

2005-2006 COLLEGE ACADEMIC SENATE
MINUTES OF DECEMBER 8, 2005
Highland Lakes Campus

The College Academic Senate was called to order at 3:20 p.m. by Chair Mary Ann McGee. The following individuals were present:

Auburn Hills:	T. Boozer, R. Bowden, H. Broesamle, S. Dry, B. Konopka, G. Mays, R. Muro, A. Racka, R. Ston
Guests:	L. Glenn, G. Rockind
District Office:	J. Dunphy, J. Harper, R. Thompson, M. Spangler
Guests:	G. Harris, G. Keith, T. Marback, L. Nadlicki
Highland Lakes:	J. Cheyne, B. Dubin, E. Fett, D. Fiems, S. Fiems, J. Lobert, L. Mastin, M. Petrack, K. Robinson, M. Ston, G. May
Guests:	V. Kloosterhouse, K. VanBuren, T. Zakrzewski
Orchard Ridge:	G. Faye, D. Fisher, L. Gage, M. Kokoszka, D. Levinson, M. A. McGee, M. Pergeau, L. Roberts, D. Schmeichel, N. Valenti, J. Shadko
Guests:	J.J. Berry, S. Dyer, T. Ingram, R. Zemke
Royal Oak/Southfield:	D. Bartleman, L. Crews, D. Johnson-Bignotti, M. K. Lawless, L. Linden, S. Linden, D. McRoberts, R. Nagler, D. Rowe, A. Sargeant, M. Vollbach
Guests:	K. Lee, D. Mathews, S. Reif

2) Acceptance of Agenda:

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

3) Approval of Minutes:

MOTION: To approve the minutes of October 27, 2005 as written. Seconded, passed.

4) Leadership:

Mary Ann McGee reported that she attended a meeting that discussed faculty vacancies at the OR campus. Faculty members have announced their impending retirements. OCC is losing its history. We continue a fine community college where extraordinary things happen in the offices and classrooms everyday. However, there are more positions that need to be filled than will be approved. The issue of how to continue to be a vibrant community college with growing programs and shrinking number of faculty members needs to be addressed. This concern impacts all of us because we could endanger the quality of our programs without appropriate staffing.

MOTION: That the Senate takes a position that OCC should look towards replenishing full-time faculty necessary to maintain and move into the 21st Century.

The intent of the motion is to discuss at campus senate meetings for further discussion at the College Senate.

The motion was seconded and passed.

George Keith reported that administration in conjunction with Human Resources has been moving forward to fill faculty vacancies. It takes a fairly long time to fill positions. Faculty positions are posted twice a year. There isn't a division of the house when it comes to filling positions. There are difficulties in trying to seek and gain additional employees beyond the number we have now, both in the classroom and in support of instruction.

5) Presentation:

- Institutional and Program Dashboard

Institutional Dashboard

George Keith gave a Power Point presentation on Institutional Dashboard. It fulfills Strategic Goal #7 – Assess Institutional Effectiveness, and Objective 7.3 – Complete and communicate an Institutional Effectiveness Dashboard Model. It is an annual data tool for monitoring; an opportunity to feature the college and give some kind of score card to the community; and it assists with Strategic Planning for the future. The slide presentation provided information for the following topics: Charge to Task Force; Tasks; Taskforce Membership; Development Process and Timelines; What is the Dashboard Report?; Why did we choose to use a Dashboard Report?; and How does the Dashboard work? A chart was displayed for Transfer Education (an example of a quantifiable measures). The chart provided the following information: Weights associated with each measure, e.g. their relative importance; Benchmarks (targets and trouble scores); Current score (green – exceeds or equal to target), (black – within benchmark range), (red – less than or equal to trouble score); Percent of target achieved; and Overall score – weighted score against current target.

Program Dashboard

George Keith also gave a Power Point presentation on a prototype Program Dashboard. The slide presentation provided information for the following: Purpose – an administrative tool designed for the systematic and objective review of curriculum offerings; Task Force Members; Development Process and Timeline – Phase I (Spring 2004 – September 2005), Phase II (Further enhancements); What comprises the Program Dashboard?; and Dashboard Measures.

Discussion followed. Concern was expressed that faculty didn't have input for determining the measures and that the dashboard could be used as a faculty evaluation tool. The reports are important for planning. Assessment of program performance should be a conversation between department faculty members and their dean. Reports were distributed for both Program Dashboard and Institutional Dashboard, and they are subject to revision and remediation. This topic can be open for discussion at a future meeting.

6) Old Business:

- Update on Auburn Hills Right Start Program

Mary Ann McGee reported that a recommendation was made to administration and a response wasn't received regarding the Auburn Hills Right Start Program; therefore, Senate didn't receive closure. Mary Ann McGee met with the Chancellor regarding the gaps in the communication process. It was agreed that motions that refer a request to the administration will be given to the Chancellor in hard copy format. The Chancellor reported that the issue with the Auburn Hills Right Start Program is moot because we have moved forward and developed a form to handle recommendations in the future so closure will be received.

- Motion: Schedule Adjustment

Mike Vollbach read the following motion from the Southeast Campus Council that was lodged at last month's meeting:

MOTION: Students may register in an available seat in a section prior to the start of the section's second class meeting. A statement should be included in the Schedule of Classes and Online informing students that they are responsible for materials covered in the first class meeting. Seconded.

Discussion followed. Concern was expressed that the motion was premature. The entire registration process should be examined. It is not academically sound to let students into classes ten days after the first class meeting - students are being set up for failure. Many students register and never pay for their classes. This motion would provide opportunity for students to get into classes that were closed.

The question was called. A vote was taken and the motion failed.

7) New Business:

- Discussion of On-line Distance Learning

George Keith reported that there were conversations at OCCFA regarding on-line distance learning as it relates to the contract. Even though there is an Academic Technology Plan, it would be helpful to have a discussion before bargaining begins so a unified approach to online education can be taken.

MOTION: To organize a subcommittee to discuss on-line distance education before bargaining begins. Seconded.

Discussion followed. Refer this topic to TMC or Academic Master Planning committee, recommended forming a broad-based committee, campus forums, or review the material that was discussed in last year's forums.

The Senate body agreed to form a committee to develop questions for the faculty to address. The following members volunteered to be part of the subcommittee: Cathey Maze, Gerry Faye, Debbie Rowe, Gladys Rockind, Linda Churchill, Mike Vollbach, and George Keith. Gladys Rockind will organize the first meeting. The Senate Chair will extend an invitation to the college community to be part of the subcommittee.

The motion passed.

- Motion: FERPA

Mary Ston stated that the Highland Lakes Campus Council made a motion regarding FERPA, however, she did not have the motion in writing. She highlighted the intent of the motion as follows:

MOTION: To include FERPA language as part of the mandatory components of the syllabus.

Mary Ston will deliver a copy of the proposed motion to the campus Senate Chairs.

- Motion: Review Policies Concerning Registration, Late Registration and Schedule Adjustment

Marilynn Kokoszka presented the following motion from the OR Campus Council:

MOTION: To request of the College Academic Senate that a group be charged to review the policies concerning registration, late registration and schedule adjustment at other Michigan Community Colleges, including Macomb, Lansing,

Henry Ford, Washtenaw and Schoolcraft; and that a summary report of the findings be presented at the January Senate meeting. Seconded.

Discussion followed. We need to research our own registration process – focus internally instead of externally. We should be the leader and not a follower. Steven Linden volunteered to do the research and make a report at the January 26th Academic Senate meeting. It was recommended that Wayne County Community College be added to the list of colleges and to look at colleges similar to OCC, having more than one site.

The motion was tabled.

A question came up regarding what goes back to the campuses before voting. This item will be discussed at the January Senate Leadership meeting.

8) Standing Committees:

- *Academic Planning/Jayne Lobert*

Jayne Lobert reported that she is honored to be the Chair and serving the Academic Senate. The committee has had three organizational meetings.

- *Curriculum/Mary Kay Lawless*

MOTION: To accept the consent agenda. Seconded, passed.

- *Curriculum Review/Gail Mays*

Gail Mays reported that CRC is continuing to edit forms for the revised process of CRC. The CORE Review packet has been completed with tentative approval from the CAS, and it will be mailed to all potential reviews scheduled for winter 2006.

- *Student Outcomes Assessment/Vicki Kloosterhouse*

Vicki Kloosterhouse reported that over 500 students completed the SAGE assessment, 5% of the students were walk-ins. A report will be provided at the January Senate meeting.

- *Diversity/Darlene Johnson-Bignotti*

Darlene Johnson-Bignotti reported the following:

- A Martin Luther King Day Convocation will be held on January 13th at the OR Campus from 2:00 to 4:00 p.m. Dr. Joseph Lowery will be the guest speaker. Two SDUs will be given for attending.
- A workshop on Homosexuality, Morality and Diversity will be offered sometime in February.
- Other diversity offerings are listed under PDTC on Infomart.
- The Diversity committee members will be wearing badges. Any suggestions for diversity speakers or activities should be given to one of the members.

- *TMC/Gladys Rockind*

Gladys Rockind reported that the TMC is working on finding a date to hold electronic meetings using different venues available at two different sites. They are also in the

process of working with Financial Services on a new RFP for technology equipment in order to try and get a better price.

9) Ad Hoc Committees:

- *Student Life/Lane Glenn*

Lane Glenn reported the following:

- A Student Life Service Learning piece was available on the distribution table.
- A flyer promoting attendance at “The Places We Live: Student Engagement in Diverse Communities” was also available on the distribution table.
- In January a winter schedule of student life events will be provided.
- In January a call to campuses for student life programs for 2006-07 will be sent out.

- *General Education Attributes/Mike Vollbach*

Mike Vollbach reported that the General Education Attributes committee has met twice and they will be meeting again tomorrow. An ad hoc group is working on creating an electronic survey that will be sent to all faculty members next semester (after approved by the College Senate).

10) Administration:

Mary Spangler reported the following:

- She has been attending meetings in Lansing on performance indicators. Funding will be outcome driven and she will keep the Senate informed on the progress.
- The Board approved the DO remodeling project and a couple options are being reviewed. The objective is to reduce the amount of external lease space.
- The Auburn Hills presidential search process is moving forward again. Twelve applicants will be invited for an interview.
- She clarified the response given regarding the Auburn Hills Right Start Program. The new process will enable a response to be given before the fact rather than afterwards, and the form will open the communication process.

11) Community Comments:

- George Keith reported that the Right Start Program has been operating this fall and there are intentions to proceed with the program in the winter. Evidence can be provided to the Senate.
- Mary Ann McGee asked the Auburn Hills Campus Senate to take under advisement Dr. Keith’s comments regarding the Right Start Program. This topic will be discussed further at Senate Leadership.
- Mary Ann McGee announced that Joan Cheyne and Bob Zemke will be retiring in December. The Senate thanked the faculty members for their service to the college.
- Jill Dunphy from the Foundation encouraged members to support the annual scholarship fund before the end of the year.

12) Adjournment:

Meeting adjourned: 5:00 p.m.

Respectfully submitted,

Karen Robinson, Secretary

Nancy K. Szabo, Recording Secretary