



2001-2002 COLLEGE ACADEMIC SENATE
MINUTES OF APRIL 25, 2002
Highland Lakes Campus

The College Academic Senate was called to order at 3:25 p.m. by Chair G. Faye. The following individuals were present:

Auburn Hills: S. Blackman, B. Catherino, B. Konopka, P. O'Connor, M. Ston,
N. Stephens

Guests: Richard Bowden, L. Glenn

District Office: C. Brown

Guests: T. Ingram

Highland Lakes: K. Burdette, J. Cheyne, S. Hanna, V. Jones, R. Spainhour, R. Taylor,
G. Keith

Guests: C. Maze

Orchard Ridge: J. Berry, M. Kokoszka, N. Valenti, T. Walter, B. Zemke, E. Callaghan

Guests: J. Brown

Royal Oak/Southfield: C. Benson, N. Boulos, K. Lorencz, D. Niemer, S. Reif

Guests: M.K. Lawless, D. Rowe, T. Wangler

2) Acceptance of Agenda:

The following two items were added to the agenda under New Business

- Committee to Review Catalog Changes
- Course Cartridge Checklist

Motion: To accept the agenda as amended. Seconded. passed.

3) Approval of Minutes:

Motion: To approve the minutes of March 28, 2002. Seconded, passed.

4) Leadership:

No Report

5) Presentation:

There were no presentations.

6) Old Business:

“Student-centered” and “learner/learning centered” – No consensus was reached among the campuses regarding the clarification of “student-centered and “learning/learner

centered. However, the Highland Lakes Campus Council developed some language to use as a starting point. The issue will be discussed at the individual sites in May and be returned to the College Senate for discussion in June.

Non Credit Task Force Recommendations – No discussion. Spokesperson was not in attendance.

OCC Flag – The Senate is developing a mechanism for accepting the current OCC flag as the official flag of the College. The topic will be added to the June agenda.

General Education Committee – Committee members include: Dennis Fiems, Mary Kay Lawless, Jim Berry, Ron Spainhour, Dennis Sobol, Patrick O'Connor, and Marilynn Kokoszka. Carol Brown will serve Ex Officio. Patrick O'Connor will call the first meeting. The committee will appoint a chair.

7) New Business:

Prerequisites – Discussion: Faculty must be sure that they want course prerequisites enforced. The Senators were reminded that approximately one year ago, all disciplines were given the opportunity to decide which prerequisites to enforce. The catalog system and the registration system need to be consistent. Therefore, if a prerequisite is changed, the catalog will be updated to reflect that change. Prerequisites can only be changed through the curriculum committee by following the curriculum process.

NOTE: Vice Chancellor Carol Brown will publish the list of prerequisites and determine the date by which prerequisites can be changed.

Motion: To submit the motion that all prerequisites be enforced beginning in Fall 2003 to campuses in May and return to the College Senate in June. Seconded, passed.

Incompletes - Incompletes are administered differently from campus to campus. Some campuses use a form and some do not use a form; some campuses are enforcing strict guidelines and some are not. The Highland Lakes Senate Council is concerned that if any guidelines are currently in use, they should be made available College-Wide.

Feedback on Construction Issues: TMC is interested in what faculty like about their classrooms. Patti Briggs will conduct a survey via e-mail asking for feedback on what the faculty like about their classrooms. It is important that the College Facilities Committee be informed of any recommendations made by individual campuses with regard to construction.

Committee to Review Catalog Changes: Anyone interested in serving on the committee reviewing the catalog change proposals may contact Mary Kay Lawless at extension 2449.

Course Cartridge Checklist – The TMC is asking that campus senates discuss course cartridges; in particular, issues surrounding the technological impact on OCC's servers of supporting numerous course cartridges and, the submission and sign off procedure for course cartridge forms. Server capacity and student access are issues to consider.

NOTE: An inventory needs to be taken of how many classes are currently using course cartridges and, how many disciplines intend to introduce course cartridges into their classrooms.

Elections: The following individuals will serve as Campus Senate Officers for the 2002-2003 Academic Year:

Auburn Hills

Patrick O'Connor – Chair

Holly Broesamle – Vice Chair

Bea Catherino - Secretary

District Office

David Bugay – Chair

Michele Kirsten – Vice Chair

Highland Lakes

Karen Robinson – Chair

Beth Garnsey – Vice Chair

Dennis Fiems – Secretary

Orchard Ridge

Robert Zemke – Chair

James Berry – Vice Chair

David Stoddard – Secretary

Royal Oak/Southfield

Deborah Niemer – Chair

Carolyn Harrison – Vice Chair

J. Lynne Parsons - Secretary

NOTE: The issue of assigning alternates to the campus senates will be discussed at the individual campuses.

Election of College Senate Officers for the 2002-2003 Academic Year:

The following individuals were elected by acclamation to serve as College Senate Officers for the 2002-2003 academic year.

Gerald Faye – Chair

Mary Ston – Vice Chair

M. Kokoszka – Secretary

8) Standing Committees

Curriculum Committee/R. Spainhour

Motion: To approve the consent agenda. Seconded, passed.

The revised Curriculum User Handbook will be published for Fall 2002.

Curriculum Review/R. Powell

The following programs have been reviewed in the 2001-2002 academic year:

MTT – Machine Tool Technology (preliminary review with full review to begin in Fall 2002)

EST – Environmental Systems Technology – review complete

PHI – Philosophy – review complete

PHT – Photographic Technology – review complete

ELE – Electronics Technology – review not complete

CIS – Computer Information Systems – review complete

MHS – review complete

The following programs are scheduled for review:

HUM (Religion) – May 17, 2002

HUM (Art) – June 7, 2002

ESL – January, 2003

SOAC/P. O'Connor

May 10 - Chuck Bonwell will make a presentation on interacting in the classroom. A discussion of *Forever Better* will be held in June. Please visit the Assessment website <http://www.occ.cc.mi.us/assessment/> and provide feedback. Reminder: Program Assessment information is due May 24.

Diversity/M. Smydra

No Report

TLTR/P. Briggs

Tomorrow's TLTR is scheduled for Auburn Hills.

10) Ad Hoc Committees

No Report

11) Administration

Vice Chancellor Carol Brown spoke on behalf of Chancellor Thompson. She reminded the Campus Presidents to send in their faculty nominees for the Deans' Selection Committee. Student Handbooks were published for 2001. Bookstores and Libraries have copies of the handbook. Senate chairs will determine if there are enough handbooks available.

11) Community Comments

Campus Senates plan to address the topic of “community comments” at their respective sites.

Auburn Hills – No Report

Highland Lakes – No Report

District Office – No Report

Orchard Ridge: - The June 6 College Academic Senate meeting will be held in the Smith Theatre

Royal Oak/Southfield - There is confusion over the role of the student advocate during the grade appeals process. The grade appeals process is outlined in the student handbook. However, there seems to be a shortage of student handbooks on the campuses. Campus Senate Chairs will determine how many handbooks are needed at their respective campuses.

12) Adjournment: 4:40 p.m.

Respectfully submitted,

Marilynn Kokoszka, Secretary

Patricia J. Funtik, Recording Secretary