

Oakland Community College

2013-2014 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, May 22, 2014 – Orchard Ridge Campus – J-292

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 / April 24, 2014**
- 4)___ **Leadership / Chair Shawn Dry**
- 5)___ **Unfinished Business**
 - Senate Representatives on EMP Implementation Teams / S. Dry
 - Academic Planning Standing Committee / S. Dry
 - Name and Mission Statement of New Committee
 - Current College Academic Master Plan Committee
- 6)___ **New Business**
 - Curriculum and Instruction Committee Report / M. K. Lawless
 - Motion from HL Campus re: TMC/ G. Mandas
- 7)___ **Standing Committees / Chairs**
 - College Academic Master Plan / M. Pergeau
 - Curriculum Review / C. Aretha
 - Student Outcomes Assessment / R. Lamphear
 - Technology Management / J. Matteson
- 8)___ **Ad Hoc Committees / Chairs**
 - Veteran Affairs / T. Pryor
 - WF, WP, and I Marks / P. O’Connor
- 9)___ **Administration / C. Maze & T. Sherwood**
- 10)___ **Community Comments**
- 11)___ **Adjournment**

May 22, 2014 Academic Senate Motions

1. From Senate Leadership re: the Academic Planning Standing Committee

Senate Leadership moves to create a new standing committee of the Academic Senate called the Academic Planning Committee. The mission statement of the committee will be as follows:

“The Academic Planning Committee participates in the implementation, review, and continuous development of the college’s academic planning efforts. Academic planning drives curriculum development, guides resource allocation, and facilitates institutional evaluation.”

2. From the Highland Lakes Campus re: TMC Task

The Highland Lakes Senate would like the Technology Management Committee to ask IT to investigate the possibility of switching to a remote access system that does not require our office computers to be left on overnight, and does not require the use of personal cell phones to authenticate the session.

Oakland Community College

2013-2014 COLLEGE ACADEMIC SENATE
MINUTES OF May 22, 2014
Orchard Ridge Campus

The College Academic Senate was called to order at 3:21 p.m. by Chair Shawn Dry. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, B. Isanhart, B. Konopka, A. Palmer, K. Sigler, H. Tanaka
Guests:	D. Bayer, P. O'Connor, D. Schack
District Office:	L. Nadlicki, N. Szabo
Guests:	T. Sherwood
Highland Lakes:	C. Aretha, V. Emanoil, T. Garcia, S. Henke, R. Lamphear, G. Mandas, T. Pryor, M. Ston
Guests:	K. Flores, E. McAllister
Orchard Ridge:	J. Mitchell, C. Nykamp, M. Pergeau, R. Wright, J. Shadko
Guests:	G. Faye, W. Kuhn, M. A. McGee
Royal Oak/Southfield:	C. Benson, S. Charlesbois, D. Johnson-Bignotti, R. Lamb
Guests:	L. Hitchcock, M. K. Lawless, K. Mengich, C. McKinney, L. Nemitz, M. Oery, D. Preisler, M. Thomas

2) Acceptance of Agenda:

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

Please note: the order of the agenda was slightly changed – Curriculum and Instruction Committee Report was added under “New Business.”

3) Approval of Minutes:

MOTION: To approve the minutes of April 24, 2014 as written. Seconded, passed.

4) Leadership: (Note: Senate Leadership Report is posted on InfoMart)

- Educational Master Plan Steering Committee
 - First meeting was held on April 25.
 - Implementation team member lists have been updated.

- Inquiry about adding information to implementation team Infomart pages (meeting dates, meeting minutes) was rejected because of lack of consistency in team activity and page appearance.
- The Infomart EMP site is managed by the Marketing Department and not the Steering Committee, and Marketing has very strict demands for consistency in appearance and content. The team's "Annual Report – 2013-2014," and "Action Plan Monthly Reports" can be included on each team's Infomart site.

Discussion followed:

- Changes have to meet Marketing standards and all sites have to look the same.
- Prettiness of the site is valued over usefulness.
- Each objective has to have the same entries.
- Additional information can be included on the Senate Infomart site.
- A suggestion was made that each site (objective) link to a working page that provides additional information.

ACTION: Any Senate-related items you wish to take to the EMP Committee should be sent to Shawn Dry. He will check with Marketing and find out if a link to a work-page can be added to the standing committee websites.

- ENG 1060 Placement Implementation
 - List of courses ENG 1055 placement students may take available on Infomart.
 - ENG 1055 placement students will not be able to take online or hybrid versions of these courses; students can only enroll in face-to-face courses.
 - A question was raised – Why is ASC 1070 is on the list and it has been taught online before.
- American Honors Information Forums
 - Steve Reif will host two forums on the American Honors partnership. Both will be held on Thursday, May 29.
 - 9:30-11:30 a.m. in F-122 at Auburn Hills
 - 1:00-3:00 p.m. in J-306 at Orchard Ridge
 - David Finegold (Chief Academic Officer of American Honors) will be present, as will Cathey Maze and Steve Reif.
 - The Senate Chair requested that a brief presentation be made regarding American Honors and the majority of time left for a question and answer period.

Discussion followed:

- Concern was expressed that none of this has gone through the curriculum process; an information session is being held after the fact.
- There was a presentation made at the BOT meeting on Tuesday night, and the presentation has been added to the EMP site on Infomart – Objective #4.
- For the first 5 years, the agreement won't involve any funds being expended by OCC.
- The college has both a Senate and a faculty union and both organizations should have been involved before the fact rather than afterwards.

ACTION: Shawn Dry encouraged faculty members to attend one of the forums. Any action should be brought forth via your Campus Senate meeting on June 5th.

- Student Learning Coordinator Openings
 - The following disciplines do not have Student Learning Coordinators for 2014-2015.
 - Auto Servicing
 - Electrical Trades Technology (open for the second year)
 - Geography (open for the second year)
 - Landscaping
 - Machine Tool Technology (open for the second year)
 - Nursing
 - Physical Education, Coaching (open for the second year)
 - Physics (open for the second year)
 - Robotics (open for the second year)
 - Welding (open for the second year)
 - Please contact Gretchen Arthur for more information.
 - Bob Lamphear encouraged faculty to apply for the open coordinator positions; this is an opportunity for faculty to control how assessment will be done within their discipline.
- Removal of Guest and Bachelor Degree Student Prerequisite Waiver
 - The following disciplines have successfully removed the waiver.
 - Accounting (ACC)
 - Culinary Arts (CUL)
 - Exercise Science and Technology (EXL)
 - General Science (GSC)
 - History (HIS)
 - Interior Design (INT)
 - Journalism (JOR)
 - Library Technical Services (LIB)
 - Medical Assisting (MDA)
 - Photographic Technology (PHO)
 - Physics (PHY)
 - Physical Science (PSC)
 - Sign Language Studies (SLS)
- Transfer Report from the Office of Curriculum and Student Learning
 - Kelly Perez-Vergara of CSL gave a report on course transferability at the department chairs retreat in April.
 - PowerPoint slide show from report is available on Senate Infomart site.

ACTION: If there is interest in discussing this topic further, Campus Senate chairs were asked to have this conversation at their June Campus Senate meetings.

5) Unfinished Business

- Senate Representatives on EMP Implementation Teams

Shawn Dry reported that he sent out a call for volunteers to serve as a Senate representative on the twelve EMP Implementation Teams (only one Senate representative is needed per team). The Senate discussed the volunteers and recommended the following list:

 1. Developmental Education -- Emily McAllister
 2. Curriculum Review --
 3. Community Needs and Student Interest -- Mary Ann McGee
 4. Honors Program -- Shelley Larson Soleimani, Carlos Olivarez

5. Service Learning -- Jessica Lizardi
6. Assessment Practices -- Leah Michels
7. Common Course Outcomes -- Georgia Tres
8. General Education Outcomes -- Bob Lamphear
9. Program Assessment -- Bob Lamphear
10. Enrollment Management -- Stacy Charlesbois
11. Early College and Dual Enrollment -- Leslie Roberts, Mary K. Thomas
12. Distance Learning -- Judy Matteson

MOTION: To endorse the 9 senate representatives to 9 of the implementation teams identified above. Seconded, passed.

Note: Further action will be delayed until Shawn Dry talks to the volunteers for the following 2 teams: #4 - Honors Program; #11 - Early College and Dual Enrollment, and a volunteer is identified for #2 – Curriculum Review.

- Academic Planning Standing Committee
 - Name and Mission Statement of New Committee
 - Current College Academic Master Plan Committee

Gina Mandas presented the following motion on behalf of Senate Leadership:

MOTION: Senate Leadership moves to create a new standing committee of the Academic Senate called the Academic Planning Committee. The mission statement of the committee will be as follows:

“The Academic Planning Committee participates in the implementation, review, and continuous development of the college’s academic planning efforts. Academic planning drives curriculum development, guides resource allocation, and facilitates institutional evaluation.” Seconded, passed.

Shawn Dry reported that we currently have a CAMP committee and he provided the history of the committee. The founding chair, Jayne Lobert, was recognized for the outstanding work she did while serving in that position. The current chair, Michelle Pergeau, was also applauded for chairing the committee through difficult times, and the members that served on the committee were recognized for their contributions as well.

MOTION: To dissolve CAMP as a Standing Committee of the CAS. Seconded, passed.

6) New Business

- Curriculum and Instruction Committee Report
Mary Kay Lawless presented the Consent Agenda.

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

Mary Kay Lawless announced that the committee will be meeting in June and they have an agenda.

- Motion from HL Campus re: TMC

Gina Mandas presented the following motion on behalf of the HL Campus Senate:

MOTION: The Highland Lakes Senate would like the Technology Management Committee to ask IT to investigate the possibility of switching to a remote access system that does not require our office computers to be left on overnight, and does not require the use of personal cell phones to authenticate the session.

Discussion followed:

- Why should our own personal electronic devices be used to conduct college business?
- By following the procedures in the TMC report (listed below), faculty should be able to get access to the system without using their own personal devices.

MOTION: The Highland Lakes Senate would like to postpone the above motion to determine if the directions provided by TMC are a solution to the problem identified above.

7) Standing Committees/Chairs

- *College Academic Master Plan/M. Pergeau*
No report.

- *Curriculum/M. K. Lawless*
Consent Agenda presented above.

- *Curriculum Review/C. Aretha*

Cheryl Aretha reported the following:

- CRC did not meet for a regular meeting in April because of a conflict with the department chairs' retreat; they will be meeting on May 30th for their last formal meeting this academic year.
- Two documents were posted on Infomart:
 - "Curriculum Review Handbook – A Guide to the Curriculum Review Process – April 2014"
 - "Frequently Asked Questions for the website:"
 - Purpose of Review
 - Review Report & Data
 - Benchmarks
 - Action Strategies
 - Collaboration
 - Curriculum Review Committee
- Surveys were sent out to reviewers, deans and the committee to gain feedback to improve the review process.
- They are also going through the reviews with rubrics and looking at action strategies; they will present their findings next academic year.

- *SOAC/R. Lamphear*

Bob Lamphear reported the following:

- SOAC did not meet in April; however, SOAC activities are ongoing throughout the summer.
- He sent a draft of the “SOAC 2013-14 Annual Report” to the recording secretary; the report will be posted on Infomart when finalized.

Shawn Dry reminded all the committee chairs that annual reports are due to him by June 30th.

- *Technology Management Committee/J. Matteson*
Shawn Dry posted the TMC Report for Judy Matteson in her absence and he highlighted the following:
 - Reviewed OCC’s new web design wireframe (template). They gave a few suggestions but it looks clean and functional.
 - Highland Lakes brought to us their motion for remote access.
 - Chuck Flagg and Mike Freeman were in attendance for this.
 - Go to Infomart, click on Departments, click on IT, click on the SERVICE CATALOG button, click on Networks & Connectivity, click on MORE And you will find the VPN and Connection information.
 - <http://infomart/IT/ServiceCatalog/ServiceItem.aspx?sID=634>
 - Held elections for 2014-2015 and Judy Matteson is the Co-Chair again with Chuck Flagg from IT.

8) Ad Hoc Committees/Chairs

- *Data/J. Mitchell*
No report.
- *Program Sun-Setting/K. Sigler*
No report – committee work is done.
- *Veteran Affairs/T. Pryor*
Tom Pryor presented the following motion on behalf of Veteran Affairs:

MOTION: To better serve our student veterans, this committee moves that the college embrace the following actions:

- 1. Hire or appoint a dedicated liaison or director for centralizing and coordinating veteran services.**
- 2. Accept military credits following the American Council on Education (ACE) guidelines and understand how to evaluate military transcripts such as ART, SMART, and CCAF.**
- 3. Join the Servicemember Opportunity Colleges (SOC).**
- 4. Identify specific counseling faculty to work with student veterans (connection to outside services).**
- 5. Work with the VA to provide work-study students on each campus.**

Friendly Amendment: To withdraw #4 of the motion for future conversation with the committee.

The motion was seconded and passed as amended.

- *WF, WP, and I Marks/P. O'Connor*

Patrick O'Connor reported the following:

- The results from the survey regarding use of the "I mark" were reviewed and discussed at the May campus senate meetings.
- The results of the survey and the resulting discussions show there are three key questions to be considered:
 1. There seems to be a misunderstanding of the flexibility the faculty has when awarding marks of I. How can these misunderstandings be clarified?
 2. The flexibility of the policy seems to be in question. Does the policy allow too much interpretation by the faculty?
 3. Don't confuse the policy itself with the implementation of the policy. There's a difference. Is it the policy that needs revision or clarification on how to consistently implement it?
- These questions will serve as the center of the discussion of the "I mark" when campus senates meet again in the fall.
- Given that the committee has completed only half of its charge, the committee would recommend its ad hoc status be renewed for another academic year.

9) Administration/C. Maze & T. Sherwood

- Tim Sherwood reported the following:

- Athletic and Academic Achievements by Student Athletes:

Raider Athletic Achievements

- All-MCCAA & 1st Team All-Eastern Conference – 12 students
- All Freshmen Team – 8 students
- Regional/National Recognition – 7 students
- Retention between semesters (fall/winter) continues to remain well above 80%
- 29 second season (sophomore) student athletes
- Graduation – 12 students; Transfers – 8 students; and the remaining are continuing their program/degree at OCC.

Raider Academic Achievements

- All-MCCAA (3.2/36 credits) – 7 students
- All-Conference (3.0/36 credits) – 4 students
- Raider Academic Achievement: Freshmen (3.0/24 credits) – 18 students
- Academic Athlete of the Year: Sophomore – Alyssa Pukey (3.81 Softball); Freshman - Rebekah Brandel (4.0 Volleyball)
- Academic Team of the Year: Women's Volleyball (3rd consecutive year)
- Congratulations to our student athletes!

- Update on two current dean searches:

- The application deadline date for the Dean of English and Communication, and the Dean of Social Sciences and Human Services is May 28th. The search committees have met; they edited the interview questions and approved 12

applicants for the Dean of English and Communication, and 9 applicants for the Dean of Social Sciences and Human Services. The intent is to fill the positions by July 1st.

- A position request for the Dean of Mathematics/Natural and Life Sciences will be submitted later this semester.
- Definition of Student Success (approved by Chancellor's Council after changes made by the CAS):
"Student Success is the exploration, identification, and achievement of personal and academic goals resulting in college readiness, credential/certificate/degree completion, transfer, and/or employment."

10) Community Comments

- Questions were raised regarding Senate criteria for selecting faculty to serve on the dean search committees.
- Is there a plan in place for closing registration to new students on August 15th and the implementation of mandatory registration?
 - Enrollment Services is working on rolling these processes out; information is already on the web.
 - Information has been mailed to current students and area high schools.
 - Clarification – only new student applications won't be accepted after the August 15th deadline.
 - Have data from previous years been reviewed? Data suggests the students that apply late are the worst performing.
 - Senate Leadership can submit a research project request to gather data from previous years.
 - How will this change affect ESL or international students? These students traditionally do not apply until late; maybe an exception can be made for these students.
 - We should invest energy to do the work up-front and things will go so much more smoothly; we keep seeing errors being made when decisions are reached without having a conversation first.
 - Shawn Dry indicated that he has been making similar statements to the Board the last few months.

ACTION: If Senate decides to meet in June, Cathey Maze will be asked to make a brief presentation regarding this topic.

11) Adjournment:

Meeting adjourned: 4:40 p.m.

Respectfully submitted,

Michelle L. Pergeau, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
May 22, 2014
Orchard Ridge Campus

MINOR COURSE REVISIONS

1. **BIO-2660 Pathophysiology:** Change prerequisite to: **BIO-1650 or BIO-2640.**
Target date for first offering is Fall 2014.

MINOR PROGRAM REVISIONS

1. **CIS.CSU.AASX Computer Support:** On the Core Requirement page under Required Supportive Courses: Add ENG-2200 as an option to COM-1290. Remove MAT-1580 option to MAT-1150 and replace with “or higher math course” footnote. Target date for first offering is Fall 2015.
2. **CIS.THS.AASX Information Technologies for Homeland Security:** On the Core Requirement page under Required Supportive Courses: Add ENG-2200 as an option to COM-1290. Remove MAT-1580 option to MAT-1150 and replace with “or higher math course” footnote. Target date for first offering is Fall 2015.
3. **CIS.SWE.AASX Software Engineering:** On the Core Requirement page under Required Supportive Courses: Add ENG-2200 as an option to COM-1290. Remove MAT-1580 option to MAT-1150 and replace with “or higher math course” footnote. Target date for first offering is Fall 2015.
4. **CIS.SYA.AASX System Analysis:** On the Core Requirement page under Required Supportive Courses: Add ENG-2200 as an option to COM-1290. Remove MAT-1580 option to MAT-1150 and replace with “or higher math course” footnote. Target date for first offering is Fall 2015.