessment/Robert Lamphear*
Bob Lamphear reported the following:
 - There will not be a SOAC meeting in June.
 - The “SOAC 2011-12 Annual Report” is posted on Infomart.
 - SOAC activities will be ongoing throughout the summer to prepare for the GE pilot in the fall.
 - All faculty were encouraged to participate in next year’s Essay Contest; the focus is on “Saving Detroit.”
- *TMC/Judy Matteson*
Judy Matteson reported the following:
 - “Academic Technology invites you to a summer institute (RUE4D2L?*). The summer institute will provide instructors the opportunity to immerse themselves in D2L, including best practices for face-to-face and online teaching.” Email tltc@oaklandcc.edu if you need more information.
 - Blackboard will be gone as of August 30th.

The Senate Chair thanked the committee chairs for all their hard work this year.

9) Ad Hoc Committees:

- *General Education Outcomes/Gail Mays*
No report

10) Administration:

- No report

11) Community Comments:

- Janet Roberts announced that OCC will be smoke-free starting September 1st. A communication plan will be launched regarding this policy in July.
- Mary Ston announced that she attended the annual Athletic Banquet which celebrated academic excellence. Faculty are doing a great job at OCC and we are graduating very talented individuals, both academically and for their athletic performance. She encouraged those present to support the athletic events next year and attend the annual banquet.
- Gordon May announced that he also attended the Athletic Banquet and the event was very rewarding for all. The guest speaker was OCC alumni, Sara Ston, and she did a great job speaking as a student athlete leader.
- Mary Ann McGee thanked the Senate members for stepping up and taking on such a challenging task as reworking the CAMP Draft; those that participated did a fine job.
- Shawn Dry thanked everyone for their fantastic work this year.

12) Adjournment:

Meeting adjourned: 4:45 p.m.

Respectfully submitted,

Gheretta R. Harris, Secretary

Nancy K. Szabo, Recording Secretary