



2014-2015 COLLEGE ACADEMIC SENATE
 MINUTES OF October 23, 2014
 Highland Lakes Campus

The College Academic Senate was called to order at 3:20 p.m. by Chair Shawn Dry. The Chair reminded the Senate that a “Meet & Greet” is scheduled following today’s meeting. He thanked the following individuals for help in organizing the event: Wendy Conway, Gail Adams, and Cathy Soldan. All were encouraged to stay after the meeting for good food, beverage and conversation. The following individuals were present:

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|---------------------------|---|
| Auburn Hills: | S. Dry, J. Farrah, B. Isanhart, B. Konopka, J. Mousty, K. Tiell |
| Guests: | D. Bayer, D. Edford, C. Malmsten, P. O’Connor |
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District Office: |
T. Sherwood, N. Szabo |
| Highland Lakes: | W. Conway, V. Emanoil, S. Henke, G. Mandas, E. McAllister, T. Pryor, K. Stilianos, M. Ston |
| Guests: | K. Bratton, J. Forbes, T. Garcia, B. Garnsey, J. Hayes, S. Henderson, R. Henson, J. Lobert, G. Mazzocco, L. Przymusinski, C. Roman, L. Stark, N. Wong |
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Orchard Ridge: |
C. Bennett, D. North, C. NyKamp, M. Pergeau, P. Schade, R. Wright |
| Guests: | M. A. McGee, B. Stanbrough, H. Tanaka, R. Tennison |
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Royal Oak/Southfield: |
S. Charlesbois-Nordan, D. Johnson-Bignotti, R. Lamb, M. May, C. McKinney |
| Guests: | C. Carbone, M. K. Lawless, J. Matteson |

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

3) Approval of Minutes:

MOTION: To approve the minutes of September 25, 2014 as written. Seconded, passed.

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

- Academic Dishonesty Reporting Procedure
 - Procedure created by the Associate Vice Chancellor based on a past approved Senate process was shared at the September college meeting and reviewed at the October campus meetings.
 - Collected feedback has been supplied to the Associate Vice Chancellor, who will revise the procedure and provide Senate with an updated version.

- Academic Honors Partnership
 - 6/19/14 Motion: The Academic Senate supports the concept of an Honors College and moves to delay pursuing a partnership with American Honors at this time, pending further investigation.
 - American Honors is requesting some dates in December and January when we would be available for virtual conversations with faculty from partner institutions.
 - If interested in participating in these virtual meetings, please let Shawn Dry know of your availability in December and January and he will pass the information on to Steve Reif.
 - There is nothing stopping us as individuals to reach out to faculty at these institutions and engage in conversations.

5) Unfinished Business

- Program Planning & Course Sequence Model
Shawn Dry reported that Cathey Maze shared this concept at the September CAS meeting. Each occupational or vocational program would develop a sequential list of courses (design a structured pathway from initial entry to program completion) that would be recommended for students to follow to complete their academic goals/degree completion with a reasonable amount of time. The Campus Senates discussed this topic and the Campus Chairs summarized the conversations:
 - AH – There was support for some form of program planning model. The model is highly focused on students getting financial aid; non-financial aid students should be built into this concept as well. There was concern that this may result in administration taking control over the scheduling.
 - HL – Similar concern was expressed regarding control over the scheduling; the role of counselors could be diminished; creating models for liberal arts and general studies areas get a little more complicated; models are needed for both full-time and part-time students.
 - SE – No additional concerns – already addressed above; OCC has a lot of part-time students, would like to see a model for these students as well.
 - OR – In general, there was support for the ideas. Create a variety of course sequence models and take into account certain factors; i.e., part-time students, full-time students, and delay into getting in a program.

- Statement on Shared Governance (document posted on Infomart)

Shawn Dry reported that Senate Leadership worked over the summer to create a position paper on shared governance and it was forwarded to administration on August 29, 2014. The process was shared at the September CAS meeting and the document was sent to all the senators and the Campus Senates were asked to discuss at their October meeting. The document posted on Infomart shows the campus comments in “red” and Shawn Dry highlighted the suggestions made. The campuses were thanked for their feedback.

- Motion from HL Campus re: Statement on Shared Governance
Gina Mandas presented the following motion on behalf of the HL Campus Senate:

MOTION: The Highland Lakes campus moves that the Statement on Shared Governance be retracted from administration until Senate recommends it. Seconded.

Discussion followed:

- Questions were raised regarding the process.
- Administration has not submitted their response regarding Shared Governance; Senate Leadership and Chancellor’s Cabinet have been meeting on this topic for about 1 ½ years; the process is on-going.
- The document was meant to be a set of conversation points; not an official document.
- If the document goes through the process, it does become a formal position that needs to be defended.
- Do you want the document to be a conversation document (talking points) or a formal position?
- The document was presented last month as a piece of the Senate Leadership report.

The question was called; the motion passed.

ACTION: Shawn Dry will retract the document from administration and send it through the formal Senate process. He will correct the document based on the suggestions made by the Campus Senates and send back to the Campus Senates for discussion at their November meeting. This will be an agenda item at the December CAS meeting.

6) New Business

- Motion from HL Campus re: Senate Leadership Ad Hoc Committee
Gina Mandas reported that the motion created by the HL Campus Senate is a result of two separate conversations that occurred at their meeting - the process by which the document was created, and the need to review the Senate’s constitution to see what it said about the role of leadership. She presented the following motion:

MOTION: The Highland Lakes campus moves to create an ad-hoc committee of the Senate to recommend to Senate what the role, structure, and authority of College Leadership should be. Seconded.

Discussion followed:

- What does the constitution say about this? The following two articles were read:

Article 3.3 – The College Council Officers, with the Campus Council Chairperson, will form the Executive Committee of the Senate.

Article 5.4 – The Executive Council will meet in preparation for the monthly College Council meetings.

- The current Senate Leadership is dramatically broader than what is defined in the constitution.
- Who can attend committee meetings? Shawn Dry clarified as follows: The CAS and Campus Senate meetings are open to the entire college community and they should be engaged in the Senate process. Senate Leadership meetings are also open in attendance; however, they have invited additional people to attend that are valuable to the process.
- What is the exact definition of the Executive Council?
- The information in the constitution is very vague.
- Maybe we should examine the constitution.

Friendly Amendment: That the ad-hoc committee address the constitution as a whole. Seconded.

Discussion followed:

- The constitution was revised in April 1996; this was at least a 2-year process.
- When you open up a document for review, you are opening up every single item which takes a lot of time.
- Maybe this could be a recommendation from the committee.
- If the motion passes, this doesn't have to alter other processes that are going on at this time.

The friendly amendment failed.

The original motion was reread and voted on. The motion passed.

ACTION: Shawn Dry will send out a call for volunteers to serve on the ad-hoc committee.

7) Standing Committees/Chairs

- *Curriculum and Instruction/ M. K. Lawless*

Mary Kay Lawless reported that the committee hasn't met since their kick-off meeting in September; they are scheduled to meet on Monday, October 27th – there is no curriculum to review but other items will be handled.

- *Curriculum Review/ C. Aretha*

Cheryl Aretha reported the following:

- All program coordinators have met and they are going through the review process. Mental Health will be reviewed winter semester.
- The first review draft has been received and others should be coming next month.
- The committee is reviewing their scoring rubric and addressing differences in rationale for their scoring. A revised rubric may be forthcoming.
- The committee will meet again in November.

- *Student Outcomes Assessment/ C. McKinney*
Carlespie McKinney reported the following:
 - SOAC agreed to establish an ad hoc committee to revisit the philosophy upon which the GE Distribution List was developed, and they will assess whether those courses listed on the GE Distribution List are still appropriate.
 - The committee proposed to discontinue the annual Essay Prompt given that CSL has stated it will no longer provide the necessary support for its continuation, and given that significant infra-structure/resources are required to continue the program.
 - SOAC will begin planning the next Faculty Assessment Day taking into consideration the feedback from the recent one.
 - SOAC is considering the comments made at the last Assessment Day regarding when is it appropriate for there to be less than two common course outcomes per credit hour – if at all.
 - SOAC is also looking for two additional members. More specifically, one more member from AH and one more from OR. If interested in serving, please contact Carlespie McKinney.

Senate members expressed concern that the Essay Prompt was going to be discontinued.

ACTION: Shawn Dry asked the SOAC Chair to create a list of administrative requirements necessary to continue the Essay Prompt. He will forward the list to the Campus Senate chairs for discussion at their Campus Senate meetings in November.

- *Technology Management/ J. Matteson*
Judy Matteson gave a PowerPoint presentation, “TMC Report to Senate October, 2014 – Roles and Responsibilities of TMC.” She highlighted the following:
 - Create and maintain the Academic Technology Plan
 - The current ATP was created and accepted by Senate on September 29, 2005.
 - TEC standard
 - Create a TLTC on each campus
 - Report on those items
 - TEC standard has been created and updated several times
 - Secured spaces on each campus to house a TLTC – moved a couple of times; shift in structure; space is needed?
 - Reviewed the following:
 - Usage of the TLTCs per campus – hours used per campus, printer usage per campus
 - Conclusion? Or more questions?
 - What are we missing?
 - The Academic Technology Group are NOT lab assistants!
 - Have these rooms become Adjunct areas for answering email?
 - Do we need a bigger space for our Adjuncts, rather than those little cubby-holes we have for them?
 - Are the applications in the TLTCs the apps we want and need?
 - Do we need a more timely graphic services?
 - **What is the future of the TLTCs?**

- Additional information reported:
 - Some applications were never used; Adobe Reader was used the most.
 - Please remember – if you are logged-in with your ID and password, please remember to always log-out.
 - Individual departments are charged for the printing in the TLTCs; IT pays for the paper – 523 reams. Don't we have graphic services to print these large jobs?
- Discussion followed:
 - There is lack of printer security at RO Campus.
 - When individual printers quit working, they have been told that they will not be replaced so that is why there is more printing in the TLTCs.
 - It would be nice to have someone available to integrate technology; designate resources to hire more Instructional technologists.

ACTION: Shawn Dry asked the Campus Senates to discuss these questions asked by TMC at their Campus Senate meetings in November. The PowerPoint presentation is posted on Infomart under Senate handouts.

- *Academic Planning/ M. K. Thomas*
 - Judy Matteson reported on behalf of Mary Thomas that there isn't a report for October. The committee conducted a digital meeting in October since the group couldn't find a common meeting date. Their next meeting is scheduled for Friday, November 14th at 11:30 a.m. at DO.

8) Ad Hoc Committees/Chairs

- *Grade Appeal Process/ K. Tiell*
 - Krishna Stilianos reported on behalf of Kathy Tiell that their first meeting will be on Thursday, October 30th. They will review the current Grade Appeal Process, consistency among the campuses, and try to identify "best practices" (as suggested by other university/college procedures).
- *Michigan Transfer Agreement/ R. Henson*
Renee Henson reported the following:
 - Charge of the committee: To determine alterations to degree and/or certifications due to the Michigan Transfer Agreement.
 - First meeting was on October 8th at the AH campus. Meeting focused primarily on education of the MTA to ensure a better understanding for everyone before getting into discussions.
 - MTA is new Michigan legislation that went into effect for new incoming students Fall 2014.
 - The MTA is designed to facilitate the transfer of general education requirements from one institution to another. It basically takes away the guesswork of a student having to decide early on where he/she will transfer to after OCC.
 - There was some discussion about offering an MTA certification - this topic has been clarified by Steve Linden. While this will likely lead to more discussion in the future, the committee will proceed focusing on its current charge relative to degrees.

- The committee will begin looking at current OCC transfer degrees against MTA requirements; Steve Linden has started this. Committee will review those documents at the next meeting.
- Next meeting: November 21st at Highland Lakes, Woodland Hall - room 110.
- *WF, WP, and I Marks/ P. O'Connor*
 - Pat O'Connor thanked all for participating in the Campus Senate discussions on the current use of the "I" mark, and for providing ideas on how to change the "I" mark. These suggestions, along with responses to the proposed changes by the Registrar were discussed at a committee meeting last week. This discussion is continuing with the Registrar, and a report and proposal will be presented to Campus Senates in November.

9) Administration/C. Maze & T. Sherwood

Tim Sherwood reported the following:

- The application to join the HLC Academy for Student Persistence and Completion was submitted today; the deadline isn't until November 26th so there is time to make changes, if necessary. We should know by the end of the semester whether or not we have been accepted. We are working on getting key players together for the steering committee; a workshop is scheduled March 3, 2015, and in June an HLC roundtable will be held to start the process.
- The following faculty will serve as the faculty representative on the dean/associate dean search committees:
 - Cheryl Decker – Dean of Workforce and Continuing Education
 - Krishna Stilianos – Associate Dean of Learning Resources
 - Kathryn Stewart-Hoffman - Associate Dean of Art and Design/Humanities
 - Janet Peart – Dean of Mathematics/Natural and Life Sciences

10) Community Comments

- Wendy Conway announced that OCC's Phi Theta Kappa Chapter on the HL Campus hosted a Trunk or Treat event from noon to 3 p.m. on Saturday, October 11th; approximately 300 people attended and this may become an annual event.
- Henry Tanaka announced that retiree Ron Spainhour was in attendance; one of our OCC historians was honored for their role in the CAS.

12) Adjournment:

Meeting adjourned: 4:38 p.m.

Respectfully submitted,

Jessica Lizardi, Secretary

Nancy K. Szabo, Recording Secretary