

# Oakland Community College

2008-2009 COLLEGE ACADEMIC SENATE  
MINUTES OF May 28, 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, G. Mays, S. Miller, A. Palmer, G. Rockind, L. Wallace, R. Ston, H. Tanaka
Guests:	J. Craft, M. Kersten-Hart, L. Huber
Students:	E. Allen, E. Parham
District Office:	C. Maze
Guests:	T. McCauley, B. Montgomery, L. Redmond, M. Schmidt, N. Showers, C. Tanner
Highland Lakes:	N. Boulos, E. Fett, L. Mastin, M. Ston, G. May
Guests:	K. Flores, V. Jones, V. Kloosterhouse, C. Roman
Orchard Ridge:	J.J. Berry, A. Frank, M. Kokoszka, M. A. McGee, M. Pergeau, L. Roberts, N. Valenti, G. Faye
Guests:	J. Seiler
Student:	C. Rudberg
Royal Oak/Southfield:	E. Abbey, D. Johnson-Bignotti, S. Labadie, M. K. Lawless, R. Nagler, A. Sargeant, B. Stanbrough, S. Reif
Guests:	D. Mathews

2) Acceptance of Agenda:

**MOTION: To accept the agenda as written.**

**MOTION: To add a report from the “College Website Committee” under “Ad Hoc Committees.”**

**MOTION: To add “Budget/Shared Governance” under “New Business.”**

**MOTION: To accept the Agenda as amended. Seconded, passed.**

3) Approval of Minutes:

**MOTION: To approve the minutes of April 23, 2009 as written. Seconded, passed.**

4) Leadership:

- Chair Mary Ann McGee reported the following:
  - Senate Leadership welcomed the new Senate Chairs for 2009-10 at the May 15<sup>th</sup> Senate Leadership meeting. The new chairs were encouraged to attend the Leadership meetings for the remainder of the academic year.
  - The annual Senate Leadership retreat will be held on Tuesday, August 4<sup>th</sup>. The deans will be asked to join Senate Leadership for part of the meeting.
  - Vicki Kloosterhouse was welcomed back from her sabbatical leave.

5) Presentation

- An Introduction to OCC's Behavioral Assessment Program

Terry McCauley thanked the BART Organizing Committee for their work on BART which stands for Behavioral Assessment Review Team. The team is organized to have a direct impact on safety both in the classroom and outside the classroom. Each campus and college site has a BART Dean/representative.

Terry McCauley highlighted the following regarding BART:

- What is a Behavioral Assessment Program?
  - A comprehensive threat assessment program that reviews all concerns brought forward that involve actions of students, potential students, or other college visitors.
  - A team approach emphasizing cross-departmental expertise and consistency in results.
- Examples of how Behavioral Assessment can be used
  - A student threatens a fellow student/faculty member in class.
  - A person considering enrolling makes threatening comments to an employee at Enrollment Services, to a counselor, etc.
- Description of the Behavioral Assessment Review Team (BART)
  - At a minimum, the team would consist of: academic dean, public safety, and a counselor.
- A representative list of inappropriate communication involving OCC that could activate the BART Team
  - Conduct, behavior, interaction, data postings, words and other forms of communication
- A list of who college employees should contact if they are made aware of inappropriate or threatening communication
  - If the incident doesn't require an immediate response, use the Concern Form on InfoMart – <http://infomart.oaklandcc.edu/forms/StudentServices.htm>.
- Why is a Behavioral Assessment Program necessary?
  - Consistent college-wide approach.

- Safety is the primary goal.

Please note: BART does not handle concerns about any employee issue.

Terry McCauley answered questions from Senate members regarding BART:

- When BART handles threatening/conflicting situations, FERPA guidelines will be followed at all times.
- Students can find out about BART via the Student Handbook and BART training will be included in student orientation sessions.
- Information regarding BART will also be included on the College website and adjunct website. BART training will be included in adjunct orientation sessions as well.

#### 6) Old Business:

- Recommendation re: Placement Policy for Transfer Classes

Shawn Dry reported that at last month's CAS meeting, the campuses were asked to discuss recommendations regarding placement policy for transfer classes. He highlighted the discussion from Senate Leadership as follows:

- Three of the campuses had conversations regarding the topic.
- AH Campus was in favor of implementing a placement policy for transfer classes and they offered suggestions for making it happen.
- The other two campuses wanted more information such as: What does this mean? Where is it coming from? How did this start? Who brought this topic up? Is there official documentation to look at?

Shawn Dry made the following recommendation on behalf of Senate Leadership: Senate Leadership would like to gather data over the summer to demonstrate the need for placement requirements for registration into transfer-level courses. For example, the Developmental Ed report is 5 years old and the information could be updated through IR. National benchmarking data is available from peer community colleges. Senate Leadership would like to present the information gathered in September so the Senate can have conversations with meaningful data.

Darlene Johnson-Bignotti reported that she solicited feedback from RO/SF campus regarding the topic and they would like information regarding the number of drops after the first class meeting and the number of refunds after classes are dropped.

The consensus of the Senate was for Senate Leadership to gather the data.

- "I" Grades

Marilynn Kokoszka presented the following motion on behalf of the OR Campus Senate:

**MOTION: The Orchard Ridge Academic Senate recommends that the "I" language as it currently exists is sufficient and that we support maximum autonomy**

**for faculty, full time and adjuncts, in its use. Further, “I” documentation is to be kept on file with department approval required for adjuncts. Seconded.**

Discussion followed:

- Sufficient documentation should be kept on file in full-time faculty offices or with the department. The department should have the authority to enforce.
- Further discussion on this topic doesn't seem worthwhile.
- The Sociology discipline feels that the decision to give an “I” should remain with the faculty member.
- Senate should consider that in some instances a student that receives an “I” is allowed to sit in on the class the next semester; this is not fair to students that are given only one chance to take the class.
- If a student tries to make up their “I” during the summer semesters and they aren't enrolled, they may not be able to access the information they need.
- Concern was expressed that motions are being brought forward before the Academic Standards committee has had conversations.
- It is premature to vote on motions because the committee needs to present their findings.
- The motion is a reflected opinion of a large group (reaction from campus); it is a baseline to look at some of the information.
- The motion is giving advice to the ASC, and offering an idea.
- The Deans' Forum discussed the motion and they fully support it.

**The question was called.**

**The motion passed.**

Marilynn Kokoszka presented the following motion on behalf of the OR Campus Senate:

**MOTION: The Orchard Ridge Academic Senate moves to revise the original “I” form to include departmental approval of “I”s assigned by adjuncts and additionally provide an “earned grade” entry option to take effect in the event that the contract is not filled. Seconded.**

Discussion followed:

- The departments need to have control over the “I” grades.
- The motion allows for a “holding grade.”

**Friendly Amendment: To suspend discussion of the motion and refer to the Academic Standards Committee for further discussion and recommendation. Seconded.**

Discussion followed:

- Can both a grade and date be entered in the system? - this is a programming issue.
- The ASC is gathering data from the departments, disciplines, Campus Senates and the CAS. They plan on bringing recommendations to the Senate to make things more standardized and clearer regarding the “I” grade.

**The motion as amended passed.**

7) New Business:

- Budget/Shared Governance

Marilynn Kokoszka expressed concern regarding an e-mail that was sent out to the college community that outlined budget cuts that were made for the 2009-2010 academic year because of a shortfall. Reductions are being made in student employees, student service areas, and sports programs. These are academic areas that affect students and faculty. Shouldn't the academic areas of the college be consulted prior to sending out an e-mail? How does the budget process and academic involvement through shared governance work at OCC?

Discussion followed:

- Budget presentations were made at all the campuses.
- The budget was presented to the Board and the Board approved the budget; the Board presentation included global amounts.
- Has there been a budget presentation at Senate?
- An application can be submitted to the State Department of Education to make up some of the money that was cut from the budget.
- How can more classes be offered when there are budget cuts?
- Criteria levels need to be set up – what areas are more critical than others? What role should the College Academic Master Plan play in budget cuts?

**MOTION: That the Chancellor give a presentation on how shared governance is supposed to work at OCC. Seconded.**

**Friendly Amendment: That the presentation address budget cuts and shared governance at the college. Seconded.**

**The motion as amended passed.**

8) Standing Committees:

- *Academic Master Plan/Shawn Dry*

Shawn Dry highlighted information on “Assessment of the Past Planning Process” - performed by the College Academic Master Plan Committee, and “Timeline of the College Academic Master Plan.” The CAMP assessed the past planning process and offered recommendations for each item to continue to move forward.

**Shawn Dry made a request to lodge the report for further discussion at Senate Leadership.**

- *Academic Standards/Jennifer Craft*

Jennifer Craft reported that the next ASC meeting will be held on Friday, June 5<sup>th</sup> at 10:00 a.m. at the OR Campus. The committee will continue to discuss grades, and they are looking for a Chair for next year.

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

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

Mary Kay Lawless reported that the last College Curriculum meeting of the academic year will be held on Monday, June 1<sup>st</sup> at 3:00 p.m. at DO in the Board Room.

- *Curriculum Review/Gail Mays*  
Gail Mays reported that on May 15<sup>th</sup> CRC reviewed the Sign Language Interpreter Program and the Criminal Justice Program. CRC Recommendations, Curriculum and Program Needs were outlined on the CRC Report available on the distribution table. Kelly Flores was acknowledged for the SLS Program being named as one of the four approved interpreter college training programs in the State by the Michigan Department of Education.
- *Student Life/*  
Henry Tanaka announced that he sent out an e-mail soliciting membership to serve on the Student Life Committee but not all the Campus Chairs have sent their representative's names. A meeting notice will be sent out to the college community.
- *Student Outcomes Assessment/Leslie Roberts*  
Leslie Roberts reported the following:
  - As a follow-up to Faculty Assessment Days, assessment facilitators have compiled reports that included proposed rubric changes that are based on the comments of the faculty in attendance. These along with the facilitators' annual reports will be made available on the OAE web site this summer.
  - The GE facilitator description and responsibilities for next year have been expanded.
  - 20 PDTC Assessment Workshops were offered June – August, 2009-2010, serving 260 attendees.
  - GE Facilitators will propose workshops for 2009-2010 and publicize these as early as possible, and spread them throughout the year.
  - Program assessment criteria are also being clarified and a Program Assessment Day is still being planned for fall, 2009.
  - The committee is looking at next year's SOAC sponsored, OCC Foundation funded student essay contest. Plans are to link the contest with another Gen Ed attribute and OCC Reads, if possible.
  - The book entitled, "When the Emperor Was Divine," by Julie Otsuka was selected for next year's "OCC Reads."
- *TMC/Gladys Rockind*  
Gladys Rockind reported that the faculty showcase will be held tomorrow morning (May 29<sup>th</sup>) at the AH Campus in F-122 at 9:00 a.m. Wimba (a new system) will be demonstrated that allows shared learning across the Internet. Those in attendance were encouraged to attend tomorrow's event.

9) Ad Hoc Committees:

- *General Education Outcomes/Gail Mays*

Gail Mays announced that the GE Committee will be meeting on Friday, May 29<sup>th</sup> from 10:00 – 12:00 noon at DO. The committee is working on implementation, and what to do regarding the GE distribution list.

- *Liberal Arts Review/*  
Mary Ann McGee reported that the Liberal Arts Review committee is in the process of being formed.
- *Distance Learning/Gladys Rockind*  
No report.
- *College Website*  
Michelle Kersten-Hart read the motion that was passed at the April 23<sup>rd</sup> CAS meeting regarding the committee's responsibilities. The committee didn't receive any additional comments or feedback from the college community regarding the website. The committee met and they reviewed other community college websites that have won awards. Washetenaw Community College has 9 web designers, whereas OCC has only one. She read 6 recommendations the committee would like to work on. She will submit the report in writing so it can be acted on at the June CAS meeting, and she will send the list of recommendations to the Senate Chairs prior to their Campus Senate meetings.

10) Administration:

- No report.
  - CASSC Update  
Cathey Maze reported that the council will tie up loose ends at the June meeting – benchmarking recommendations, etc.

11) Community Comments:

- Cynthia Tanner announced that the OCC Foundation will hold the 18<sup>th</sup> Annual Golf for Scholarships on Friday, August 21<sup>st</sup> at Pine Knob Golf Course in Clarkston, MI. If interested, registration forms are available online.
- Henry Tanaka announced that on the OCC website front page there is a link for “Help for Unemployed Workers.” The link provides a “Calendar of Events” that includes Basic Skills workshops offered by the ASC on the campuses.
- Laurie Huber announced the following:
  - 5 athletes received “NJCAA All American” for 2008-09.
  - 40% of all OCC athletes had an average of a 3.0 GPA and above.
  - The average Athletic Department GPA for 2008-09 was 3.01.
  - The Men's Golf team placed 13<sup>th</sup> in the nation.
  - She thanked the Senate for their academic support.
  - On June 4<sup>th</sup> there will be an Athletic Banquet to recognize the many achievements of our student athletes.

12) Adjournment:

Meeting adjourned: 4:35 p.m.

Respectfully submitted,

---

Nick Valenti, Secretary

---

Nancy K. Szabo, Recording Secretary

**COLLEGE CURRICULUM / INSTRUCTION COMMITTEE**  
**Academic Senate Consent Agenda**  
**May 28, 2009**  
**Highland Lakes Campus**

**MINOR COURSE REVISIONS**

1. **CIS-1090 Personal Computer Graphic Concepts.** Change course title to: **Web Graphics Concepts.** Change course description. Target date for first offering is Fall 2010.
2. **CIS-1125 JavaScript Programming for Websites.** Add prerequisite: CIS-2781. Target date for first offering is Fall 2010.
3. **CIS-1400 Introduction to Web Systems.** Change course title to: **Web Design I.** Change course description. Target date for first offering is Fall 2010.
4. **CIS-1721 Internet Publishing and Web Design.** Change course title to: **Web Design II.** Change course description. Target date for first offering is Fall 2010.
5. **CIS-1722 Web Publishing.** Change course title to: **Web Animation.** Change course description. Target date for first offering is Fall 2010
6. **CIS-2781 HTML Programming.** Change course title to: **XHTML Programming.** Change course description. Target date for first offering is Fall 2010.

**MAJOR COURSE REVISIONS**

1. **ARC-2150 Construction Specifications and Proposal Writing.** Decrease credit hours from 3 to 2. Target date for first offering is Fall 2010.

**NEW COURSES**

1. **CVL-1500 Soil and Foundations.** This is a 3-credit course with a Group "B" Classification (25 students). Prerequisite: APM-8110 or MAT-1100 or higher; or consent of instructor. There is a \$50 course fee. Target date for first offering is Fall 2009. Course description:

"This course is designed to teach the student the fundamental concepts of soil classification, soil composition and structure, properties of soil, compaction, soil investigation, test and analysis, moisture-density relationship, bearing ratio, precolation, and seismograph exploration. Includes testing of materials used in various fields of construction. Course/lab fees."

**MINOR PROGRAM / CERTIFICATE REVISIONS**

NONE

**MAJOR PROGRAM / CERTIFICATE REVISION**  
**(10-Day Notice Sent)**



NONE

**NEW CERTIFICATES OF ACHIEVEMENT  
(10-Day Notice Sent)**

NONE

**NEW CERTIFICATES  
(10-Day Notice Sent)**

NONE

**GENERAL EDUCATION OUTCOMES**

NONE

**OTHER BUSINESS**

NONE