

Oakland Community College

2012-2013 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, February 21, 2013 – Orchard Ridge Campus – J-293

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 24, 2013**
- 4)___ **Leadership / Chair Shawn Dry**
- 5)___ **Presentation**
 - None
- 6)___ **Old Business**
 - Teaching and Learning Conference Update – S. Dry
- 7)___ **New Business**
 - Motion from OR Campus re: Datatel
- 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**
 - Teaching and Learning Conference / C. Decker
 - Intercampus Transportation / W. Conway
- 10)___ **Administration / T. Meyer**
- 11)___ **Community Comments**
- 12)___ **Adjournment**

February 21st Motions

1. By the Orchard Ridge Campus Senate re: Datatel

The Orchard Ridge Campus Senate moves that IT develop a faculty (user) friendly web interface for Datatel.

- IT reports do not always reflect data necessary to reach immediate decisions about class cancellation or adding sections.
- Shift away from same day comparisons to past terms in obvious locations.
- Not all faculty have access to raw data on discipline courses in Datatel.
- With such an interface information would be available more widely.

2. By the Student Outcomes Assessment Committee re: the Global Understanding and Responsibility Outcome statement

SOAC moves that the following change be made to enhance and clarify the Global Understanding and Responsibility Outcome statement:

Comparison of Global Understanding & Responsibility currently and revisions suggested:

Current:

Graduates understand global issues and the potential impact of their decisions on other individuals, groups and the environment. Graduates can identify opportunities and articulate personal intentions to improve global conditions.

Revision:

Graduates understand their place in a global society with its many interconnected issues; they see the potential impact of their decisions on other individuals, groups and the environment. Graduates can identify opportunities and articulate personal intentions to improve global conditions now and/or in the future.

Oakland Community College

2012-2013 COLLEGE ACADEMIC SENATE
MINUTES OF February 21, 2013
Orchard Ridge Campus

The College Academic Senate was called to order at 3:15 p.m. by Chair Shawn Dry. He announced that “A Taste of Italy Bake Sale” was going to be held in J-308 from 4:30 – 9:30 p.m. The following individuals were present:

Auburn Hills:	C. Decker, S. Dry, J. Farrah, M. Fether-Samtouni, S. Flynn, B. Isanhart, B. Konopka, J. Mousty, A. Palmer
Guests:	C. Flagg, N. Dawson, M. Freeman, L. Huber, K. McMullen, N. Showers, S. Spears-Boothe, G. Tres
District Office:	L. Appelt, L. Nadlicki, M. Schmidt, T. Meyer
Guests:	P. Dorris, G. Harris, S. Hines, R. Holcomb, C. Maze, T. McClellan, R. Montgomery
Highland Lakes:	W. Conway, T. Garcia, G. Huff, R. Lamphear, G. Mandas, L. Mastin, T. Pryor, M. Ston, G. May
Guests:	J. Lobert, T. Walter
Orchard Ridge:	A. Frank, A. Jackson, M. Kokoszka, B. Lowery, M. A. McGee, J. Mitchell, C. Nykamp, M. Pergeau, D. Strand, R. Wright, J. Shadko
Guests:	E. Drumm, L. Emerson, G. Faye, M. Khirallah, L. Michels, L. Nemitz, C. Sanford-Brown, J. Seiter, L. Skowronski, R. Spann, N. Springer-Ali, R. Tennison, K. Van Buren
Royal Oak/Southfield:	S. Charlesbois, D. Johnson-Bignotti, R. Lamb, K. Lee, H. Othman, A. Selameh, B. Stanbrough, B. Thomas
Guests:	J. Brown-Williams, L. Crews, Y. Hargrove, J. Jensen, J. Matteson, T. McFadden, C. McKinney, V. Merriwether, A. Paulson, D. Preisler

2) Acceptance of Agenda:

Shawn Dry reported that an additional item was added under New Business after the original agenda was e-mailed at the beginning of the week.

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

3) Approval of Minutes:

MOTION: To approve the minutes of January 24, 2013 as written. Seconded, passed.

4) Leadership: (Note: Leadership Report is posted on Infomart)

- CASSC and CPC Update
 - Meetings cancelled until further notice due to administrative restructuring.
- Status of Motions Passed by Senate
 - B.A. and Guest Student Prerequisite Waiver (10/27/11)
 - Investigation of implementation continues.
 - Mandatory Orientation for First-Time Students (10/25/12)
 - Waiting on College Brain Trust recommendations and administrative action.
 - ENG 1510 Curriculum Change (12/13/12)
 - Vice Chancellor Holcomb denied change.
 - Curriculum committee is investigating communication process.
 - English discipline is preparing response.
- CCSSE Review (1/24/13)
 - Chancellor response:

“While the data is not absolute and analysis is not perfect, it still represents information regarding the interests of improving our work with students and their success. Furthermore, considering the nationally recognized sources of the survey, I feel it would be reasonably futile to contest the results simply because they do not point in the preferred direction. I would suggest we embrace the CCSSE survey results, discuss how we may improve those metrics/analysis of question, and follow through with action. If the results improve, then we know the survey is valid and our actions are effective. I do hold in suspect some of the analytical techniques and experimental design considerations. Notwithstanding, there are trends for inspection and consideration related to student success. We can debate the technical aspects and look how to measure and evaluate things better. My point is this: in the meantime, the data points to perspective areas of improvement. Let’s put into play strategies to address those areas and see if the needle moves. Then, the only question is how much effort is spent in these improvements.”
 - Shawn Dry summarized the Chancellor’s response: “While there may be questions about how the CCSSE data is gathered and survey process, administration believes it is still valuable data and we should move forward in a collaborative way.” Senate Leadership discussed this topic and they responded to the Chancellor as follows: They recognize there are issues with the survey vehicle, in particular the differences shown (benchmarking process) between OCC and cohort institutions have not been tested for statistical significance (which is not good practice in inferential statistics); however, they agreed to take a look and use the CCSSE data that identifies OCC trends and move forward. This survey has been completed three times and there have been similar trends noticed over the three-year period.
- College Academic Master Plan Update
 - College Brain Trust recommendations received in November 2012.
 - Waiting on administrative action.

Discussion followed:

- The CRC Chair reported that the committee is waiting for the comments from CBT regarding program review to move forward.
- The Chancellor responded as follows:
 - The Board has asked CBT to bring forward final reports in March and then the information will be released publicly. College personnel are reviewing the data to make sure it is relevant.

5) Presentation

None

6) Old Business

- Teaching and Learning Conference Update

This agenda item will be addressed under the “Ad Hoc Committee” report on the agenda.

7) New Business

- Motion from OR Campus re: Datatel

Marilynn Kokoszka presented the following motion on behalf of the OR Campus Senate:

MOTION: Orchard Ridge moves that IT develop a faculty (user) friendly web interface for Datatel. Seconded.

Justification:

- IT reports do not always reflect data necessary to reach immediate decisions about class cancellation or adding classes (department chairs).
- Shift away from same day comparisons to past terms in obvious locations.
- Not all faculty have access to raw data on discipline courses on Datatel.
- With such an interface, information would be available more widely.

Discussion followed:

- Faculty would like an easy way to access discipline-comparison information (understand registration data) so they can make decisions regarding cancelling or adding classes.
- Robert Montgomery reported that the new user interface (Web UI 4.4) is a way to access datatel functions used on a daily basis, i.e. inputting requisitions and it isn't going to address the faculties' request; the IR webpage provides a variety of information.
- Faculty are looking for information that is readily accessible and makes sense to those that use it instead of waiting around for a report.
- There is a “Regimeter” that IT supports. Possibly there is a need for a better understanding of the tools we already have available.
- A recommendation was made to solicit deans and department chairs to find out what access points would be helpful, and training is needed on how to access the information.

The motion was passed.

- Senate Chair Compensation

Marilynn Kokoszka presented the following motion on behalf of Senate Leadership:

MOTION: Senate Leadership moves that the College administration reevaluate the formula to compensate Campus Senate Chairs, Standing Committee Chairs, and the College Senate Chair to reflect the professional obligations of a faculty member in terms of a 3 or 4 credit course instead of the ICH approach. Seconded.

Discussion followed:

- The compensation for senate committee chair/senate chair positions has been reduced over the past few years.
- Passing of this motion would allow a faculty member to plan ahead so they could at least be compensated for one course.
- A faculty member could actually be released from teaching a course so they would have adequate time to chair their committee or senate; these positions take a lot of time and energy.

MOTION: Refer this motion to the Campus Senates for further discussion. Seconded.

Discussion followed:

- The ICH's should be universal for the senate positions.
- Compensation is not the issue – it's having adequate time to handle the professional responsibilities of chairing a committee/senate.
- It was clarified that if this motion passes, a change may not be made in time for those elected to the positions this year.
- The postings indicate that the last day to apply is: "Within 10 days of election."
- Administration is being asked to consider giving us the release time of a single course instead of a fraction amount of time.
- It's not about the amount of compensation; it's about the principle.
- "Reevaluate" is the key word in this motion.

The question was called.

The motion failed.

Friendly Amendment: Add the words "or equivalent" to the last part of the original motion. Seconded.

The motion as amended passed.

MOTION AS AMENDED: Senate Leadership moves that the College administration reevaluate the formula to compensate Campus Senate Chairs, Standing Committee Chairs, and the College Senate Chair to reflect the professional obligations of a faculty member in terms of a 3 or 4 credit course or equivalent instead of the ICH approach.

8) Standing Committees:

- *Campus Academic Master Plan/Michelle Pergeau*

Michelle Pergeau reported the following:

- CAMP did not meeting in February; they will be meeting again on March 8th.
- They will continue to discuss campus initiatives; each campus has an initiative on student success.
- The committee is ready to work on the CAMP whenever it is brought forward to their committee.

- *Curriculum/Mary Kay Lawless*

Mary Kay Lawless presented the Consent Agenda:

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

Mary Kay Lawless announced that the Monday, March 4th Curriculum meeting is the last day to get changes/additions into the catalog.

- *Curriculum Review Committee /Karen Lee*

Karen Lee reported the following:

- The March 15th CRC meeting was cancelled because Discipline Day was rescheduled to this date; the committee will meet again on Friday, April 1st.
- Surveys have been sent to the stakeholder groups; they were asked to send feedback regarding the survey to her.
- The “Curriculum Review 5 Year Cycle” is posted on Infomart.
- Postings were sent out by the Vice Chancellor’s office for “Lead Faculty Reviewers” for next academic year; faculty were encouraged to apply for the positions.

- *Student Outcomes Assessment/Robert Lamphear*

Bob Lamphear presented the following motion on behalf of the SOAC:

MOTION: SOAC moves that the following change be made to enhance and clarify the Global Understanding and Responsibility Outcome statement:

Comparison of Global Understanding & Responsibility currently and revisions suggested:

Current:

Graduates understand global issues and the potential impact of their decisions on other individuals, groups and the environment. Graduates can identify opportunities and articulate personal intentions to improve global conditions.

Revision:

Global Understanding and Responsibility: Graduates understand their place in a global society with its many interconnected issues; they see the potential impact of their decisions on other individuals, groups and the environment. Graduates can identify opportunities and articulate personal intentions to improve global conditions now and/or in the future.

The motion was seconded and passed.

Bob Lamphear reported the following:

- Gretchen Arthur and Bob Lamphear will gather best practice information for current assessment and common course outcome activities in multiple disciplines for presentation at the next meeting.
- Marty Orłowski began a discussion relating the number of outcomes for the course to the corresponding credits students earn for the course. The required number of common course outcomes related to the General Education Outcome Rubric was also considered.
- The 2013 Faculty Assessment Day will be on March 22nd at the Orchard Ridge campus. Requests for discipline-specific discussions should be submitted by Tuesday, March 8th.

• *TMC/Judy Matteson*

Judy Matteson reported the following:

- The committee was charged to investigate the technical feasibility to broadcast CAS meetings. The committee determined that the college has equipment to provide this, but broadcasting is not operationally feasible at this time.
- The copyright flyers posted on the campuses are out-of-date; they are in the process of updating the flyers with the new legislation requirements.
- On March 8th there will be an all-day Desire2Learn user group meeting at OR Campus; food will be provided for the event by Desire2Learn. Other schools are invited to attend. A flyer with an agenda for the D2L meeting was sent to all faculty; 6 SDU's will be awarded for attending. There is a \$50 fee charged for attending this event; however, there are 19 free waivers available – if interested, please contact Chuck Flagg.
- The 9.4 version of Desire2Learn will be upgraded to version 10.1 during the semester break starting December 17, 2013.

9) Ad Hoc Committees:

▪ *Teaching and Learning Conference/Cheryl Decker*

Shawn Dry reported that the ad hoc committee provided a presentation at the January CAS meeting. The campus senates discussed this topic at their February meetings and the chairs reported the following:

- AH – Supported format Option #3 – pick one day of the two days suggested; and they recommended the topic “Developmental and Exceptional Learners.”
- HL – Supported format Option #3; however, they were concerned about having two different venues. They would like to cut costs by staying at one location.
- OR – Supported format Option #2 because this option included a keynote speaker.
- SE – Supported format Option #1 because this option included networking.

All of the campuses were in support of “ETL” – Excellence in Teaching and Learning event.

MOTION: Move to support the work of the “Teaching and Learning Conference” ad hoc committee and forward their report to administration for further recommendations. Seconded, passed.

The committee members were applauded for their outstanding work.

- *Intercampus Transportation/Wendy Conway*
Wendy Conway reported that they are gathering the statistics from a survey sent to the MAT and ENG disciplines to find out if there is data that supports whether or not a student's academic performance is affected because of transportation issues. The results of the survey will be shared with the CAS at next month's meeting.

10) Administration:

- Chancellor Meyer addressed the Senate. The CBT draft recommendations were received in November 2012. Administration is working on assembling the reports; they are checking the information for accuracy to make sure the data is reliable and pertinent for discussion. In March, CBT will provide an in-depth report to the BOT as well as the final recommendations. The next steps include a level of engagement with the college community to move forward. We want to make sure we don't confuse "how we are going to get there" with "where we want to be."

11) Community Comments:

- Arlene Frank announced that the OCC Libraries and Womencenter have created a women's history blog for Women's History Month in March. The blog is designed to highlight women from around the world and from all time periods who have made significant contributions as educators, scientists, heads of state, politicians, environmentalists, civil rights advocates, women's rights advocates. Faculty, staff and students may submit nominations of a woman who has made a noteworthy impact on cultural, scientific and societal institutions. The call for nominations will be on the College website, Facebook, etc. The site is womenshistoryocc.wordpress.com.
- Mary Ann McGee reported that Discipline Day was rescheduled to March 15th and this date is too close to Faculty Assessment Day which is scheduled for March 22nd. She will send out an announcement later today indicating that Discipline Day has been cancelled.
- Michael Schmidt reported that we are obligated as employees to enforce the BOT "No Smoking Policy." If we observe a student in violation of the policy, we need to let the student know. If students continue to not follow the rules and become belligerent, deans are part of the process to enforce the policy. Public Safety has agreed to follow-up on such complaints; however, they can't write any citations. A faculty member expressed concern with having to ask students not to smoke on OCC property. This is a BOT Policy and the Board accepts community comments at their monthly Board meetings.
- Michele Pergeau reported that there will be a contest for students to design a chair and create it using recycled materials. The contest is entitled "Think Outside the Box – Practice Green Design at Oakland Community College." The event is sponsored and supported by the college-wide sustainability committee. Contest entries are due April 2, 2013 and judging will begin in the Smith Theatre Lobby at 7:00 p.m. Posters will be displayed on the campuses that includes mandatory presentation criteria and judging criteria.
- Gheorghita Tres reported on "The Tournées Festival" - support for the festival is provided by Cultural Services of the French Embassy in the United States. The French films will be available March 28 – April 6 at OR Campus in the Smith

Theater. The six films are: A Prophet (a trailer was provided); The Class; Cave of Forgotten Dreams; The illusionist; Of Gods and Men; and The Beaches of Agnes. Panel discussions of these films are being organized.

- Janet Roberts reported that a communication survey was sent out to all employees. Everyone was asked to complete the survey to improve communication at OCC.
- Robert Spann announced that the annual High School Counselor's Appreciation Luncheon is scheduled for April 19th at OR Campus starting at 11:30 a.m.; Stephanie Spears-Boothe is coordinating the event.

12) Adjournment:

Meeting adjourned: 4:42 p.m.

Respectfully submitted,

Gheretta R. Harris, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
February 21, 2013
Orchard Ridge Campus

MINOR COURSE REVISIONS

1. **ACC-1810 Principles of Financial Accounting:** Change prerequisite to: ACC-1500 or ACC-1800 with a “C” or better within the last three years. Change course description. Target date for first offering is Fall 2013.
2. **ACC-1820 Principles of Managerial Accounting:** Change prerequisite to: ACC-1810 with a “C” or better within the last three years. Target date for first offering is Fall 2013.
3. **ACC-2060 Not For Profit Accounting:** Change prerequisite to: ACC-1820 with a “C” or better within the last three years. Target date for first offering is Fall 2013.
4. **ACC-2070 Cost Accounting:** Change prerequisite to: ACC-1820 with a “C” or better within the last three years. Target date for first offering is Fall 2013.
5. **ACC-2210 Computerized Accounting:** Change prerequisite to: ACC-1820 with a “C” or better within the last three years, and CIS-1050. Target date for first offering is Fall 2013.
6. **ACC-2220 Taxation:** Change prerequisite to: ACC-1500 or ACC-1810 with a “C” or better within the last three years. Target date for first offering is Fall 2013.
7. **ACC-2230 Payroll Accounting:** Change prerequisite to: ACC-1810 with a “C” or better within the last three years. Target date for first offering is Fall 2013.
8. **HIS-1510 World Civilizations to the Beginning of the Modern Era:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2013.
9. **HIS-1520 World Civilizations from the Modern Era:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2013.
10. **HIS-1550 Contemporary World:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2013.
11. **HIS-1650-1659 Topics in History:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2013.
12. **HIS-1660-1669 Topics in History:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2013.
13. **HIS-1700 Michigan History:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2013.
14. **HIS-2510 United States History to 1877:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2013.
15. **HIS-2520 United States History from 1877 to the Present:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2013.

16. **HIS-2610 African American History to 1877:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2013.
17. **HIS-2620 African American History from 1877 to the Present:** Add prerequisite of: Placement into ENG-1510 or higher. Target date for first offering is Fall 2013.
18. **SPA-1511 Spanish for Healthcare Personnel I:** Change title to Beginning Spanish I for Healthcare. Target date for first offering is Fall 2013.
19. **SPA-1531 Spanish for Healthcare Personnel II:** Change title to Beginning Spanish II for Healthcare. Target date for first offering is Fall 2013.

MAJOR COURSE REVISIONS

1. **SUR-1500 Pharmacology for the Surgical Technologist:** Change prerequisite to: Acceptance to the Surgical Technology Program; or consent of instructor. Change co-requisite to: SUR-2410; or consent of instructor. Change course description. Target date for first offering is Fall 2013.

NEW COURSES

1. **SUR-2410 Foundations of Surgical Technology I:** This is a 4-credit course with a Group "B" Classification (25 students). The prerequisite is: Acceptance to the Surgical Technology Program; or consent of instructor. Co-requisite: SUR-1500; or consent of instructor. There is an \$80 course fee. Target date for first offering is Summer 2013. Course description:

"This course is the first of two sequential courses designed specifically for entry-level job training. It is a combination of classroom studies and lab practice. The course is designed to offer experiences in the perioperative arena in order to prepare for competent and safe patient care. The essential components of the career of Surgical Technology will be introduced in course material and practiced in the lab setting. These elements include appropriate aseptic and sterile technique, the surgical scrub, gowning and gloving of self and others, identification of furniture, instrumentation and equipment, safe handling of sharps, set up of the sterile field, draping of the patient and surgical equipment, accurate surgical counts and proper passing of instruments. Course / lab fees."

2. **SUR-2420 Foundations of Surgical Technology II:** This is a 6-credit course with a 30-seat capacity. Prerequisite: Acceptance to the Surgical Technology Program and completion of SUR-2410; or consent of instructor. Co-requisite: SUR-2430, SUR-2450; or consent of instructor. There is an \$80 course fee. Target date for first offering is Fall 2013. Course description:

"This course is a continuation of the fundamentals taught in previous SUR2410 Foundations 1. During this course the emphasis is placed on patient safety and on the standards of care required for the surgical patient. The course instruction is a combination of classroom studies and lab practice. The course provides knowledge that includes preparation and maintenance of sterile and unsterile supplies, introduction to doctor's preference cards, positioning of the surgical patient, routine skin preparation, types of surgical incisions that provide optimum exposure for surgical procedures, types of wound closure techniques, dressings, drains, types of sutures, needles, and stapling devices, proper handling of medications on the surgical field, and factors influencing wound healing. Course / lab fees"

3. **SUR-2430 Surgical Procedures I:** This is a 6-credit course with a 30-seat capacity. Prerequisite: Acceptance to the Surgical Technology Program and completion of SUR-1500 and SUR-2410; or

consent of instructor. Co-requisite: SUR-2420, SUR-2450; or consent of instructor. There is an \$80 course fee. Target date for first offering is Fall 2013. Course description:

“This course is designed to provide the surgical technology student with a basic understanding of diagnoses, regional anatomy and physiology, and the surgical instruments and equipment needed to provide optimum care in the most common and basic surgical procedures experienced in a the surgical setting.

This lecture and lab course develops concepts learned in the classroom and in the previous Foundations 1 course. The coursework will introduce students to the theory and the lab will initiate the practice of surgical interventions in multiple surgical services. The course also emphasizes the anatomy of the surgical patient and the steps required during a surgical procedure as well as the instrumentation of these surgical interventions. The fundamentals of numerous procedures are covered including the assessment of need for surgical intervention. The lab practice integrates mock surgery, simulation and basic and advanced clinical skills. Course / lab fees.”

4. **SUR-2440 Surgical Procedures II:** This is a 6-credit course with a 30-seat capacity. Prerequisite: Acceptance to the Surgical Technology Program and completion of SUR-2420, SUR-2430, and SUR-2450; or consent of instructor. Co-requisite: SUR-2150, SUR-2350; or consent of instructor. There is an \$80 course fee. Target date for first offering is Winter 2014. Course description:

“This course is designed to provide the surgical technology student with an advanced understanding of diagnoses, regional anatomy and physiology, and the surgical instruments and equipment needed to provide optimum care in the most common surgical procedures as outline in the core curriculum and mandated by the accrediting body (ARC) in the following surgical areas: general, gynecological, urological, plastic, ear, nose and throat, neurological, peripheral vascular, orthopedics, cardiothoracic, oral and ophthalmic.

This lecture and lab course develops concepts learned in the classroom and in the previous Procedures 1 and Foundations 1 courses. The coursework will further develop the knowledge of theory and lab components and strengthen the knowledge of surgical interventions. The course also emphasizes the anatomy of the surgical patient and the steps required during a surgical procedure as well as the instrumentation for these surgical interventions. The fundamentals of multiple procedures are covered including the assessment of need for surgical intervention. The lab practice integrates mock surgery, simulation and basic and advanced clinical skills. Course / lab fees.”

5. **SUR-2450 Surgical Instrumentation and Equipment:** This is a 4-credit course with a 30-seat capacity. Prerequisite: Acceptance to the Surgical Technology Program and completion of SUR-1500 and SUR-2410; or consent of instructor. Co-requisite: SUR-2420, SUR-2430; or consent of instructor. There is an \$80 course fee. Target date for first offering is Fall 2013. Course description:

“This course is designed to prepare students in the fundamentals of care and handling of instruments and equipment for the operative setting. The course instructs students in the proper names, use, and importance of safe care, handling, processing, and troubleshooting of the most common instruments and equipment seen in the surgical setting. In addition this course also addresses new and ever changing technology utilized in the operating room it will provide the student with the concepts in the delivery of health care services to monitor, measure, diagnose and treat while providing a safe environment for patients and surgical personnel. The content will discuss specific trends with regard to the use of robotic technology, LASER, stealth navigation, and other cutting edge equipment associated with surgical interventions. Course / lab fees.”

6. **SUR-2460 Capstone and Certificate Preparatory:** This is a 2-credit course with a 30-seat capacity. Prerequisite: Acceptance to the Surgical Technology Program and completion of SUR-2150, SUR-2350, SUR-2420, SUR-2440, and SUR-2450; or consent of instructor. Co-requisite: SUR-2370; or consent of instructor. There is an \$80 course fee. Target date for first offering is Summer 2014. Course description:

"This course is the capstone for the Surgical Technology Program. The course combines research and theory with experiential and reflective learning and emphasizes active participation. Class sessions will consist of lectures, problem solving exercises, small and large group discussion, and hands-on activities to support the development of your personal resume and interview skills. Each student is required to develop a resume and cover letter and have a "mock interview" during this course. Emphasis is also placed on preparation for entering the profession of Surgical Technology. Multiple practice certification exams will be given in preparation for the actual Certification exam to be held the week after course completion. Preparation for the Surgical Technology Certification (CST) Exam will be a primary focus. Course / lab fees."

MINOR PROGRAM REVISIONS

1. **BUS.ABA Business Administration:** List ACC-1800 Accounting Procedures (2-cr) under the required Professional Business courses in Category I. This course was always required because it's a prerequisite to the required course ACC-1810; however, it was not stated. The total number of required credits remains unchanged at 62. Target date for first offering is Fall 2013.
2. **NUR.APP Nursing Applicant:** Change program description. Under Basic eligibility requirements: Remove bullet 2 – One year of high school (or equivalent) chemistry, algebra and biology with an average grade of "C" or better in each. Remove bullet 3 – Fall 2013 Admission Only: A 90% or better on the Math Proficiency Test. Change bullet 4 to read: HESI admission assessment (A2) exam completed at OCC. Score in the 75th percentile or higher on both the Reading Comprehension and Math exams, achieved in the same testing session. One retake permitted; fee each attempt. Target date for first offering is Fall 2013.
3. **NUR.RNE.APP Second Year Nursing Completion – Modified Career Ladder:** Add the following bullets under **Basic admission requirements:** 1) Documentation of 1500 hours of work experience as an LPN. 2) BIO-1570 (or BIO-2710); BIO-2630 and BIO-2640 within a 5-year period. Target date for first offering is Fall 2013.
4. **NUR.TPN.APP Transitional LPN to ADN Track:** Change the second bullet under Basic admission requirements to read: Completion of BIO 1570 (or BIO 2710), BIO 2630, and BIO 2640 with a grade of 'C' or better within five years of the start of the fall nursing courses. The five-year period dates from the session during which the course was taken and closes at the first session in which the student is enrolled in the nursing program. Add a fourth bullet: Documentation of a minimum of 1500 hours of work experience as an LPN. Target date for first offering is Fall 2013.

MAJOR PROGRAM REVISIONS (5-DAY NOTICE SENT)

1. **SUR.APP Surgical Technology:** Change program description. Changes to Major Requirements: Remove – SUR-1510 (5-cr), SUR-1600 (6-cr), SUR-2400 (3-cr), SUR-2540 (2-cr). Add – SUR-2410 (4-cr), SUR-2420 (6-cr), SUR-2430 (6-cr), SUR-2450 (4-cr), SUR-2440 (6-cr), SUR-2460 (2-cr). Changes to Required Supportive Courses: Add – MAT-1100 (4-cr). Total number of required credits increased from 66 to 82, making this an extended degree program. Target date for first offering is Fall 2013.

GE OUTCOME ADDITIONS

1. **SPA-1511 Spanish for Healthcare Personnel I:** Add GE Outcome: Effective Communication.
Target date for first offering is Fall 2013.
2. **SPA-1531 Spanish for Healthcare Personnel II:** Add GE Outcome: Effective Communication.
Target date for first offering is Fall 2013.