

Oakland Community College

2009-2010 COLLEGE ACADEMIC SENATE
MINUTES OF March 25, 2010
Auburn Hills Campus

The College Academic Senate was called to order at 3:23 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, H. Tanaka, P. Dolly
Guests:	E. Brennan, C. Flagg, T. Khan, M. Merritt, S. Miller, E. Scott, A. Racka, N. Showers, K. Tiell, J. Zachwieja
District Office:	L. Nadlicki, G. Harris, L. Noland, M. Schmidt, T. Meyer
Guests:	A. Powell, M. Smydra, C. Tanner
Highland Lakes:	B. Bliss, N. Boulos, E. Fett, S. Hanna, V. Kroll, L. Mastin, K. Robinson, M. Ston, G. May
Guests:	L. Jasinski, C. Roman
Orchard Ridge:	T. Baracco, J.J. Berry, M. Kokoszka, M. A. McGee, L. Roberts, J. Seiler, C. Ziolk
Royal Oak/Southfield:	E. Abbey, T. Hendricks, S. Labadie, M. K. Lawless, R. Nagler, B. Stanbrough, S. Reif
Guests:	L. Crews, D. Mathews, J. Matteson, M. Smydra
Student:	H. Malik

2) Acceptance of Agenda:

MOTION: To accept the agenda as written.

MOTION: To change the order of the Standing Committee reports and allow TMC to report first.

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

3) Approval of Minutes:

MOTION: To approve the minutes of February 25, 2010 as written. Seconded, passed.

4) Leadership:

- Chair Mary Ann McGee reported the following:
 - She attended the scholarship luncheon at the OR Campus today and she encouraged everyone to donate to the foundation. The luncheon is a wonderful reaffirmation of what we do at OCC everyday – change students’ lives. She also thanked Cynthia Tanner for her hard work.
 - Bob Montgomery attended Senate Leadership and provided a demonstration of Sharepoint software (vehicle for Senate document sharing and collaboration). The site can provide announcements, a centralized calendar, and information can be shared via a discussion board, blog or wiki. Minutes and approved CAS documents can be posted on the website and the information is “searchable.” Senate Leadership was enthusiastic over the presentation but in order for the software to benefit, the entire Senate has to be willing to learn/use it. Bob Montgomery was scheduled to attend today’s Senate meeting to give a presentation on Sharepoint but was unable to attend due to a Sharepoint training conflict. A Sharepoint presentation may be on the April or May CAS agenda. Senate Leadership will continue to explore the options for sharing Senate information.

Gladys Rockind reported that PDTC training will be set up if Senate decides to implement Sharepoint.

5) Presentation

- None

6) Old Business:

- Distance Learning Plan (Draft)

Gladys Rockind reported that she received feedback at Senate Leadership regarding the Distance Learning Plan. In order to move forward, the institution should decide what direction to take with online courses. The following feedback was provided:

- Students should be trained and have a certain level of expertise before taking an online class.
- Need cost data of online courses.
- What is the philosophy regarding online courses/online degrees? Is the goal to offer an online degree that is 100% online?
- The committee would like to have an outline to feed into.
- Target dates were not listed in the “Interim Report” intentionally.
- There should be focus groups to determine why students take online courses – a survey is ongoing.
- Someone should be in charge of online courses at the administrative level.

- Will there be money in place to support these students? How do we want to allocate our resources?
- OCC has a relatively unregulated online environment.
- Right now the growth of online courses is exponential (approximately 1.23% per year). The number of SCHs is also increasing.
- A recommendation was made to send the questions back to the committee for answers so Senate can decide if this is something we should pursue.
- There is data available from IR regarding retention of online courses.
- OCC still has a formal relationship with MCCVLC.
- In order to move the discussion along, a recommendation was made to have IR and a few Senate members review case studies and make a discreet proposal. The options could be sent to the Campus Senates for discussion and then to the CAS for a vote.
- Do students online learn as well or better than face-to-face students?

Gladys Rockind presented a chart that represented CMS (Course Management System) Growth by Year/Semester.

MOTION: To send the “OCC Online Learning Mission Statement” (proposed) outlined in the “Interim Report” back to the Campus Senates for further discussion. Seconded.

Discussion followed:

- What are we going to do with the information after the discussion?
- The purpose of the motion is to allow campuses to discuss the proposed mission statement.
- If the report is divided up into smaller sections, it is easier to understand.
- The Senate should deliberate and make academic recommendations from an academic perspective.
- An executive summary of the financial area of online courses should be taken into consideration as well.

The question was called.

The motion passed.

MOTION: That the Distance Learning Ad Hoc Committee work with additional Senate representation (one representative per campus) to review the “Interim Report” and identify separate issues to be discussed. Seconded, passed.

A recommendation was made that the group review the financial information from Clarence Brantley’s area as well as the data available from IR regarding online courses.

7) New Business:

- None

8) Standing Committees:

- *TMC/Gladys Rockind*

Gladys Rockind reported that the TMC event that was scheduled for January 29th will be rescheduled to April 16th – three speakers will be presenting. Information will be provided on Internet2 and E-books (how students can access books for free). TMC will send out more information regarding the event via e-mail.

Gladys Rockind distributed “‘Method of Delivery’ Definitions for Schedule of Classes.” The document provided proposed definitions for the following: LEC (Lecture); Hx/y (Hybrid); and Oz (Online). “Existing Method of Delivery definitions from the Schedule of Classes” was also provided for the following: CLO (Classroom/Online Courses); ONL (Online); AUG (Augmented) – none; Hx/y (Hybrid) – none; and LEC (Lecture) – none. The intention of the information provided is to generate a discussion to define/organize the different types of courses taught at OCC. When a student registers for a class, a link would be provided that would list the specific dates they would have to meet face-to-face on campus. The information would also assist in organization of room scheduling.

MOTION: To lodge the “‘Method of Delivery’ Definitions for Schedule of Classes” for further discussion at the Campus Senates. Seconded, passed.

- *Academic Master Plan/Shawn Dry*

Shawn Dry reported that the committee is in the process of reviewing the current Campus Academic Master Plans. The campus plans were required to include a cost-benefit component. The committee will also do a comprehensive comparison of all the plans to each other. A report on the findings will be shared at the April Senate meeting.

- *Curriculum/Mary Kay Lawless*

Mary Kay Lawless presented the Consent Agenda. She also noted that the information on the Consent Agenda will be included in the 2010-11 catalog.

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

Mary Kay Lawless thanked the Curriculum Committee and Leanne Nadlicki for all their hard work to make the catalog deadline.

- *Curriculum Review/Gail Mays*

CRC is working with SOAC and the SLA (Student Learning Academy) on a process for the new Student Learning Review Committee (SLRC). A draft will be distributed at the April CAS meeting.

- *Student Outcomes Assessment/Vicki Kloosterhouse*

Leslie Roberts reported on behalf of Vicki Kloosterhouse. She reminded faculty that Faculty Assessment Day (FAD) will be held on March 26 and 27 at the AH Campus from 9:00 a.m. – 1:00 p.m. Faculty will be reviewing student work using the rubrics created by OCC faculty members. The focus will be on six General Education Outcomes.

Individuals participating in FAD will earn SDUs. She also provided information on Professional Learning Communities at OCC.

9) Ad Hoc Committees:

- *General Education Outcomes/Gail Mays*
No report.
- *Liberal Arts Review/John Mitchell*
J.J. Berry reported that the committee will be providing a list of recommendations at next month's Senate meeting and the work of the committee will be coming to an end. He also indicated that the Associate in Liberal Arts Degree is the most granted degree at OCC.
- *Distance Learning/Gladys Rockind*
No additional report.

10) Administration:

- Chancellor Meyer provided an update on the following:
 - Excellence Day is scheduled for April 9th at the Marriott at Centerpoint and lunch will be provided. Concern has been expressed about food service and inconsistency in our message to cut back on providing food at events, meetings, etc. Planning for Excellence Day is done way in advance and we are locked into a contract for 2010; the college must meet the financial obligation even if we cancel. Different alternatives will be considered in the future. Lunch was not provided at Discipline Day in October and it was recognized that food is an important part of group events. Therefore, administration decided to provide food at the February Discipline Day but the intention was to reduce the menu. The cost of the event was reduced substantially but Culinary showcased the event very well. Chancellor Meyer thanked the college for cutting back on food service and he indicated that the decision has saved the institution money.
 - He also reported on the financial reality of OCC. Revenue has been declining and property values are astoundingly low. In April there will be an "Economic Outlook Luncheon" held at the Troy Marriott and representatives from OCC will be attending. Fortunately, the college has time to address the loss in revenue. We are moving forward and an "everybody" e-mail will be sent out outlining the process/recommendations. Three Study/Review teams have been commissioned by, and are accountable to Chancellor's Cabinet to address the economic situation. The three teams are as follows:
 - Administrative Services (CASC)
 - Academic Programs (CASSC)
 - Student Support Services – analyze and recommend a process re-design (CASSC)The teams will coordinate their work with other groups in the organization.
 - Dr. Holcomb will start on July 1st as the Vice Chancellor of Academic and Student Affairs. He is an outstanding person, very considerate and a great listener, and he is very anxious to start his new position at OCC. He also enjoyed meeting with the

different employee groups. Chancellor Meyer thanked those that submitted evaluation forms on the candidates.

- HL Campus recommended when cuts are made at the college, they should be equitable. Food service should be restored at the HL Campus. The Campus President is looking into upgrading the food service at HL Campus.

11) Community Comments:

- Mary Ann McGee reported that “OCC – Benchmarking Data for Senate Leadership CCSSE & NCCBP Data Related to Developmental Education” was available on the distribution table and also on Infomart under Senate Handouts (3-25-10). The handout provides additional information and insight into discussions related to the potential use of ENG 1510 as a mandatory prerequisite for general education coursework. Those in attendance were asked to review the report and discuss the results at the campus forum meetings that will focus on the ENG 1510 Proposal.
- Marilynn Kokoszka questioned how the campus forums were going regarding the ENG 1510 Proposal. Some campuses have a scheduled date, but none have met. The forums will only be successful if the materials available are shared and the forums are well advertised in advance. Mary Ann McGee will send a list of data available to the Campus Senate Chairs to be reviewed at the campus forums.

12) Adjournment:

Meeting adjourned: 4:40 p.m.

Respectfully submitted,

Marilynn F. Kokoszka, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
March 25, 2010
Auburn Hills Campus

MINOR COURSE REVISIONS

1. **BIO-1500 Environmental Science.** Add prerequisite: Placement into ENG-1510 or higher. Target date for first offering is Fall 2010.
2. **BIO-1511 Life Science.** Add prerequisite: Placement into ENG 1510 or higher. Target date for first offering is Fall 2010.
3. **BIO-1530 Introductory Biology: Molecular and Cellular.** Add prerequisite: Placement into ENG 1510 or higher. Target date for first offering is Fall 2010.
4. **BIS-1000 Keyboarding.** Change course code from BIS-1000 to AST-1000. Change course description. Courses are equated. Target date for first offering is Fall 2010.
5. **BIS-1010 Keyboarding Skill Building.** Change course code from BIS-1010 to AST-1010. Change course description. Courses are equated. Target date for first offering is Fall 2010.
6. **BIS-1050 Formatting.** Change course code from BIS-1050 to AST-1050. Change course description. Courses are equated. Target date for first offering is Fall 2010
7. **BIS-1070 Word Processing.** Change course code from BIS-1070 to AST-1070. Change course description. Courses are equated. Target date for first offering is Fall 2010.
8. **BIS-1090 Introduction to the Legal Office Environment.** Change course code from BIS-1090 to AST-1090. Change course title to: “**Legal Office Environment Documentation.**” Increase number of credits from 2 to 3. Change course description. Courses are equated. Target date for first offering is Fall 2010.
9. **BIS-1300 Document Processing and Production.** Change course code from BIS-1300 to AST-1300. Update prerequisite to: AST-1070 and CIS-1050. Change course description. Courses are equated. Target date for first offering is Fall 2010.
10. **BIS-1450 Transcript Technology.** Change course code from BIS-1450 to AST-1450. Add prerequisite: AST-1010 and ENG-1350. Change course description. Courses are equated. Target date for first offering is Fall 2010.
11. **BIS-1700 Applied Business Systems Procedures.** Change course code from BIS-1700 to AST-1700. Change course title to: “**Office Processes and Administration.**” Update prerequisite to: AST-1300, COM-1290 and ENG-1350. Change course description. Courses are equated. Target date for first offering is Fall 2010
12. **BIS-2000 Desktop Publishing.** Change course code from BIS-2000 to AST-2000. Add prerequisite: CIS 1050. Change course description. Courses are equated. Target date for first offering is Fall 2010.
13. **BIS-2433 Office Internship I.** Change course code from BIS-2433 to AST-2433. Add prerequisite: AST-1300, AST-1700, AST-2000, CIS-1060 and CIS-1070. Change course description. Courses are equated. Target date for first offering is Fall 2010.

14. **CIS-2859 Graphics and Game Programming.** Change course title to “**Game Programming I.**” Change course description. Target date for first offering is Fall 2010.
15. **CUL-1000 Introduction to Culinary Arts.** Change course code to **CUL-1011.** Change title to “**Culinary Arts Skill Development.**” Add prerequisite: Attendance at a Culinary Arts orientation, CUL-1010 with a minimum grade of “C”; or consent of instructor. Remove Pre- or Corequisite. The courses are equated. Target date for first offering is Fall 2010.
16. **CUL-1010 Food Standards, Sanitation and Hygiene.** Change prerequisite to: Placement into ENG-1060 or higher; or placement into ESL-2410 and ESL-2510 or higher. Change course description. Target date for first offering is Fall 2010.
17. **CUL-1050 Beginning Cake Decorating.** Add prerequisite: CUL-1010 with a minimum grade of “C” and CUL-1011. Change course description. Target date for first offering is Fall 2010.
18. **CUL-1111 Cookery.** Change prerequisite to: CUL-1010 with a minimum grade of “C” and CUL-1011. Remove Co-requisites. Change course description. Target date for first offering is Fall 2010
19. **CUL-1120 Restaurant Meat Cutting.** Add prerequisite: CUL-1010 with a minimum grade of “C” and CUL-1011. Remove Pre- or Corequisite. Target date for first offering is Fall 2010.
20. **CUL-1130 Garde Manger I.** Add prerequisite: CUL-1010 with a minimum grade of “C” and CUL-1011. Remove Pre- or Corequisite. Target date for first offering is Fall 2010.
21. **CUL-1151 Retail Baking.** Add prerequisite: CUL-1010 with a minimum grade of “C” and CUL-1011. Change course description. Target date for first offering is Fall 2010.
22. **CUL-1180 Visiting Lecture Series.** Change course title to “**Hospitality Careers.**” Add prerequisite: CUL-1010 with a minimum grade of “C” and CUL-1011; or consent of instructor. Change course description. Target date for first offering is Fall 2010.
23. **CUL-1210 Dining Room I.** Add prerequisite: CUL-1010 with a minimum grade of “C” and CUL-1011. Add Pre- or Corequisite: CUI-1230. Change course description. Target date for first offering is Fall 2010.
24. **CUL-1230 Front House Management.** Add prerequisite: CUL-1010 with a minimum grade of “C” and CUL-1011. Add Pre- or Corequisite: CUL-1210. Change course description. Target date for first offering is Fall 2010.
25. **CUL-1250 Pastry I.** Add Pre- or Corequisite: CUL-1111. Target date for first offering is Fall 2010.
26. **CUL-1520 Bakery Merchandising.** Add prerequisite: CUL-1050 and CUL-1151. Remove Pre- or Corequisite. Change course description. Target date for first offering is Fall 2010.
27. **CUL-2020 Food Service Cost Control.** Add prerequisite: CUL-1111 and CUL-1230; or consent of instructor. Target date for first offering is Fall 2010.
28. **CUL-2030 Food Purchasing and Storage.** Add prerequisite: CUL-1111 or consent of instructor. Change course description. Target date for first offering is Fall 2010.
29. **CUL-2130 Garde Manger II.** Change prerequisite to: CUL-1120, CUL-1130, and CUL-1200; or consent of instructor. Target date for first offering is Fall 2010.
30. **CUL-2210 Dining Room II.** Change prerequisite to: CUL-1210 and CUL-1230. Change course description. Target date for first offering is Fall 2010.

31. **CUL-2220 Equipment Planning and Layout.** Add prerequisite: CUL-1230 and CUL-2040; or consent of instructor. Change course description. Target date for first offering is Fall 2010.
32. **CUL-2240 Hospitality Marketing.** Add prerequisite: CUL-1210 and CUL-1230; or consent of instructor. Target date for first offering is Fall 2010.
33. **CUL-2490 Hospitality Legal Issues.** Add prerequisite: CUL-1210 and CUL-1230; or consent of instructor. Target date for first offering is Fall 2010.
34. **FST-2403 Cooperative Internship – Hotel.** Change course code to: **CUL-2630.** Change course title to: **Hotel Internship.** Change prerequisite to: CUL-2610 and CUL-2620; or consent of instructor. Change course description. The courses are equated. Target date for first offering is Fall 2010.
35. **FST-2430 Front Office Management.** Change course number to: **CUL-2610.** Change course title to: **Front Office Operations.** Add prerequisite: CUL-1180 and CUL-1230; or consent of instructor. Change course description. The courses are equated. Target date for first offering is Fall 2010.
36. **FST-2450 Supervisory Housekeeping.** Change course number to: **CUL-2620.** Change course title to: **Housekeeping Operations.** Add prerequisite: CUL-1180 and CUL-1230; or consent of instructor. Change course description. The courses are equated. Target date for first offering is Fall 2010.
37. **MDA-1051 Medical Assisting – Administrative Procedures.** Add prerequisite: “Completion of the Medical Assisting Orientation.” Target date for first offering is Fall 2010.
38. **MDA-1053 Medical Office Software Applications.** Add prerequisite: “Completion of the Medical Assisting Orientation.” Target date for first offering is Fall 2010.
39. **MDA-1055 Introduction to Medical Office Transcription.** Add prerequisite: “Completion of the Medical Assisting Orientation.” Target date for first offering is Fall 2010.
40. **MDA-1140 Medical Assisting Clinical Procedures.** Add prerequisite: “Completion of the Medical Assisting Orientation.” Target date for first offering is Fall 2010.
41. **MDA-1170 Medical Assisting Laboratory Procedures.** Add prerequisite: “Completion of the Medical Assisting Orientation.” Target date for first offering is Fall 2010.
42. **MDA-1200 Basic X-ray Techniques and Spirometry.** Add prerequisite : “Completion of the Medical Assisting Orientation.” Target date for first offering is Fall 2010.
43. **MDA-1250 Phlebotomy.** Add prerequisite: “Completion of the Medical Assisting Orientation.” Target date for first offering is Fall 2010.
44. **MDA-1461 Medical Assisting Externship I.** Change course title to “**Medical Assisting Practicum I.**” Add prerequisite: MDA-1051, MDA-1140, MDA-1200, MED-1103. Change Pre- or Corequisite to: CIS-1000 or CIS-1050; MDA-1250. Target date for first offering is Fall 2010.
45. **MDA-1570 Basic Electrocardiography.** Add prerequisite: “Completion of the Medical Assisting Orientation.” Target date for first offering is Fall 2010.
46. **MDA-2010 Medical Office Medications.** Add prerequisite: “Completion of the Medical Assisting Orientation; completion of MAT 1050 with a minimum grade of “C”, or placement into MAT-1100 or higher, or an ACT score of 18 or higher on the math subtest.” Change course description. Target date for first offering is Fall 2010.

47. **MDA-2380 Medical Office Insurance Coding and Billing.** Add prerequisite: "Completion of the Medical Assisting Orientation." Target date for first offering is Fall 2010.
48. **MDA-2383 Medical Office Insurance Coding and Billing Applications.** Add prerequisite: "Completion of the Medical Assisting Orientation." Target date for first offering is Fall 2010.
49. **MDA-2410 Ophthalmic Assisting Procedures I.** Add prerequisite: "Completion of the Medical Assisting Orientation." Target date for first offering is Fall 2010.
50. **MDA-2420 Ophthalmic Assisting Procedures II.** Add prerequisite: "Completion of the Medical Assisting Orientation." Target date for first offering is Fall 2010.
51. **MDA-2460 Medical Assisting Externship II.** Change course title to "Medical Assisting Practicum II." Add prerequisite: MDA-1053, MDA-1170, MDA-1461, MDA-1570, MDA-2010, MDA-2380 and MDA-2383. Change Pre- or Corequisite to: MDA-1350. Target date for first offering is Fall 2010.
52. **NUR-1450 Clinical Skills.** Change prerequisite to: NUR 1290, NUR 1410 each with a grade of "B-" or better. Target date for first offering is Fall 2010.
53. **NUR-1460 Integrated Physical Assessment and Decision Making Skills I.** Change prerequisite to: NUR 1290, NUR 1410, NUR 1450 each with a grade of "B-" or better. Target date for first offering is Fall 2010.
54. **NUR-1470 Integrated Physical Assessment and Decision Making Skills II.** Change prerequisite to: NUR 1290, NUR 1410, NUR 1450, NUR 1460 each with a grade of "B-" or better. Target date for first offering is Fall 2010.
55. **NUR-1510 Nursing of the Childbearing Family.** Change prerequisite to: NUR 1290, NUR 1410 each with a grade of "B-" or better. Target date for first offering is Fall 2010.
56. **NUR-1520 Nursing of Adults – Mental Health and Maladaptive Behavior.** Change prerequisite to: NUR 1290 and NUR 1410 or NUR 1811, each with a grade of "B-" or better. Target date for first offering is Fall 2010.
57. **NUR-1530 Nursing of Adults I.** Change prerequisite to: NUR 1290, NUR 1410 each with a grade of "B-" or better. Target date for first offering is Fall 2010.
58. **NUR-1540 Adult Medical Surgical Nursing.** Change prerequisite to: NUR 1450, NUR 1460, NUR 1510, NUR 1530, each with a grade of "B-" or better. Target date for first offering is Fall 2010.
59. **NUR-1550 Transition to Graduate Practical Nurse Role.** Change prerequisite to: NUR 1470, NUR 1540, each with a grade of "B-" or better. Target date for first offering is Fall 2010.
60. **NUR-1811 Foundations for the Transition to the Registered Nurse Role.** Change prerequisite to: Nursing program acceptance, NUR 1290, NUR 1460, each with a grade of "B-" or better. Target date for first offering is Fall 2010.
61. **NUR-1812 Childbearing Foundations for the Transition to the Registered Nurse Role.** Change prerequisite to: NUR 1470, NUR 1811 each with a grade of "B-" or better. Target date for first offering is Fall 2010.
62. **NUR-2510 Nursing of Children and Families.** Change prerequisite to: Grade of "B-" or better in first year nursing courses. Target date for first offering is Fall 2010.
63. **NUR-2511 Nursing of Children/Families.** Change prerequisite to: NUR 1470, NUR 1540, each with a grade of "B-" or better. Target date for first offering is Fall 2010.

64. **NUR-2520 Nursing of Adults II.** Change prerequisite to: Grade of “B-“ or better in all first year nursing courses. Target date for first offering is Fall 2010.
65. **NUR-2530 Nursing of Adults III.** Change prerequisite to: Grade of “B-“ or better in all first year nursing courses. Target date for first offering is Fall 2010.
66. **NUR-2540 Transition to Graduate Nurse Role.** Change prerequisite to: Grade of “B-“ or better in all previously required courses in the nursing sequence. Target date for first offering is Fall 2010.
67. **RSP-2290 Diagnostic Testing.** Change prerequisite to: Acceptance into the program and completion of RSP-1220; or consent of instructor. Target date for first offering is Fall 2010.

MAJOR COURSE REVISIONS

1. **CUL-1240 Menu Development and Design.** Change course number to: **CUL-2040.** Increase number of credits from 2 to 3. Add prerequisite: CUL-1111 and CUL-1230; or consent of instructor. Change course description. The courses are equated. Target date for first offering is Fall 2010.
2. **EXL-2010 Exercise Physiology.** Increase credits from 3 to 4. Target date for first offering is Fall 2010.

NEW COURSES

1. **CHI-2810 – 2819 Topics in Chinese Language and Culture.** This is a series of ten courses with a variable credit value of 1 – 4 credits each. Group Classification is “A” (35 students). Target date for first offering is Summer 2011. Course description:

“These courses will deal with specific topics of interest in Chinese language and culture. The topics will vary from semester to semester. The student should consult the Schedule of Classes to discover what topics are being offered. In studying each topic the student will become cognizant of the key language and cultural concepts underlying the topic. Emphasis will be directed to understanding the historic, cultural and artistic dimensions of the language and the application of comparative study of these aspects to enhance language learning and cultural appreciation. These courses will be conducted in English unless otherwise designated.”

2. **CIS-2860 Game Programming II.** This is a 4-credit course with a Group “B” Classification (25 students). Prerequisite: CIS 2859 or consent of instructor. There is a \$40 course fee. Target date for first offering is Summer 2010. Course description:

“Students should have a basic understanding of game programming prior to enrolling in this class. This course focuses on the advanced techniques of 3-D game system development. Students will use a popular game engine and associated software tools to learn how to load and manipulate various game objects, images, sounds and control game play through software controls and event handling. Course work will also include software control of particle systems, special effects, multi-player systems, and associated data management. Students will be required to complete computer-based assignments inside/outside of class. Course/lab fees.”

3. **CUL-1060 Theme Cakes.** This is a 2-credit course with a Group “B” Classification (25 students). Prerequisite: CUL-1050 or consent of instructor. There is a \$60 course fee. Target date for first offering is Summer 2010. Course description:

“This course will provide students with knowledge and techniques to produce theme and / or special occasion cakes. Emphasis will be on design, color and production of tier cakes. Figure piping and advanced floral design will be practiced. Course / lab fees.”

4. **CUL-2301 Ice Carving Competition.** This is a 2-credit course with a Group “B” Classification (25 students). Prerequisite: CUL-2300 or consent of instructor. There is a \$100 course fee. Target date for first offering is Winter 2011. Course description:

“Students will be provided an opportunity to learn ice carving techniques used in national competitions. Planning, timing and execution of innovative concepts will be discussed. Organizational skills for successful ice carving entry will be practiced. Travel to events may be required. Course / lab fees.”

5. **CUL-2315 International Cuisine – Mexican.** This is a 2-credit course with a Group “B” Classification (25 students). Prerequisite: CUL-1111 or consent of instructor. There is a \$75 course fee. Target date for first offering is Winter 2011. Course description:

“This course provides knowledge of foods and food preparation techniques indigenous to various regions within Mexico. Discussion of culture and geographical area will provide insight to the food styles found there. Students will prepare a variety of appetizers, entrees, and desserts common to such regions. Use of specialty ingredients and/or equipment will be included when applicable. Course / lab fees.”

6. **CUL-2316 International Cuisine – Indian.** This is a 2-credit course with a Group “B” Classification (25 students). Prerequisite: CUL-1111 or consent of instructor. There is a \$75 course fee. Target date for first offering is Summer 2011. Course description:

“This course provides knowledge of foods and food preparation techniques indigenous to various regions within India. Discussion of culture and geographical area will provide insight to the food styles found there. Students will prepare a variety of appetizers, entrees, and desserts common to such regions. Use of specialty ingredients and/or equipment will be included when applicable. Course / lab fees.”

7. **CUL-2321 Food and Wine Pairing.** This is a 2-credit course with a Group “B” Classification (25 students). Prerequisite: CUL-1111 or consent of instructor. There is a \$125 course fee. Target date for first offering is Winter 2011. Course description:

“This course will provide the knowledge and skills used to develop appetizers, entrees and desserts to be accompanied with wine for contemporary dining service. Students will learn to detect attributes of various wine profiles and develop skills to pair with proper food types. Students will prepare food in kitchen labs to determine the best pairing. Course/lab fees.”

8. **CUL-2351 Culinary Certification Preparation.** This is a 1-credit course with a Group “B” Classification (25 students). Prerequisite: Consent of instructor. There is a \$100 course fee. Target date for first offering is Summer 2010. Course description:

“This course will provide the knowledge and skills needed to prepare students for the American Culinary Federation certification tests. Review of knowledge and skill competencies required for each level of certification will be discussed. Culinary skills required for exams will be practiced. Students will be provided a trial test and an evaluation. Course / lab fees”

9. **CUL-2360 Soups and Sauces.** This is a 2-credit course with a Group “B” Classification (25 students). Prerequisite: CUL-1111 or consent of instructor. There is a \$75 course fee. Target date for first offering is Winter 2011. Course description:

“This course will provide students an in-depth study of soups and sauces, both classical and nouvelle. Discussion and preparation of unique sauces will allow students to hone skills in sauce making techniques. Various styles of seasonal soups and garnishes will be prepared. Course / lab fees.”

10. **CUL-2391 Sugar Artistry.** This is a 2-credit course with a Group “B” Classification (25 students). Prerequisite: CUL-1250 or consent of instructor. There is a \$100 course fee. This course is equated to CUL-2390. Target date for first offering is Winter 2011. Course description:

“This course provides knowledge, skills and techniques to produce elaborate and contemporary sugar showpieces. Students will work with multiple sugar mediums while learning various techniques such as pulled, blow, cast and bubble sugar. Pastillage, molding, piping and construction of showpieces will be presented. Course / lab fees.”

11. **CUL-2392 Chocolate Artistry.** This is a 2-credit course with a Group “B” Classification (25 students). Prerequisite: CUL-1250 or consent of instructor. There is a \$125 course fee. This course is equated to CUL-2390. Target date for first offering is Fall 2010. Course description:

“This course provides knowledge, skills and techniques to produce elaborate and contemporary chocolate amenities and showpieces. Students will work with multiple chocolate mediums while learning various techniques. Ice chocolate, molding, silkscreening, piping and construction of showpieces will be practiced. Course / lab fees.”

12. **CUL-2531 Special Techniques for Cakes.** This is a 2-credit course with a Group “B” Classification (25 students). Prerequisite: CUL-2530 or consent of instructor. There is a \$75 course fee. Target date for first offering is Summer 2010. Course description:

“This course will provide students with knowledge and techniques used with sugar paste. The course will cover both traditional and contemporary techniques used in sugar art for cake decoration. Course will include use of gumpaste, nontoxic paste, and fondant. Course / lab fees.”

13. **EXL-1600 Theory and Practice of Resistance Training.** This is a 1-credit course with a Group “B” Classification (25 students). There is a \$10 course fee. Target date for first offering is Fall 2010. Course description:

“This course will discuss the theory and practice of resistance training using a variety of modalities, i.e., free weights, weight machines, resistance bands, medicine balls, etc. Discussion will include the anatomical and physiological adaptation to resistance training. Practice will include proper technique, spotting and coordinating/ implementing resistance training programs. Different settings (i.e., home versus club) will also be addressed. Course/lab fees.”

14. **EXL-2045 Exercise and Aging.** This is a 2-credit course with a Group “B” Classification (25 students). Prerequisites: EXL 2020 and EXL 2040. Target date for first offering is Fall 2010. Course description:

“This course focuses on the normal age-related changes from adulthood into old age in terms of physiology, psychology, sociology and environmental resources. It will examine the effects of aging on body composition, cardiovascular, respiratory, neuromuscular and musculoskeletal function. Exercise prescription and the effects exercise has on the aging process will also be covered.”

15. **HLS-1006 International Strategies in Homeland Security.** This is a 4-credit course with a Group "A" Classification (35 students). Prerequisite: HLS-1000 or consent of instructor. There is a \$10 course fee. Target date for first offering is Fall 2010. Course description:

"This course is designed to provide students with knowledge about security policies and analytical frameworks employed by other countries. Learning about the approaches of other countries is an important aspect of homeland security. Both the positive and negative practices of the U.S. and other nations will be studied to help students gain knowledge that can be used to improve the strategic policies of US agencies charged with homeland security missions at the federal, state, and local levels. The course will also examine transnational threats that impact homeland security. Course/lab fees."

16. **HLS-1010 – 1019 Special Topics in Homeland Security.** Proposed course numbers were amended to "**HLS-1020 – 1039.**" This is a series of twenty courses with a variable credit value of 1 – 4 credits each. Group Classification is "A" (35 students). Target date for first offering is Fall 2010. Course description:

"These courses provide students with an extra focus on major issues that have current visibility in debates about homeland security. Presentations and discussions will focus on the latest public debates, including legislative, and their impact on community awareness, preparation, and support for public health emergencies and recovery.

Students will have an opportunity to develop ideas about cooperating with their counterparts across international borders and with the increasing social diversity of large and small immigrant communities. These courses are designed to provide students with an opportunity to read more in-depth on particular issues within these broad areas of homeland security policy debate."

17. **PER-1970 Basic Rifle Safety and Marksmanship.** This is a 1-credit class with a Group "B" Classification (25 students). There is a \$50 course fee. Target date for first offering is Fall 2010. Course description:

"This course will provide instruction in firearm safety, history, law, and the proper handling of target rifles. The course also provides supervised training in rifle marksmanship. Students are required to use the rifles provided by the range facility and must meet the Michigan laws regarding gun ownership before registering for this course. State laws regarding prohibition of ownership &/or handling include and are not limited to those with felony convictions, convictions for domestic violence, and those treated for mental illness including depression. Students will identify and explain proper firearm safety in the field, during transport, and in the home. All safety guidelines will be observed during each session. Course/lab fees.

18. **TSC-2000-2020 Special Topics in Technological Sciences.** This is a series of twenty courses with a variable credit value ranging from 1 – 4 credits. Group Classification is "B" (25 students). Prerequisite is: Consent of instructor. There is a \$25 course fee. Target date for first offering is Summer 2010. Course description:

"Topics in Technological Sciences will provide students with a focus on Engineering and/or Technology related applications. The topics will vary from semester to semester and will be announced in the corresponding Schedule of Classes. Course/lab fees"

MINOR PROGRAM / CERTIFICATE REVISIONS

1. **BIS.AAS Business Information Systems.** Change program code to **AST.GBU.AAS.** Change program title to "**Administrative Support Technology – General Business.**" Change program description. Move the following courses from the list of Recommended Electives to the list of Major

Requirements: CIS-1070 and CIS-1400. Move the following courses from Required Supportive Courses to the list of Recommended Electives: ACC-1500 & BUS-2530. Decrease number of Recommended Electives from 6 credits to 2 credits. Add the following courses to the list of Recommended Electives: ACC-1800, ACC-1810. Remove the following courses from the list of Recommended Electives: CIS-2232, MDA-1350, MED-1103, PER-1300. Target date for first offering is Fall 2010.

2. **CIN.ALA Cinematic Arts.** Add new course ENG-2880 Advanced Screenwriting (3-cr) to the list of options under Required Electives from which 6 credits must be selected. Target date for first offering is Fall 2010.
3. **MDA.AAS Medical Assisting.** Change program description. Add additional criteria to the practicum placement bulleted items. Change course titles as approved for MDA-1461 and MDA-2460. Target date for first offering is Fall 2010.
4. **MDA.MIC.CA Medical Insurance Coding and Billing Cert of Achievement.** Add footnote to CIS-1000 of "or CIS-1050." Target date for first offering is Fall 2010.
5. **MDA.MOA.CA Medical Office Administrative Procedures Cert of Ach.** Add footnote to CIS-1000 of "or CIS-1050." Target date for first offering is Fall 2010.
6. **NUR.APP Nursing: Associate in Applied Science.** Change bullet #2 under Basic Admission Requirements to: "One year of high school (or equivalent) chemistry, algebra and biology with an average grade of "C" or better in each. Change "Arithmetic Proficiency Examination" to "Math Proficiency Test" in bullet #3. Change "2.0 or better grade point" to "a grade of "C" or better" in bullet #4. Change first sentence of paragraph #5 to: "Students must obtain a grade of "C" or better in all the currently required college courses and a grade of "B-" or better in all nursing program courses for an Associate in Applied Science in order to be certified as eligible to write the NCLEX-RN." Target date for first offering is Fall 2010.
7. **NUR.RNE.APP Nursing: Second Year Nursing Completion – Modified Career Ladder.** Change first sentence in paragraph 4 to: "Students must obtain a grade of "C" or better in all currently required college courses and a grade of "B-" or better in all nursing program courses. Target date for first offering is Fall 2010.
8. **NUR.TPN.APP Nursing: Transitional LPN to ADN Track.** Change first sentence in paragraph 4 to: "Students must obtain a grade of "C" or better in all currently required college courses and a grade of "B-" or better in all nursing program courses. Target date for first offering is Fall 2010.
9. **NUR.PNE.APP Nursing: Practical Nurse Education - Modified Career Ladder.** Change bullet #6 to: PNE curriculum designation. Change second sentence in paragraph 4 to: "All requirements must be completed by September 1 of the year in which the student is intending to enroll in the nursing program." Change the last sentence in paragraph 4 to: "Notification of the selection decision will be sent by mail by October 30." Change first sentence in paragraph 5 to: Students must obtain a grade of "C" or better in all the currently required college courses and a grade of "B-" or better in all nursing courses in order to be certified as eligible to write the NCLEX-PN." Target date for first offering is Fall 2010.
10. **RTT.AAS Radiation Therapy Technology.** Replace CIS-1000 (1-credit) with CIS-1050 (4-credits) under the list of Required Supportive Courses. Target date for first offering is Fall 2010.

MAJOR PROGRAM / CERTIFICATE REVISION (10-Day Notice waived for this meeting only)
--

1. **CUL.AASX Culinary Arts.** Change program description. Changes to Major Requirements: Change CUL-1000 to CUL-1011 & update title as approved, change CUL-1240 to CUL-2040, update title as approved & increase credits from 2 to 3. Under “Required Supportive Courses”, change “students must select 1 course from the following list” to “students must complete a minimum 2 credits from the following list.” Add the following courses to the list of options: CUL-1060, CUL-2301, CUL-2315, CUL-2316, CUL-2321, CUL-2351, CUL-2360, CUL-2391, CUL-2392, CUL-2531. Increase number of total required credits from 79 to 80. Target date for first offering is Fall 2010.
2. **CUL.HMM.AAS Hotel Management.** Change program description. Changes to Major Requirements: Add CUL-1011, CUL-1230, CUL-2480. Remove CUL-1130, CUL-1140, CUL-2220, FST-1103. Changes to Required Supportive Courses: Add option of ACC-1500 or ACC-1810. Remove ENG course requirement, MAT-1070. Increase number of total required credits from 67.5 to 68. Target date for first offering is Fall 2010.
3. **CUL.RMP.AAS Restaurant Management.** Change program description. Changes to Major Requirements: Change CUL-1000 to CUL-1011 & update title as approved, change CUL-1240 to CUL-2040, update title as approved & increase credits from 2 to 3. Add CUL-2210. Changes to Required Supportive Courses: Add option of ACC-1500 or ACC-1810, remove inactive course ACC-2510. Increase number of total required credits from 69 to 70. Target date for first offering is Fall 2010.
4. **EXS.AAS Exercise Science and Technology.** Change program description. Changes to Major Requirements: Increase number of credits on EXL-2010 from 3 to 4 as approved. Changes to Recommended Electives: Add EXL-1600 and EXL-2045 to the list of options. Increase number of total required credits from 69 to 70. Target date for first offering is Fall 2010.
5. **EXS.BUS.AASX Exercise Science and Technology – Business Option.** Changes to Major Requirements: Increase number of credits on EXL-2010 from 3 to 4 as approved. Increase number of total required credits from 83 to 84. Target date for first offering is Fall 2010.
6. **EXS.CT Exercise Science and Technology – Certificate.** Change to Major Requirements: Increase number of credits on EXL-2010 from 3 to 4 as approved. Increase number of total required credits from 42 to 43. Target date for first offering is Fall 2010.
7. **TSC.AAS Technological Sciences.** Change program description. Change heading from “Major Requirements” to “Technological Sciences Major Focus” and increase number of required credits in this category from 12 to 16. Remove the following subject codes from the list of offerings: DHE and ETT. Add the following subject code to this list of offerings: NNO. Changes to Required Supportive Courses: Remove listings for MAT-1070 or higher and One approved Lab Science course. Under the “minimum of 14 credits” option, remove MAT-1100 or higher and add NNO. Add the category “Mathematics / Science” with 3 required credits. Reformat box listing MACRAO requirements. Target date for first offering is Fall 2010.

<p>NEW CERTIFICATES OF ACHIEVEMENT (10-Day Notice waived for this meeting only)</p>
--

1. **AST.CA Administrative Support Technology – Certificate of Achievement.** Total number of required credits is 28. Target date for first offering is Fall 2010.
2. **MGT.ENO.CA Business Entrepreneurship Certificate of Achievement.** Total number of required credits is 16. Minimum grade for each course is a “C”. Target date for first offering is Fall 2010.

NEW CERTIFICATES
(10-Day Notice waived for this meeting only)

1. **CIS.CNP.CT CCNP Studies Certificate.** Total number of required credits is 28. Target date for first offering is Fall 2010.

NEW PROGRAMS
(10-Day Notice waived for this meeting only)

GENERAL EDUCATION OUTCOMES

OTHER BUSINESS