

Oakland Community College

2009-2010 ACADEMIC SENATE COUNCIL

“The name of this body is the College Academic Senate of Oakland Community College. The Senate, the principal academic policy-making body of the College, facilitates open communications for the entire academic community, develops a dynamic curriculum responsive to student and community need, supports academic freedom, and fosters personal empowerment and professional integrity.” (Preamble, College Academic Senate Constitution)

AGENDA

Date and Campus: Thursday, May 27, 2010 – OR Campus, J-306

Time: 3:15 p.m. – 5:00 p.m.

PRESENTATIONS ARE LIMITED TO 10 MINUTES UNLESS THE BODY MOVES OTHERWISE.

- 1)___ **Call to Order**
- 2)___ **Acceptance of Agenda**
- 3)___ **Approval of Minutes of April 22, 2010**
- 4)___ **Leadership / Chair Mary Ann McGee**
- 5)___ **Presentation**
 - Federal Textbook Legislation – G. Harris
- 6)___ **Old Business**
 - “‘Method of Delivery’ Definitions for Schedule of Classes”
 - Motion from AH Campus – J. Farrah
 - Two Motions from OR Campus – J.J. Berry
 - Motion from AH Campus re: College Curriculum Committee Motion – J. Farrah
 - Liberal Arts Review Report – J. Mitchell
- 7)___ **New Business**
 - GE Outcome Summary Report – G. Mays
- 8)___ **Standing Committees / Chairs**
 - Academic Master Plan/ S. Dry
 - Curriculum/M. K. Lawless
 - Student Learning Review Committee/G. Mays
 - Student Outcomes Assessment/V. Kloosterhouse
 - TMC/G. Rockind
- 9)___ **Ad Hoc Committees / Chairs**
 - General Education Outcomes/G. Mays
 - Liberal Arts Review/J. Mitchell
 - Distance Learning/G. Rockind
- 10)___ **Administration / T. Meyer**
- 11)___ **Community Comments**
- 12)___ **Adjournment**

Oakland Community College

2009-2010 COLLEGE ACADEMIC SENATE
MINUTES OF May 27, 2010
Orchard Ridge Campus

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

Auburn Hills:	S. Dry, J. Farrah, A. Palmer, G. Rockind, R. Ston, H. Tanaka, P. Dolly
Guests:	P. Hale, M. Kersten-Hart, N. Showers
District Office:	G. Harris, M. Schmidt
Guests:	C. Drummond, J. Jurmo, M. McCarthy, M. Smydra, C. Tanner
Highland Lakes:	B. Bliss, N. Boulos, V. Emanoil, E. Fett, V. Kroll, J. Lobert, G. Mandas, M. Ston
Guest:	C. Maze
Orchard Ridge:	J.J. Berry, M. Kokoszka, M.A. McGee, D. Nowack, M. Pergeau, L. Roberts, J. Seiler, C. Ziolek, J. Shadko, G. Faye
Guests:	L. Emerson, R. Long, L. Nemitz, C. Nykamp, J. Seiter, M.J. Schuster, N. Valenti, A. Walaskay, T. Walter, R. Wright
Student:	R. Jimmy
Royal Oak/Southfield:	E. Abbey, T. Hendricks, D. Johnson-Bignotti, S. Labadie, M.K. Lawless, R. Nagler, R. Reaves, C. Sanford-Brown, B. Stanbrough, S. Reif
Guests:	S. Babasyan, D. Bartleman, S. Jackson, M. Kosovec, R. Lamb, D. Mathews, J. Matteson

2) Acceptance of Agenda:

MOTION: To accept the agenda as written.

MOTION: To add “Revised Mission Statement” from Distance Learning Committee under “Old Business.”

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

3) Approval of Minutes:

MOTION: To approve the minutes of April 22, 2010 as written. Seconded, passed.

4) Leadership:

- Chair Mary Ann McGee highlighted the discussions from the Campus Forum sessions regarding ENG 1510 as follows:
 - A motion was passed by the CAS that the College adopt a policy in which a student must demonstrate placement into ENG 1510 before being granted the ability to register for transfer-level general education courses. Campus Forums were created on the individual campuses to discuss common problems (ENG 1510 Proposal) and examine data with a standardized set of research (CCSSE Report, Benchmarking Data, etc.).
 - Feedback from the Campus Forums was provided to Senate Leadership as follows:
 - This topic needs to be discussed in-depth at the discipline level.
 - Some people believed that the motion was to require students to take ENG 1510 before registering for other courses. This was not the intent of the motion. There was confusion about the definition of transfer courses.
 - “Students need to be at the center of the discussion.” What does this really mean? For some people, this means a continuation of current practice, where students are allowed access regardless of preparation; for others it means that we support policy that improves students’ chances for success by improving their skill level.
 - Literacy skills alone aren’t predicated as success. We need to think about what message we want to deliver to our students about being ready to take college-level courses.
 - Next Steps:
 - Disciplines will be asked to provide feedback on appropriate levels of coursework.
 - We will continue to collect research data both locally and nationally; we are in the minority as a community college who does not impose literacy requirements for all college level coursework.
 - Senate will revisit this topic in the fall after the disciplines provide further feedback.

5) Presentation

- Federal Textbook Legislation

Gheretta Harris provided a summary of the “Higher Education Opportunity Act of 2008 – Textbook Provisions – Section 133(a)” as follows:

- Course Schedules

Per a change to federal regulations regarding textbooks, as of July 1, 2010 textbook information for all courses must be included in the online schedule of classes. The information should include: The International Standard Book Number (ISBN) and retail price; The author, title, publisher, and copyright date (if ISBN not available). If applicable, the institution must include on its written course schedule a reference to the textbook information available on its Internet schedule and the internet address for that schedule.

- Publisher
When textbook publishers provide information on a college textbook or supplemental material to faculty, that information must be in writing and must include: Price; Copyright dates of the three previous editions (if any); A description of substantial content revisions; Alternate formats (including price); and separate prices of textbooks unbundled from supplemental material.
- College Bookstores
An institution must provide the following information to its College bookstores: The course schedule for the next term; The textbook adoption information (required and recommended); and the maximum student enrollment for each course.
- Compliance Challenges
Information not provided to the College stores; Textbook Adoption Procedure; Textbook Adoption Timeline. A committee will be meeting next week to make recommendations regarding the timeline requirements.

Discussion followed:

- Concern was expressed with the timeline that was provided.
- The law states that textbook information will be required to the “maximum extent practicable.” Some exceptions may be placed into this category.
- Publishers are required to inform the institution if there are other formats available other than a published textbook.

6) Old Business:

- “‘Method of Delivery’ Definitions for Schedule of Classes”

The following motion was tabled at the April CAS meeting:

MOTION: The Auburn Hills Campus Senate moves that the college senate recommend adoption of two proposals related to the Method of Delivery document distributed by the TMC as follows:

1. **Drop the currently existing CLO designation and definition.**
2. **Replace the current CLO designation and use the proposed LEC definition: “Traditional in-classroom format where all of the meetings are face-to-face. The instructor may require the use of PCs and/or Internet for coursework. See course notes or the syllabus for detailed requirements.”**

MOTION: To bring the motion above off the table. Seconded, passed.

J.J. Berry presented the following motions on behalf of the OR Campus Senate:

MOTION: To eliminate the word “traditional” when describing face-to-face classes.

MOTION: If the course is offered as “online,” there shouldn’t be any on-campus meetings.

Discussion followed:

- Motions from the Campus Senates should be submitted in writing.
- It was agreed that the motions from OR Campus would be discussed and voted on separately.

Friendly Amendment: To eliminate the word “traditional” when describing face-to-face classes. Seconded, passed.

Discussion followed regarding the second motion from OR Campus:

- Per the definition from the Schedule of Classes regarding existing method of delivery, online courses are offered in two formats: online with no required campus class sessions; and online with some required campus class sessions.
- Hybrid courses aren’t defined as an existing method of delivery. However, there are faculty teaching hybrid courses this semester.
- The motion is trying to provide clear meeting times to students.
- The “‘Method of Delivery’ Definitions for Schedule of Classes” was presented to Senate as a complete package; it shouldn’t be taken apart and voted on piece by piece.
- Disciplines are clarifying the definition of online differently.
- A motion was passed by Senate that the number and dates of face-to-face class meetings are included as a course note in the Schedule of Classes to any course that does not meet entirely face-to-face.

MOTION: To postpone action on the OR motion listed above and return to Campus Senates for discussion. Seconded, passed.

- Motion from AH Campus re: College Curriculum Committee Motion

Mary Ann McGee read the motion tabled at the April CAS meeting from the College Curriculum Committee.

Jeff Farrah presented the following motion on behalf of the AH Campus Senate in response to the motion from the College Curriculum Committee:

MOTION: The Auburn Hills campus senate moves that the Curriculum Committee prepare criteria for determining A and B Classes. This preparation should include overview of: Method of Instruction, Assessment Results, Student Course Evaluations, Facility Availability, Safety, and Guidelines of External Accrediting Bodies. Seconded, passed.

- Liberal Arts Review Report

John Mitchell highlighted the “Report and Recommendations, Senate Ad Hoc Committee – Liberal Arts Degree Review” as follows: The Liberal Arts Degree hasn’t been reviewed at OCC in a very long time. The ad hoc committee is recommending 6 recommendations to the CAS for further discussion at Campus Senates. The report will also be available on Infomart.

MOTION: To receive the Liberal Arts Degree Review report for further discussion at the Campus Senates. Seconded, passed.

A recommendation was made that the campuses wait to discuss the report until September for maximum exposure.

MOTION: To dissolve the Liberal Arts Degree Ad Hoc Committee because their work has been completed. Seconded, passed.

The ad hoc committee can be reconstituted as needed.

- Revised Mission Statement from Distance Learning Ad Hoc Committee

Judy Matteson presented the “Proposed New – OCC Online Learning Mission Statement” as follows:

MOTION: Oakland Community College will maintain a sustainable, virtual environment in order to provide high quality curriculum and services for students who choose to pursue online education options.

Discussion followed:

- The proposed mission statement takes into consideration the mission statement that was recommended by AH Campus.
- The language of the motion is too vague; would like the motion to be more specific.
- The language in the mission statement is broad to encompass more.
- “Services” include bookstore, counseling, registration, help desk, etc.
- Instruction at OCC should provide high quality curriculum.

MOTION: To table the motion and return to the Campus Senates for further discussion. Seconded, passed.

7) New Business:

- GE Outcome Summary Report

Marilynn Kokoszka provided an overview of the “General Education Learning Outcome Annual Review for 2010-2011” form. There are four questions on the form for faculty to complete that focus on reviewing student learning based on general ed learning

outcome(s) attached to a course. Standardized questions are being asked by the different committees (CRC, SOAC and Curriculum). The process should be piloted in the fall semester and adjunct faculty will be asked to complete the form as well.

The General Education Outcomes Committee is lodging the report for comments.

Marilyn Kokoszka also highlighted information from the “Ad Hoc General Education Minutes – April 9, 2010” as follows: The Ad Hoc GE Committee has been working in phases. They are at Phase Three: To support the Curriculum Committee pilot the Ad Hoc GE Committee, if extension granted for 2010-2011 year, will review the GE Distribution List in preparation for course inclusion. (2010-2011).

The documents referenced above will be posted on Infomart, and the Senate can vote on extending the work of the Ad Hoc General Education committee at the June CAS meeting.

Mary Ann McGee reported that CRC, Curriculum, and SOAC have a 2-day retreat planned this summer to work on streamlining the processes and eliminating repetitive information and forms.

8) Standing Committees:

- *Academic Master Plan/Shawn Dry*
Shawn Dry reminded the Campus Academic Master Planning committees that their End of Year Reports are due June 1. Highland Lakes campus has already submitted their report. He also reminded campus groups that campus planning should incorporate the likely increase in the number of full-time faculty retiring by August 31, 2010.
- *Curriculum/Mary Kay Lawless*
No report.
- *Curriculum Review Committee /Gail Mays*
Bev Stanbrough reported that CRC reviewed the Communications Discipline on May 21st. As a result of the review, CRC recommends that the status of COM 2403 be changed to “inactive” immediately so it cannot be offered again.

Discussion followed:

- Ten students have taken this course and five have completed it since 2004.
- No students have taken this course in the last year.
- This course does not transfer to other schools.

MOTION: To sunset COM 2403 and remove the course description from the 2011 catalog. Seconded, passed.

Mary Ann McGee will forward the motion to Chancellor Meyer for action.

Bev Stanbrough announced that Karen Lee is the new chair of CRC for the 2010-11 academic year.

- *Student Outcomes Assessment/Vicki Kloosterhouse*
Leslie Roberts reported that the “Student Outcomes Assessment Committee – End of Year Report for 2009-10” was available on the distribution table. The report will also be posted on the Senate and IR website. At the May SOAC meeting, the committee looked at refining GE Outcomes rubrics. They are also working on the student essay contest for 2010-11.
- *TMC/J. Matteson*
No report.

10) Ad Hoc Committees:

- *General Education Outcomes/Gail Mays*
No report.
- *Liberal Arts Review/John Mitchell*
No report.
- *Distance Learning/Judy Matteson*
No report.

11) Administration:

- Marty Smydra reported the following:
 - The College has received notice from HLC that the monitoring report that was due May 1 fulfilled the college’s duties with the HLC. The College is fully accredited. It was a collaborative effort by many in the college community to complete the report and she thanked those involved.
 - An “everybody” e-mail was sent out regarding MPSERS retirement incentive information and the extension request. The retirement notice and request for extension must be received in the Human Resources Office no later than 5 p.m. on Friday, June 11, 2010. The College will review all timely extension requests after June 11 and send notice of those for whom an extension should be granted to the state, no later than June 15, 2010. Those decisions will be made based on factors related to the best interests of the College.
 - The Re-design efforts are underway. Subcommittees of the three teams have started to take shape. An e-mail will be sent out next week to “everybody” that will provide updates on the redesign process. Senate members were encouraged to submit questions regarding the process and answers will be provided in the updates.
 - She wished everyone a “Safe and Happy Holiday Weekend.”

12) Community Comments:

- Senate members were encouraged to direct their questions regarding MPSERS retirement incentive directly to MPSERS or Catherine Rush, Chief Human Resources Officer.

- Michelle Kersten-Hart announced that the Website Steering Committee is creating a focus group to evaluate awarding-winning college websites and provide input of the sites. The first meeting will be held in June. Faculty were encouraged to serve on the focus group, and if interested, please contact Michelle Kersten-Hart via e-mail.

13) Adjournment:

Meeting adjourned: 4:50 p.m.

Respectfully submitted,

Marilynn F. Kokoszka, Secretary

Nancy K. Szabo, Recording Secretary