Oakland Community College

2010-2011 COLLEGE ACADEMIC SENATE
MINUTES OF October 28, 2010
Highland Lakes 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:	C. Decker, S. Dry, J. Farrah, P. Hale, B. Konopka, J. Mousty, A. Palmer, E. Scott, H. Tanaka
Guests:	E. Brennan, L. Huber, B. Isanhart, M. Kersten-Hart
District Office:	L. Nadlicki, M. Schmidt, N. Szabo
Guests:	C. Drummond, G. Harris, R. Holcomb, C. Tanner
Highland Lakes:	V. Emanoil, E. Fett, T. Garcia, S. Hanna, J. Helminski, S. Henke, J. Lobert, G. Mandas, K. Robinson, M. Ston, G. May
Guests:	K. Aeschilman, J. Baldwin, N. Barkell, N. Boulos, W. Conway, C. Genei, B. Guenther, N. Kassab, R. Lamphear, G. Mazzocco, E. McAllister, J. McKay, K. McMullen, D. Nosanchuk, L. Przymusinski, K. Schulte, L. Stark, K. Stilianos
Orchard Ridge:	T. Baracco, A. Frank, M. Kokoszka, M.A. McGee, C. Nykamp, M. Pergeau, L. Roberts
Guests:	S. Dyer, G. Faye, N. Valenti
Royal Oak/Southfield:	E. Abbey, D. Bartleman, T. Hendricks, S. Jackson, R. Lamb, B. Stanbrough
Guests:	S. Charlesbois, L. Crews, M. K. Lawless, K. Lee, J. Matteson, C. Sanford-Brown

- Acceptance of Agenda:

Mary Ann McGee announced that the Achieving the Dream presentation will be given by Dr. Holcomb, as well as the Administration Report because Chancellor Meyer is unable to attend today's CAS meeting; he is taking care of business at DO.

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

3) Approval of Minutes:

MOTION: To approve the minutes of September 23, 2010 as written. Seconded, passed.

4) Leadership:

- Chair Mary Ann McGee reported the following:
  - The Chancellor intended on speaking to the print change motion that was endorsed by the Senate at the September meeting. The motion that passed was to request Chancellor's Cabinet to reverse the decision to revoke the $15 student print allowance. There was a second part to the motion that also passed. The motion has been referred to Chancellor's Cabinet for action and they have taken the comments under advisement. An update on the topic will be provided at a future Senate meeting.
  - Senate Leadership requested additional information on Achieving the Dream (Atd) and Dr. Holcomb was asked to provide an overview to the CAS.

5) Presentation

- Achieving the Dream (AtD)

  Dr. Holcomb gave a PowerPoint presentation on AtD. Pat Dolly started the process with AtD and on May 18, 2010, OCC became a part of AtD. The following information was highlighted:
  - Core Team (working on this project)
  - Data Team (working diligently on responding to questions about data and pulling the information together)
  - AtD's Charge:
    - Underserved Students
      - academically underprepared
      - low socioeconomic status
      - working more than 30 hrs. a week
      - lack financial support
      - first generation college attendees
      - have expectations of failure
  - OCC's Charge: How does OCC achieve student success?
    - Developmental ed completion
    - Gateway course completion
    - Overall course completion
    - Fall-spring retention rates

- Graduation rates
- Two-year Timeline
  - Year One
    - Review of practices
    - Collection of data
    - Problems needing to be addressed
  - Year Two
    - Implement the changes, evaluate, and redesign
- Organize Ourselves
  - Developmental Ed
  - Developmental Math
  - ESL
  - High Touch (0-3 weeks)
  - Special Populations
- These teams will:
  - Look at the institution
  - Ask the important questions
  - Use data
  - Identify obstacles
  - Conduct courageous conversations
  - Develop 3- 5 strategies
  - Integrate into processes
- How does this fit in?
  - Strategic Plan
  - IR collects most of the data
    - Internal
    - External
- Questions and Answers

6) Old Business:
   - Status of Print Change Motion

     This topic was covered above under the Chair's "Leadership Report."

   - Motion from HL Campus re: ENG 1510

     Mary Ann McGee reported that the following motion was tabled at Senate last year (January 2010) regarding ENG 1510:

     MOTION: That the College Senate consider endorsing a policy that requires an ENG 1510 placement for college-level course work.

     MOTION: To take the original motion off the table for discussion. Seconded, passed.

     Mary Ston presented a substitute motion on behalf of the HL Campus Senate as follows:

MOTION: That the College Academic Senate endorse a policy that requires an English 1510 placement for college-level course work. Disciplines may apply for exemptions for specific courses, and these exemptions are to be reviewed for approval by the Curriculum Committee. Seconded.

MOTION: To accept the motion from the HL Campus Senate as a "substitution motion." Seconded, passed.

MOTION: To lodge the motion from HL Campus re: "ENG 1510" for further discussion at the Campus Senates. Seconded, passed.

Mary Ann McGee reminded the Senate that Campus Senates will meet in November and the next CAS meeting will be December 9th.

- Motions from AH, HL, and OR Campuses re: Liberal Arts Degree

  Mary Ann McGee reminded the Senate that the work the Liberal Arts Review ad hoc committee completed was at the request of the CAS. The final Liberal Arts report is available on Infomart and there have been multiple discussions on the campuses in various venues. Mary Ann McGee also highlighted information from the ad hoc committee regarding Current OCC Liberal Arts Degree Requirements; Macrao Requirements (transfer agreement designed to facilitate transfer from community colleges to baccalaureate colleges and universities); and Proposed Liberal Arts Degree Requirements. A chart comparing the liberal arts requirements for Michigan Community Colleges was also provided.

  MOTION: To move to a "committee of the whole" to present the motions from the AH, HL and OR Campuses re: the Liberal Arts Degree. Seconded, passed.

  MOTION: To dissolve the "committee of the whole." Seconded, passed.

  MOTION: The AH campus moves to accept the recommendation of the ad-hoc Liberal Arts review committee regarding not allowing English developmental courses to count towards the Liberal Arts degree (except the ESL courses identified in the ad-hoc committee's report). Seconded, passed.

  Discussion followed:
  - A recommendation was made that a conference committee be formed to come up with alternative proposals after the campuses discuss the motions.
  - This is OCC's largest single degree; liberal arts faculty need to provide their input.
  - Is the Liberal Arts Degree just meeting macrao requirements or do we have a vision for our students to go beyond macrao?
  - A recommendation was made that the liberal arts proposals from the campuses be included in the chart from the Liberal Arts Degree ad hoc committee.

MOTION: To lodge the motions that were presented by the AH, HL and OR Campus Senate Chairs regarding the Liberal Arts Degree for further discussion at the November Campus Senate meetings. Seconded, passed.

7) <u>New Business</u>:
   - Charge from the Chancellor re: Tutoring

   Mary Ann McGee presented the following Charge from the Chancellor re: Tutoring:

   Charge to the Academic Senate pertaining to allocation of tutoring resources

   At the September 2010 Academic Senate meeting, action was requested by the Chancellor for the membership to recommend a policy and procedure governing the allocation of tutoring resources. The following are considerations for deliberation:
     - Who has right to access tutor resources and for what purpose?
     - How would you know the use of tutoring resources are effective regarding student outcomes?
     - How are resources allocated to achieve student success?
       - Per student basis? Group tutoring? Other initiatives?
     - Is there a limit to the scope of instructional activities of a tutor?
     - Should the use of tutors be consistent among campuses and/or programs? If not, then what are the considerations for different applications?
     - Should there be a fee structure? If so, is it constant or at variable rate?
     - How should this resource be budgeted (i.e., a percentage out of the teaching budget)?

   I look forward to your insights and recommendations on the use of this valuable resource.

   Dr. Tim Meyer, Chancellor

   MOTION: To lodge the charge above and send back to the Campus Senates for further consideration. Seconded, passed.

   - Motion from AH Campus re: Computer/Technology Competency Requirement

   Jeff Farrah presented the following motion on behalf of the AH Campus Senate:

   MOTION: The AH campus moves that the college establish a computer/technology competency requirement or assessment, apart from the Liberal Arts degree, for all students. Seconded.

   Discussion followed:
     - This competency is already included in our outcomes.

   MOTION: To postpone discussion of the motion until the December CAS meeting. Seconded, passed.

8) <u>Standing Committees</u>:
- *Academic Master Plan/Shawn Dry*
  Shawn Dry reported the following:
  - The first report from the campuses for the academic year is due on Monday, November 1st.
  - The information from CPC has been getting to the campuses late (slow format).
  - The November report to the CAS from CAMP will be a preliminary report.

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

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

- *Curriculum Review Committee /Karen Lee*
  Karen Lee reported that the Curriculum Review Committee will be piloting the SLRC (Student Learning Review Committee) processes this year. The committee is working on documenting the processes and they are going to look at using the historical data to plan for the future.

- *Student Outcomes Assessment/Leslie Roberts*
  A report from SOAC was available on the distribution table. Leslie Roberts highlighted some of the information as follows:
  - All disciplines with courses approved for G.E. Outcomes received an email request to identify assessment point persons(s), and forward their point person's contact information, brief descriptions of current discipline assessment projects, and preferences for reporting and "storage" of discipline assessment data to SOAC Chair Leslie Roberts by November 1.
  - As of today, 8 disciplines have responded and they are hoping to hear from the others by the November 1st deadline.

- *TMC/Judy Matteson*
  Judy Matteson provided the following updates:
  - New look for TMC Newsletter
  - Blackboard 8.0 changes as follows:
    - 50% of the courses "available" are from previous semesters
    - Seat licenses are now at a premium
    - At the end of each semester, all sites will be set "unavailable" automatically
  - Save the date – April 1, 2011 there will be a Faculty Showcase at the SF Campus
  - Projects
    - Portal subcommittee
    - CMS subcommittee
  - The next TMC meeting will be held on November 19th.
  - Questions and Answers:
    - The new Blackboard changes will be communicated to the college several different ways.
    - Realistically, faculty will probably have 2 weeks after the semester ends until all sites will be set to "unavailable."

- TMC didn't make the decision regarding Blackboard; it was a decision made by IT.

MOTION: The CAS recommends that IT extend the time to one month before classes are "unavailable" on Blackboard. Seconded, passed.

Mary Ann McGee and Judy Matteson will inform Bob Montgomery of the motion.

10) Ad Hoc Committees:
- *General Education Outcomes/*
Leslie Roberts reported that the committee hasn't met because the members have been reviewing faculty applications for the faculty searches. They are working together with SOAC on the SLRC processes.

11) Administration:
- CASC – Mary Ston reported that the Administrative Services Redesign teams have made their recommendations to CASC. CASC reviewed all the recommendations thoroughly and they endorsed some of them. All the recommendations will be sent to Chancellor's Cabinet to be thoroughly reviewed as well.
- Dr. Holcomb provided the following updates:
  - SSSRT – The student services redesign process started working over the summer. They have moved from visioning student success services based on data collection into reality of where we are at OCC. They sent out surveys to the student service areas and now they are reviewing the information. Their final recommendations will be presented to CASSC in December.
  - ART – The academic redesign process didn't start until fall semester so faculty could be included in the process. The four cornerstone teams have been meeting. IR and OAE have been working overtime to gather data in order to make good decisions in identifying quality programs. Dr. Meyer has applauded the effort of the redesign teams for their fabulous work and he is pleased with their progress.
  - Chancellor Meyer and Clarence Brantley will be attending a meeting at Oakland County regarding property taxes. More information will be provided at a later date.

12) Community Comments:
  - Gerry Faye reminded everyone to vote in the election on November 2nd.
  - Stacey Jackson announced the Student Life events that will be taking place at the OR Campus in the Smith Theatre as follows:
    - November 11 – "OCC Has Talent"
    - November 12 – "Best of the 48th Ann Arbor Film Festival"
    - November 18 – "Is sustainability the key to Michigan's economic recovery?"

13) Adjournment:
    Meeting adjourned: 4:50 p.m.
Respectfully submitted,

_____   _____
Marilynn F. Kokoszka, Secretary   Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
October 28, 2010
Highland Lakes Campus

MINOR COURSE REVISIONS

1. **MDA-1461 Medical Assisting Practicum I.** Change prerequisite to: MDA-1051, MDA-1140, MDA-1200 and MED-1103 with a "C" or better; and consent of instructor based upon selection criteria specified in the Medical Assisting Student Handbook. Target date for first offering is Winter 2011.

2. **MDA-2460 Medical Assisting Practicum II.** Change prerequisite to: MDA-1053, MDA-1055, MDA-1170, MDA-1461, MDA-1570, MDA-2010, MDA-2380 and MDA-2383 with a "C" or better; and consent of instructor based upon selection criteria specified in the Medical Assisting Student Handbook. Target date for first offering is Winter 2011.

MINOR PROGRAM / CERTIFICATE REVISIONS

1. **MDA.CT Medical Assisting Certificate.** Create separate catalog page for certificate program. Change program description to include information regarding new selection process for Practicum courses. Target date for first offering is Winter 2011.