

Oakland Community College

2008-2009 COLLEGE ACADEMIC SENATE
MINUTES OF SEPTEMBER 25, 2008
Orchard Ridge Campus

The College Academic Senate was called to order at 3:15 p.m. by Chair Mary Ann McGee. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, P. Harris, B. Konopka, G. Mays, L. Wallace, R. Ston, H. Tanaka
Guests:	T. Boozer, J. Brown-Williams, J. Craft, P. Hale, M. Kersten-Hart, A. Palmer, N. Showers
District Office:	L. Appelt, J. Harper, C. Maze, L. Nadlicki, T. Meyer
Guests:	L. Crews, C. Flagg, G. Harris, B. Montgomery, L. Redmond, C. Tanner
Highland Lakes:	E. Fett, L. Mastin, K. Robinson, K. Schulte, R. Steele, M. Ston, G. May
Guests:	V. Jones, S. Linden, B. Moss
Orchard Ridge:	T. Baracco, J. Berry, A. Frank, M. Kokoszka, D. Levinson, M. A. McGee, V. McNiff, M. Pergeau, L. Roberts, N. Valenti, T. Walter, J. Shadko
Guests:	S. Baier, I. Bailey, R. Brown, T. Dennis, S. Dyer, L. Emerson, G. Faye, T. Ingram, K. Lichtenberg, R. Long, L. Nemitz, C. Nykamp, C. Raffle, J. Seiler, L. Skowronski, R. Wright
Students:	J. Ruban, C. Rudberg
Royal Oak/Southfield:	E. Abbey, G. Fournier, D. Johnson-Bignotti, M. K. Lawless, R. Nagler, C. Sanford-Brown, A. Sargeant, S. Reif
Guests:	A. Droba, V. Love, D. Mathews, J. Matteson, R. Reaves

2) Acceptance of Agenda:

Chair Mary Ann McGee reported that Dr. Meyer needed to leave early; his comments will be shared under the Leadership report. Due to the length of the agenda, Leslie Roberts volunteered to delay her presentation until the October CAS meeting.

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

3) Approval of Minutes:

MOTION: To approve the minutes of May 22, 2008 as written. Seconded, passed.

4) Leadership:

- Chair Mary Ann McGee welcomed the Senate to the new academic year. She reported that Senate Leadership held their annual summer retreat, and she attended the Chancellor's Cabinet retreat as a representative of Senate over the summer as well. There are many undertakings for Senate this year (HLC findings regarding assessment, General Education outcomes, etc.) and the faculty should go back to the campuses and ask for assistance from their colleagues in this arena.
- Dr. Meyer welcomed everyone in attendance and to a very prosperous year. He made the following comments:
 - There has been negative press around OCC. However, we need to focus on the positives of the organization. We are an academic organization and we bring that virtue to the community.
 - The HLC report put a lot of challenges before us.
 - CPC is working on who OCC wants to be known as ten years from now. We need to portray what we have learned about ourselves to the community and how we can reaffirm ourselves as a college.
 - He is very optimistic about the future of OCC.

5) Presentation

- Learning Communities (October agenda item)

6) Old Business:

- None

7) New Business:

- Process & Form for the Academic Standards Committee

Jennifer Craft presented the following draft form to the Senate for approval: "Request for Consideration of Issue College Academic Standards Committee." The process requires anyone that wants to bring an issue or concern to the Academic Standards Committee needs to fill out the form and e-mail it to the committee chair who will forward to the committee members for an electronic discussion. The committee will review the form to

make sure the issue or recommendation falls within the committee's charge. If appropriate, the item will be placed on the committee's agenda to come up with recommendations/motions. If the form is approved by Senate, it will be added to Infomart.

MOTION: To approve the form as submitted by the Academic Standards Committee. Seconded, passed.

- CRC Follow-up

Gail Mays reported that CRC is concerned because they were cited by the HLC for not following through on recommendations made to disciplines/programs going through the review process. CRC has a process to follow-up with the disciplines/programs, but where should the recommendations be sent? CRC needs a good feedback loop.

Discussion followed:

- When items are brought to Senate and approved by Senate the normal process is to send to the Chancellor for final approval.
- Should the information from the disciplines be given to the deans?
- CRC is a committee of the Senate; therefore, the committee should forward the recommendations to the Senate to propose action.
- The only report Senate receives is the report from the CRC review.
- Follow-up needs to occur on how the discipline is responding to the recommendations.
- After the report is accepted by Senate, should it be up to someone else to follow-up?
- It was recommended that once the report is accepted by Senate, it should be up to the dean and faculty in the discipline to make decisions regarding the recommendations.
- The dean should work with the discipline on moving forward with the recommendations.
- Possibly, Senate should review the recommendations in the CRC report more thoroughly before approving.
- Senate approves curriculum but it isn't the Senate's job to make sure the faculty are teaching appropriately.
- It was suggested that CRC prepare a Consent Agenda.

MOTION: To lodge CRC follow-up at the Campus Senates for discussion. Seconded, passed.

- Developmental Ed Ad Hoc Committee Report

Leslie Roberts highlighted the information on the "CAS Ad Hoc Developmental Education Committee Progress Report to CAS." The ad hoc committee met three times in summer I. At the committee's first meeting they identified three charges and at their last meeting in June they reported on the progress made on each charge.

Leslie Roberts also highlighted the "CAS Progress Report" handout. The progress report is a narrative summary of activities, April 21 – June 13, 2008. Small groups were charged with assuring that all members of their areas or discipline were given the

opportunity to view the Developmental Education task force report recommendations for their area and voice support or concerns. The general trend was that many of the recommendations had been adopted. The deans on the committee were still working on researching the actual costs of developmental education at OCC. The committee suspended work after June 13, 2008 because Leslie Roberts resigned as chair to take over as SOAC chair during the 2008-09 academic year.

- Ad Hoc Committees

Marilynn Kokoszka reported that each year ad hoc committees have to be renewed, their charge reviewed and membership established.

MOTION: To reconstitute each ad hoc committee as appropriate. Seconded, passed.

- Enrollment Management

Cathey Maze reported that the college has had challenges with registration and the admissions process. A task force is being started to resolve some of the problems before winter registration. Different groups have been working on registration problems but people from key areas need to come together to solve the issues. There was a task force when Dr. Keith was at OCC that made recommendations regarding registration. The new task force will review those recommendations and move forward. Cathey Maze extended an invitation to those present to join the task force.

- DO Senate Motion re: On-line Application

Janet Harper presented the following motion on behalf of the DO Academic Senate:

MOTION: Make On-Line Application a priority for the college.

Janet Harper reported that the start date for OCC to have an on-line application was fall 2008; however, it didn't happen. DO Senate wants to make sure this isn't lost and kept in the forefront. The application has been worked on but there have been obstacles along the way.

The motion was seconded and passed.

- Innovation Group

Shawn Dry highlighted "Summary of Senate Leadership Retreat Discussion Re: Innovation Group." At the June Senate Leadership Retreat, there was discussion of creating a group that would foster and oversee innovation within the College. Some possible roles and activities of this group could include:

1. Clarify the process of innovation.
2. Shepherd innovative proposals.

Senate Leadership presents this information to the Senate for further discussion and action.

MOTION: To move to a committee of the whole for discussion of an Innovation Group. Seconded, passed.

MOTION: To dissolve the committee as a whole. Seconded, passed.

MOTION: To send the idea of creating an “Innovation Group” back to the Campus Senates for further discussion. Seconded, passed.

- Confirmation of Representatives to Vice-Chancellor’s Search

Mary Ann McGee reported that the Chancellor is moving forward with the Vice Chancellor of Academic and Student Affairs search. The following four faculty members have been identified to serve on the committee:

- Ken Sigler – AH Campus
- Kirstine Evans – HL Campus
- Camille Ziolek – OR Campus
- Richard Lamb – RO/SF Campus

MOTION: To recommend to the Chancellor that the faculty representatives listed above be appointed to the Search Committee for the Vice Chancellor of Academic and Student Affairs. Seconded, passed.

An “Everybody” e-mail will be sent out when all the members of the Search Committee are identified.

8) Standing Committees:

- *Academic Master Plan/Shawn Dry & Jayne Lobert*

Shawn Dry reported the following:

- Senate Leadership has suggested that the following tasks be the focus of attention for the College Academic Master Plan Committee for the 2008-2009 academic year:
 - Monitor the implementation process.
 - Encourage each campus to move to the action plan stage of the implementation process.
 - Assess the past planning process and develop recommendations for the next generation of planning.

MOTION: The committee is seeking verification of these tasks as formal charges from the College Academic Senate. Seconded, passed.

Shawn Dry, on behalf of CAMP, encourages the Senate and all members of the college to consider ways in which the original mission (The CAMP drives curriculum development, guides resource allocation…) of the committee may be fulfilled.

- *Academic Standards/Jennifer Craft*

Jennifer Craft reported that the committee met on September 12th and they are recommending that the Course Substitution form and/or guidelines for the form be changed. It is hoped that the changes would encourage improved communication amongst the concerned parties – “closing the loop.”

The committee also started to review the first eighteen pages of the College Catalog and they made various language changes, and several suggestions. Details about all the suggested changes are in the minutes of the meeting which will be posted to Infomart upon their acceptance by the committee at the October meeting.

MOTION: To send the changes to the Course Substitution guidelines/form recommended by the Academic Standards Committee back to the Campus Senates for further discussion. Seconded, passed.

- *Curriculum/Mary Kay Lawless*
Mary Kay Lawless presented the Consent Agenda.

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

Mary Kay Lawless reported that all catalog changes must be in and approved by February 23, 2009 in order to get into the next catalog. The committee is eager to review new curriculum and or changes to existing curriculum.

- *Curriculum Review/Gail Mays*
Gail Mays reported the following:
 - Nine CRC reviews are scheduled for this academic year.
 - The committee will be looking at the Self-Study Process to see if it is effective.
 - Anyone interested in doing a review should contact Gail Mays.
- *Student Outcomes Assessment/Leslie Roberts*
Leslie Roberts highlighted the “Student Outcomes and Assessment Committee Academic Senate Report:”
 - SOAC will lead faculty this year in assessing the following general education outcomes: Aesthetic awareness, communicating effectively – speech, social responsibility, critical thinking and communicate effectively – writing. Activities include:
 - Third Annual Faculty Assessment Day (FAD) – Friday, March 20, 2008 and Saturday, March 28, 2008, both at AH Campus.
 - Two prompts written by SOAC members and recently tested by a sample of OCC students will be used during SAGE (Nov. 10 -14) to invite students to demonstrate their thinking about social responsibility issues.
 - The second annual student essay contest will be announced shortly.
 - Assessment facilitators and other SOAC members are offering new workshops this year.
 - The OAE has been working on SOAC website and adding new or updated Gen Ed assessment web pages. Visit <http://www.oaklandcc.edu/assessment>.
- *TMC/Gladys Rockind*
Bob Montgomery reported the following:
 - Student e-mail is here.
 - New permanent student help desk will launch October 24, 2008.
 - League for Innovation Annual Conference will be in Detroit, October 11 – 14, 2009. Volunteers and people willing to present are needed.

- There will be a “Hands on Alley” on October 31, 2008.
 - Visit the TMC website for links to copyright materials.
- *College Administrative Services Council/Mary Ston*
Mary Ston reported that CASC is an administrative group that meets and she serves on the committee as the Vice Chair of Senate. She was unable to attend the last CASC meeting.

Cathy Rush reported the following:

- The college is undertaking 4 different levels of security audits: physical; human; IT; and non-IT data and records security. A subcommittee has been established in each of the areas to look at security across the college in the four arenas.
- Student e-mail accounts are active.
- The council is brainstorming innovative issues.

MOTION: To remove the CASC report from the “Standing Committee” section of the CAS agenda. Seconded, passed.

A recommendation was made that College Academic and Student Services Council (CASSC) be added to the “Standing Committee” section of the CAS agenda. This item will be discussed at Senate Leadership.

9) Ad Hoc Committees:

- *Student Life/Lloyd Crews*
Lloyd Crews reported the following:
 - The Student Life – Student Speaker Series for 2008-09 has started.
 - Dr. Spencer Overton spoke on “Stealing Democracy: The New Politics of Voter Suppression” at the AH Campus on Thursday, September 11th.
 - Bob Danzig will speak on “Discovering the Leader Within You” on Tuesday, November 18th at the HL Campus.
 - Student Life hosted a Tigers game outing on September 24th.
 - A Lions game outing is scheduled for October 5th.
 - Shortly, Pay Pal will be instituted as a payment method for Performing Arts tickets.
 - The voter’s registration drive that is taking place on all the campuses will continue until October 6th.
 - The Coordinators of Student Life will be presenting at the MCPA Conference that will be held in October.

MOTION: To extend the charge of the Ad Hoc Student Life Committee until they deem themselves finished. Seconded, passed.

Lloyd Crews will discuss whether or not to continue as an ad hoc committee of the Senate with the Student Life committee members.

- *General Education Outcomes/Gail Mays*
Gail Mays reported that GE is working on making the February 23rd deadline. They would like to see the GE outcomes implemented; and they are hoping to match the outcomes with the courses in the Gen Ed list.

MOTION: That the General Education Outcomes Ad Hoc Committee remain in existence for this academic year. Their charge is to complete work on revision of GE outcomes and mapping of outcomes. Seconded, passed.

Gail Mays distributed the draft “General Education Course Outcome Proposal” form for the Senate to review. The form is intended to be a fast track for General Education courses listed in the 2008-09 Catalog. If approved, the form would be included in a packet of information given to faculty on Discipline Day.

MOTION: To accept the “General Education Course Outcome Proposal” form.

Discussion followed:

- This should be viewed as an archival record.
- It is an implementation process to translate from one group to another.
- Uncomfortable with assessing only two outcomes; Disciplines should have the opportunity to have 3 or 4.
- Trying to be sensible about workload for faculty.
- It was recommended that the new GE outcomes list be sent to the disciplines and noted that a form will be coming after the October Senate meeting.

MOTION: To table the motion and send the “General Education Course Outcome Proposal” form back to the Campus Senates for further discussion. Seconded, passed.

- *Developmental Education/Leslie Roberts*

MOTION: To move Developmental Education, Curriculum, and Transfer Degrees to the October CAS agenda. Seconded, passed.

- *Curriculum/*

Mary Ann McGee reported that Vicki Kloosterhouse chaired the Curriculum committee last year and they only met for a short time. The committee brought the following recommendation back to Senate at the May CAS meeting:

- It was recommended to the College Senate to assign an Ad Hoc Committee beginning fall 2008 to “develop a comprehensive process for improving curriculum planning, operation, development/implementation, and review of the plan.” A list of questions was generated under each of the four categories that need to be discussed.

- *Transfer Degrees/*

Mary Ann McGee reported that this committee will have to be reconstituted to continue working on a process/procedure for transferable degree reviews.

10) Administration:

- **Diversity Report**

Jackie Shadko highlighted the “Diversity Committee Annual Report – 2007-2008” that was available on the distribution table. The report is a 12-page document because all the campus committees (5) chose to summarize all the diversity activities that took place at their campus during the last academic year. The committees were commended for

excellent work in providing activities. This year the theme of the Diversity Committee is collaboration and cooperation among the campuses, other committees, and other colleges.

Jackie Shadko also reported that Helen Zia will be speaking on Friday, October 10th at 10:00 a.m. at the OR Campus in the Smith Theatre. She is an award-winning journalist who has covered Asian American communities and social and political movements for decades.

11) Community Comments:

None

12) Adjournment:

Meeting adjourned: 5:05 p.m.

Respectfully submitted,

Nick Valenti, Secretary

Nancy K. Szabo, Recording Secretary