

Oakland Community College

2008-2009 COLLEGE ACADEMIC SENATE
MINUTES OF January 29, 2009
Highland Lakes Campus

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

Auburn Hills:	S. Dry, J. Farrah, P. Harris, B. Konopka, G. Mays, A. Palmer, G. Rockind, L. Wallace, H. Tanaka
Guests:	J. Craft, M. Kersten-Hart, A. Racka, E. Scott
District Office:	J. Harper, C. Maze, L. Nadlicki
Guests:	G. Harris, L. Huber, C. Mathews, B. Montgomery, C. Tanner
Highland Lakes:	N. Boulos, E. Fett, S. Hanna, V. Kroll, J. Lobert, K. Schulte, M. Ston, J. Weller, G. May
Guests:	D. Baker, N. Barkell, R. Bragg, V. Emanoil, K. Flores, T. Garcia, C. Genei, B. Griggs, J. Helminski, V. Jones, B. Lamphear, A. Maly, G. Mandas, E. McAllister, D. Nosanchuk, T. Pryor, L. Przymusinski, L. Stark, K. Stilianos, T. Zakrzewski
Orchard Ridge:	T. Baracco, M. Kokoszka, D. Levinson, M. A. McGee, V. McNiff, M. Pergeau, L. Roberts, N. Valenti, T. Walter, J. Shadko
Guests:	D. Edford, G. Faye
Student:	C. Rudberg
Royal Oak/Southfield:	D. Johnson-Bignotti, S. Labadie, M. K. Lawless, C. Sanford-Brown, A. Sargeant, B. Stanbrough, M. Vollbach, S. Reif
Guests:	L. Crews, 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 December 11, 2008 as written. Seconded, passed.

4) Leadership:

- Chair Mary Ann McGee reported that Senate Leadership didn't have anything specific to report this month.

5) Presentation

- **SOAC**

Leslie Roberts gave a presentation on "Benchmark Data from 2007 and 2008 Faculty Assessment Days – Effective Communication: Writing; Critical Thinking." She included the following:

- In 2007 a more cumbersome rubric was used to assess student attainment of the GE Outcomes (Communicate Effectively – Writing and Critical Thinking) at Faculty Assessment Day.
- The scores were based on a scale 1 – 5 with 1 being the lowest and 5 the highest.
- In 2008 the rubric was changed to include a target score (target formula for about a 5% increase), and the students and class materials that were evaluated were different.
- The scores for both years provide a picture of where students are struggling.
- The scores are averaged and areas that are scored low in are used to make planning decisions on what faculty workshops to offer.
- Faculty Assessment Day (FAD) teaches you how to work with rubrics and analyze assignments; the food is also good.
- Students are selected on the number of general education courses they have completed at OCC.
- Information regarding the 3rd Annual Faculty Assessment Day is provided on the distribution table.

For more information regarding assessment, please go to:

<http://www.oaklandcc.edu/assessment/>

6) Old Business:

- **Motion Re: Student Life**

Elaine Fett presented the following motion on behalf of the HL Campus Senate:

MOTION: It was moved that Student Life become a Standing Committee of the Campus and College Senate. Seconded

Discussion followed:

- Senate should receive monthly reports from Student Life.
- AH – Concern was expressed that standing committees are limited in representation (3 faculty and 1 administrator), and the committee should have equal voting rights for Student Life Coordinators as well as students.
- At the SE Campus Senate meeting they presented a motion identical in verbatim to the HL motion.
- The current standing committee membership is very rigid; would like to see more flexibility.
- It is the responsibility of the Senate to facilitate that Student Life is moving towards its goals.
- If there wasn't Senate influence going on, student life would have died.
- We are in a time of change administratively.
- Senate is a stable body that is focused on the real mission of the college.
- There should be support for an area that the HLC has criticized the college for.

MOTION: To table this motion until the administration is set (Vice Chancellor search completed).

Point of Order: The motion to table is out of order because it is unique motion not debatable according to the "Robert's Rules of Order." A motion to postpone would be allowed because it allows discussion.

Above motion was not acted on.

Discussion continued:

- A recommendation was made to expand the Student Life membership.
- Sometimes things get bogged down in the Senate; Student Life issues/recommendations need to be moved quickly.
- Student Life provides a place where students can be heard other than in the classroom setting.
- It is great to see Student Life alive and active at OCC.

The question was called.

The motion from the HL Campus Senate passed.

7) New Business:

- FERPA Statement for Syllabi

Cathey Maze presented the following proposed FERPA language for the course syllabi:

IMPORTANT FERPA REMINDER: Per the Federal Educational Rights and Privacy Act (FERPA), instructors are not allowed to release students' personal information to anyone, including other students. Personal information includes, but is not limited to: grades, test scores, student ID numbers, phone numbers, email addresses, class schedules. If you have any questions regarding FERPA, contact the Office of the Registrar, 248-341-2192.

MOTION: To support the FERPA statement for the course syllabi. Seconded.

Friendly Amendment: Change the word instructors in the first sentence to “college personnel.” Seconded, passed.

Discussion followed:

- A FERPA statement should be all encompassing without detail.
- The language isn't important because laws change all the time. Reference can be made to the college catalog.
- There needs to be training on FERPA because this is being violated in the classrooms.
- Language is not the issue; a statement needs to be included in the course syllabi.

Friendly Amendment: Change the proposed statement to only include the first sentence (as amended) and the last sentence. Seconded, passed,

Friendly Amendment: Make a reference in the last sentence to the college catalog. Seconded, passed.

Discussion followed:

- A recommendation was made that the language be redone with the approved changes.

MOTION: To postpone discussion of the motion until the new language is discussed by the Campus Senates. Seconded.

Motion failed.

MOTION: Move this issue to a subcommittee to come up with FERPA language and come back to the Senate. Seconded.

Motion failed.

Discussion continued:

- The proposed FERPA statement was already discussed at the Campus Senates.
- The wording could be resolved by Senate Leadership.

The motion on the floor is to support the FERPA statement as amended.

Motion passed.

The FERPA language for the course syllabi will read as follows:

IMPORTANT FERPA REMINDER: Per the Federal Educational Rights and Privacy Act (FERPA), college personnel are not allowed to release students' personal information to anyone, including other students. If you have any questions regarding FERPA, please refer to page ____ in the current College Catalog.

Please note: “Contact the Office of the Registrar, 248-341-2192” was removed from the last sentence in the FERPA statement because this information is included on the page that is referenced in the College Catalog.

- Distance Learning Course Approval Form

Gladys Rockind distributed a Draft of the “Distance Learning Course Approval Form.” The form is completed every semester a faculty member intends to offer a DL course.

MOTION: To accept the changes to the “Distance Learning Course Approval Form.” Seconded.

Friendly Amendment: Under the distribution list on the form, change “OCCFA Chair” to “OCCFA President.” Seconded, passed.

Discussion followed:

- The responsibility for getting the signatures and distributing the copies of the form is the responsibility of each faculty member that completes the form.
- A recommendation was made that the disciplines create one global form for their discipline and forward to the appropriate people.
- Why do online courses have to be monitored so closely? Face to face courses should be monitored as well.
- The form serves as an informational piece.
- Annual schedules are already completed with online course information.
- The FMA requires discipline approval every time the course is offered, and the form requires discipline approval.
- The maker of the form was just asked to update the form.

The motion passed as amended.

8) Standing Committees:

- *Academic Master Plan/Shawn Dry*
Shawn Dry reported that campus achievement reports are due by January 31st and the reports will be shared at Discipline Day.
- *Academic Standards/Jennifer Craft*
Jennifer Craft reported that the committee is working on reviewing the catalog.
- *Curriculum/Mary Kay Lawless*
Mary Kay Lawless presented the Consent Agenda.

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

- *Curriculum Review/Gail Mays*
Gail Mays reported the following:
 - CRC did not meet in January.
 - At the February 6th CRC meeting, Music and Auto Servicing will be reviewed.

- A potential list of reviews for 2009-2010 has been completed and it will be sent to the Vice Chancellor's office so the postings can be done before the master schedule is created.
- *Student Outcomes Assessment/Leslie Roberts*
Leslie Roberts reported the following:
 - Bob Anderson (AH) has been conducting interesting workshops with faculty to develop aesthetic awareness. The next workshop is February 20th at OR (contact the PDTC for more information).
 - Suzanne Labadie (RO) has also updated the social responsibility rubric draft after some fall workshops. These can be viewed at: <http://www.oaklandcc.edu/assessment/GEAssessment/>.
 - Arden Sargeant and Lin Armitage have been conducting workshops for students interested in submitting entries to the SOAC essay contest.
 - 2008-09 Student Essay Contest information is available on the distribution table and the web site.
 - Information pertaining to "OCC Reads – The Power of One" (upcoming book discussion groups) is available on the distribution table. An updated list will also be available at Discipline Day.
- *TMC/Gladys Rockind*
Gladys Rockind reported the following:
 - A "TMC – Copyright Committee" brochure is available on the distribution table. The TMC at OCC created the flyer and the related website (www.oaklandcc.edu/tmc/copyright) to collect copyright information for OCC's fair use of intellectual property based on the policy established by its Board of Trustees. Judy Matteson was commended for her work on the brochure.
 - On Discipline Day there will be a technology and book fair. National Satellite will be bringing new and different things.
 - TMC is working on having meetings via inter-campus video conferencing rooms at three of the sites – AH, OR and DO. She will keep the Senate informed of the progress.

9) Ad Hoc Committees:

- *General Education Outcomes/Gail Mays*
Gail Mays reported the following:
 - On February 12th each campus will have a room before the Campus Senate meetings where GE committee members will be present to help faculty complete forms for fast-tracking.
 - The following disciplines have completed fast tracking: Chemistry; Biology; Music; Geography; Political Science; History; Theatre; and Speech.
 - February 23rd is the deadline date for fast tracking. After that date, fast tracking reverts to the traditional curricular process of campus to college.
- *Transfer Degrees/*
Mary Ann McGee reported that a "Report from the Ad Hoc Curriculum Review Committee" is available on the distribution table. Under "Full-time faculty representatives from the following disciplines or discipline groups" the following should

be changed: 2 – Fine Art (instead of 3); 3 – Behavioral Science (instead of 2). The report contains recommendations from the committee and it is being lodged for discussion at the Campus Senate meetings.

- *Distance Learning/G. Rokind*

Gladys Rockind reported that the committee held its second meeting in January and they will be meeting again in three weeks. The committee is working in subgroups to make sure we have appropriate services before going further.

10) Administration:

- Chancellor Tim Meyer sent his regrets for not being able to attend the CAS meeting.
- CASC Update - Mary Ston reported that the motion Senate passed regarding food service was referred to CASC for further review.
- Chair Mary Ann McGee reported that Dr. Meyer approved the two motions passed by Senate at the December meeting regarding academic dismissal and changes to the course substitution form.

11) Community Comments:

- Laurie Huber, Athletic Director, reported that the women's basketball team won their game on Wednesday night, and the men's basketball team won against Mott Community College – 70 to 45. Those in attendance were invited to the next basketball games which are scheduled on Saturday, January 31st at 1:00 and 3:00 p.m.
- RO/SF – Darlene Johnson-Bignotti reported that RO/SF has a student senator. His name is Haider Malik. This is his fourth semester at OCC and he has an undeclared major.

12) Adjournment:

Meeting adjourned: 4:45 p.m.

Respectfully submitted,

Nick Valenti, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
January 29, 2009
Highland Lakes Campus

NEW COURSES

1. **THE-2101-2110 Topics in Theatre.** This is a series of ten 1-3-credit courses with a Group "B" Classification. Target date for first offering is Summer 2009. Course description:

"Topics courses will provide students with a focus on a particular area of theatre. The specific topics vary from semester to semester and will be announced in the corresponding Schedule of Classes."

2. **THE-2111-2120 Topics in Technical Theatre.** This is a series of ten 1-3 credit courses with a Group "B" Classification. There is a \$30 course fee. Target date for first offering is Summer 2009. Course description:

"Topics in Technical Theatre courses will provide students with a focus on a particular area of technical theatre. The specific topics vary from semester to semester and will be announced in the corresponding Schedule of Classes. Course/lab fees."

MINOR COURSE REVISIONS

1. **HIS-1550 Contemporary World.** Revise course description to reflect less gender-specific language. Replace General Education Attributes with the following General Education Outcome: Global Understanding and Responsibility. Target date for first offering is Fall 2009.
2. **HIS-1700 Michigan History.** Revise course description to correct incomplete sentence structure. Replace General Education Attributes with the following General Education Outcome: Critical Thinking. Target date for first offering is Fall 2009.
3. **HIS-2510 United States through the Civil War Era.** Change course title to "**United States History to 1877.**" Revise course description to clarify the ending point as 1877. Replace General Education Attributes with the following General Education Outcome: Critical Thinking. Target date for first offering is Fall 2009.
4. **HIS-2520 United States from the Civil War Era to the Present.** Change course title to "**United States History from 1877 to the Present.**" Revise course description to clarify the starting point as 1877. Replace General Education Attributes with the following General Education Outcome: Critical Thinking. Target date for first offering is Fall 2009.
5. **HIS-2620 African American History from 1877 to the present.** Correct course title using capital "P" in "Present." Replace General Education Attributes with the following General Education Outcomes: Critical Thinking. Target date for first offering is Fall 2009.

MINOR PROGRAM REVISIONS

1. **THE.ALA Theatre.** Add two new courses: THE-2101-2110 Topics in Theatre and THE-2111-2120 Topics in Technical Theatre to the list of electives. Reactivate THE-2560 Play Production and Events

Management and add it to the list of electives. Move THE-1990 Fundamentals of Directing from **Required Specialty Courses** to the list of electives. Change the number of required electives from 9 to 12. Total number of required credits does not change. Target date for first offering is Fall 2009.

MAJOR CERTIFICATE REVISIONS (10-Day Notice Sent)

1. **CIS.NWS.CT Network Specialist Certificate.** Replace CIS-2940 (4-cr) and CIS-2960 (3-cr) with CIS-1305 (4-cr) and CIS-1310 (4-cr). Increase in total number of required credits from 36 to 37. Target date for first offering is Fall 2009.

FAST-TRACK GENERAL EDUCATION OUTCOMES Target Date for first offering is Fall 2009

1. BIOLOGY

- a) **BIO-1500 Environmental Science** – From GE Attributes 2, 3, 6, 7, 10 to GE Outcomes: Global Understanding and Responsibility.
- b) **BIO-1511 Life Science** From GE Attributes 2, 3, 6, 7 to GE Outcomes: Scientific Literacy.
- c) **BIO-1530 Introductory Biology: Molecular and Cellular** – From GE Attributes 2, 3, 6, 7 to GE Outcomes: Scientific Literacy.
- d) **BIO-1560 Introductory Biology: Biodiversity and Ecology** – From GE Attributes 6, 7 to GE Outcomes: Scientific Literacy.
- e) **BIO-1570 Microbiology of Health and Disease** – From GE Attributes 2, 7 to GE Outcomes: Scientific Literacy.
- f) **BIO-2540 General Zoology** – From GE Attributes 2, 6, 7 to GE Outcomes: Scientific Literacy.

2. CHEMISTRY

- a) **CHE-1000 Introductory Chemistry** - From GE Attributes 2, 3, 6, 7 to GE Outcomes: Critical Thinking, Quantitative Literacy.
- b) **CHE-1510 General Chemistry I** - From GE Attributes 2, 3, 6, 7 to GE Outcomes: Critical Thinking, Quantitative Literacy.
- c) **CHE-1520 General Chemistry II** – From GE Attributes 2, 3, 6, 7 to GE Outcomes: Critical Thinking, Quantitative Literacy.

3. HISTORY

- a) **HIS-1510 World Civilizations to the Beginning of the Modern Era** – From GE Attributes 1, 2, 4, 8, 10 to GE Outcomes: Critical Thinking, Global Understanding and Responsibility.
- b) **HIS-1520 World Civilizations from the Modern Era** – From GE Attributes 1, 2, 4, 8, 9, 10 to GE Outcomes: Critical Thinking, Global Understanding and Responsibility.
- c) **HIS-1550 Contemporary World** – From GE Attributes 1 to GE Outcomes: Global Understanding and Responsibility.
- d) **HIS-1700 Michigan History** – From GE Attributes 1 to GE Outcomes: Critical Thinking.
- e) **HIS-2510 United States History to 1877** – From GE Attributes 1, 2, 8, 9 to GE Outcomes: Critical Thinking.
- f) **HIS-2520 United States History from 1877 to Present** – From GE Attributes 1, 2, 8, 9, 10 to GE Outcomes: Critical Thinking.
- g) **HIS-2610 African American History to 1877** – From GE Attributes 1, 2, 4, 8, 9 to GE Outcomes: Critical Thinking.
- h) **HIS-2620 African American History from 1877 to the Present** – From GE Attributes 1, 2, 4, 8, 9 to GE Outcomes: Critical Thinking.

4. MUSIC

- a) **MUS-1510 Piano I** – From GE Attributes 4 to GE Outcomes: Aesthetic Awareness.
- b) **MUS-1520 Piano II** – From GE Attributes 4 to GE Outcomes: Aesthetic Awareness.
- c) **MUS-1540 Music History: Western Music I** – From GE Attributes 4 to GE Outcomes: Aesthetic Awareness.
- d) **MUS-1550 Music History: Western Music II** – From GE Attributes 4 to GE Outcomes: Aesthetic Awareness.
- e) **MUS-1560 Understanding Music** – From GE Attributes 4, 8 to GE Outcomes: Aesthetic Awareness.
- f) **MUS-1570 Guitar I** – From GE Attributes 2, 4 to GE Outcomes: Aesthetic Awareness.
- g) **MUS-1580 Guitar II** – From GE Attributes 2, 4 to GE Outcomes: Aesthetic Awareness.
- h) **MUS-1585 World Music** – From GE Attributes 4, 8 to GE Outcomes: Aesthetic Awareness.
- i) **MUS-1590 Music History: Rock** – From GE Attributes 2, 4 to GE Outcomes: Aesthetic Awareness.
- j) **MUS-1685 Music History: Jazz** – From GE Attributes 4 to GE Outcomes: Aesthetic Awareness.
- k) **MUS-1810 Voice I** – From GE Attributes 4 to GE Outcomes: Aesthetic Awareness.
- l) **MUS-1820 Voice II** – From GE Attributes 4 to GE Outcomes: Aesthetic Awareness.
- m) **MUS-1830 Vocal Literature** – From GE Attributes 4 to GE Outcomes: Aesthetic Awareness.
- n) **MUS-1850 Piano Literature** – From GE Attributes 4 to GE Outcomes: Aesthetic Awareness.

5. POLITICAL SCIENCE

- a) **POL-1510 American Government** – From GE Attributes 9 to GE Outcomes: Social Responsibility.
- b) **POL-2520 Urban and State Politics** – From GE Attributes 8, 9 to GE Outcomes: Social Responsibility.
- c) **POL-2530 International Relations** – From GE Attributes 8, 9, 10 to GE Outcomes: Global Understanding and Responsibility.
- d) **POL-2610 Comparative World Politics** – From GE Attributes 8 to GE Outcomes: Global Understanding and Responsibility.

6. SPEECH

- a) **SPE-1290 Interpersonal Communication** – From GE Attributes 1, 3, 5, 6, 8 to GE Outcomes: Effective Communication, Personal Development.
- b) **SPE-1610 Fundamentals of Speech** – From GE Attributes 1, 2, 5, 6, 7, 9 to GE Outcomes: Effective Communication, Information Literacy.
- c) **SPE-2290 Intercultural Communication** – From GE Attributes 1, 8 to GE Outcomes: Effective Communication, Global Understanding and Responsibility.
- d) **SPE-2610 Persuasion** – From GE Attributes 1, 2, 3, 9 to GE Outcomes: Effective Communication, Social Responsibility.
- e) **SPE-2620 Oral Interpretation of Literature** – From GE Attributes 1, 2, 4, 6 to GE Outcomes: Effective Communication, Aesthetic Awareness.

7. THEATRE

- a) **THE-1561 Introduction to Theatre** – From GE Attributes 4, 6 to GE Outcomes: Aesthetic Awareness.
- b) **THE-1571 Acting I** – From GE Attributes 4, 6 to GE Outcomes: Aesthetic Awareness.
- c) **THE-1580 Acting II** – From GE Attributes 4, 6 to GE Outcomes: Aesthetic Awareness.