Oakland Community College

2011-2012 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)

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AGENDA

Date and Campus: Thursday, January 26, 2012 – Auburn Hills Campus – Student Center – G-240
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 December 8, 2011**

4)____ **Leadership / Chair Shawn Dry**
- CASSC Update
- CPC Update

5)____**College Senate Officer Elections**

6)____ **Presentation**
- Registration Concerns

7)____ **Old Business**
- Motion from Senate Leadership re: "Learning-Ready Classrooms" – S. Dry
- Redefining OCC Students (DRAFT) – M. A. McGee

8)____ **New Business**
- None

9)____ **Standing Committees / Chairs**
- College Academic Master Plan/ M. Pergeau
- Curriculum/M. K. Lawless
- Curriculum Review Committee/K. Lee
- Student Outcomes Assessment/R. Lamphear
- TMC/J. Matteson

10)___ **Ad Hoc Committees / Chairs**
   General Education Outcomes/G. Mays

11)___ **Administration / T. Meyer**

12)___ **Community Comments**

13)___ **Adjournment**

Oakland Community College

2011-2012 COLLEGE ACADEMIC SENATE
MINUTES OF January 26, 2012
Auburn Hills Campus

The College Academic Senate was called to order at 3:15 p.m. by Chair Shawn Dry. The following individuals were present:

Auburn Hills:	C. Decker, S. Dry, J. Farrah, M. Fether-Samtouni, P. Hale, B. Isanhart, B. Konopka, J. Mousty, J. Newman, A. Palmer, H. Tanaka, P. Dolly
Guests:	R. Andersen, L. Britton, S. Contor, C. Drummond, S. Flynn, E. Garte, C. Kurzer, D. Martin, G. Mays, M. Merritt, J. Mertz, L. Murphree, M. Myers, V. Nikiforov, J. Peart, D. Schack, K. Smith, G. Tres, K. Tiell
District Office:	L. Appelt, G. Harris, M. Schmidt, T. Meyer
Guests:	M. Carroll, P. Dorris, M. Halaburda, R. Holcomb, J. Jurmo, S. Linden, C. Mathews, T. McClellan, B. Montgomery, L. Nadlicki, J. Roberts, L. Redmond, C. Tanner
Highland Lakes:	S. Henke, R. Lamphear, D. Lawson, G. Mandas, G. May
Guests:	V. Jones, M. Ston
Orchard Ridge:	T. Baracco, T. Ingram, A. Jackson, M. Kokoszka, M. A. McGee, C. Nykamp, L. Roberts, D. Strand, R. Wright, J. Shadko
Guests:	R. Brown, P. Curtis-Tweed, S. Dyer, V. McNiff, M. Pergeau
Royal Oak/Southfield:	E. Abbey, L. Crews, S. Jackson, S. Labadie, R. Lamb, K. Lee, S. Reif
Guests:	N. Atkinson, C. Benson, J. Brown-Williams, S. Charlesbois, R. Dillaha, M. K. Lawless, J. Matteson, M. Smydra, B. Stanbrough

2) <u>Acceptance of Agenda</u>:
   MOTION: To add "College-wide WIFI" under "Old Business" on the agenda. Seconded, passed.

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

3) <u>Approval of Minutes</u>:
   MOTION: To approve the minutes of December 8, 2011 as written. Seconded, passed.

   Chair Shawn Dry reported that this will be the last month that paper copies of the minutes are provided at the CAS meetings; he would like to transition to a paperless meeting. The minutes and handouts for the meetings are available on Infomart under "Committees & Minutes – Academic Senate."

4) <u>Leadership</u>:
   - Chair Shawn Dry provided the following updates:
     - CASSC
       Vice Chancellor Richard Holcomb is the Chair of CASSC (College Academic & Student Services Council). The purpose of the council is to review and recommend policies related to academic and student services. In order to accommodate faculty teaching schedules, the CASSC meeting is being changed to the fourth Tuesday of the month from 3 to 5 p.m. at DO in the Board Room. The first meeting will be held on March 27th.
     - CPC
       The CPC (College Planning Council) has several brand new faculty members. The January meeting time focused on reviewing the committee's charges and discussing the report from CBT (College Brain Trust). Dr. Holcomb is putting together an executive summary of the report that will be available to the college community in February.
     - CAMP (College Academic Master Plan)
       Shawn Dry and Richard Holcomb are the Co-Chairs of CAMP. Brainstorming meetings were held during the fall semester and approximately 65-70 people were in attendance at the meetings. This is a process that includes Senate involvement. Shawn Dry and the Vice Chancellor have a meeting scheduled next week to strategize the next steps. More information will be sent out at a later date.

5) <u>College Senate Officer Elections</u>
   The CAS Vice-Chair position is vacant because Shawn Dry assumed the CAS Chair position. Shawn Dry reminded the Senate of the Vice-Chair responsibilities:

   - Attend Senate Leadership meetings once a month.
   - Attend CASC meetings once a month (rescheduled to third Monday of the month from 3 – 5 p.m. (Please note: the new meeting day and time is not confirmed).
   - Perform the duties of the college Senate Chair when he is unable to do so.

   Nomination for Vice-Chair: Marilynn Kokoszka (currently the Secretary of the CAS)
   MOTION: To close nominations and approve by acclamation. Seconded, passed.

Shawn Dry reminded the Senate of the Secretary responsibilities:
- Attend Senate Leadership meetings once a month.
- Carefully review the minutes of CAS and Senate Leadership meetings.

Nomination for Secretary: Gheretta Harris
MOTION: To close nominations and approve by acclamation. Seconded, passed.

6) Presentation
- Registration Concerns
  Charlie Kurzer presented "Evaluation of Transfer Credits" on behalf of the Counseling discipline. The key points are as follows:
  - While counselors understand that the entire College is working under the challenges of reduced resources, we are finding that the delay of months (at least 3) for the student to receive an evaluation of transfer transcripts has created serious situations for students, counselors and classroom faculty.
  - The process takes even longer for out of state and foreign transcripts and is nearly non-existent for Tech Prep evaluations. (Tech Prep is credit students earn for OCC courses while in high school.)
  - Some students have registered for a second semester of classes without the benefit of the evaluation.
  - The process of evaluation of transfer credit is an integral part of the incoming transfer student's experience.
  - Due to the delay of evaluations, counselors have been doing "unofficial" reviews of transcripts. This increases the likelihood of errors and does not reflect consistency of evaluations.
  - An accurate and timely evaluation is necessary. (6 reasons were stated)
  - Five problems were identified when evaluations are not completed accurately and timely.
  - "Counselors are often the voice of the students and we are speaking for the students today. To assist the students and to move closer to our mission of being "student centered," we ask that OCC make the evaluation of transfer credits a priority service to our students."

  Steve Linden, Registrar addressed the concerns of the Counseling Discipline:
  - He admitted that the Enrollment Services department is behind on transcript evaluations. He has been the Registrar since August and this item has been on his radar list but other problem areas have needed to be addressed first.
  - He has been reviewing the problems with transcript evaluations since late November and the turn-around time has drastically improved (2 ½ times faster).
  - This is a high priority on his list and he is reviewing the root causes so it won't resurface again.
  - More staff are being trained to do transcript evaluations.
  - Other local colleges turn around transcript evaluations in approximately 2 – 3 weeks.

  Discussion followed:
  - This is a perennial problem – it comes back all the time.
  - Students should not be held hostage because this is a college problem.
  - Immediate short-term help is needed to work on the long-term problem.

- Other employees have been assigned to this area. Additional staff has been requested, but it is always denied because of the reduction in resources. The work-load in the Enrollment Services department is astronomical.
- Another transcript evaluator is needed to keep at an even keel.
- Information addressing this is in the redesign report.
- A recommendation was made that an expected outcome be identified (standard time to complete a transcript evaluation). Three weeks to no more than a month was suggested as the standard time for completing a transcript evaluation.

ACTION: Shawn Dry reported that the presentation informed the Senate of the problems with evaluation of transfer credits. Steve Linden will provide a progress report at next month's CAS meeting. The counselors were asked to work on a motion to present at next month's meeting if they are not satisfied with the progress report.

7) <u>Old Business</u>
   - Motion from Senate Leadership re: "Learning-Ready Classrooms"

   In response to discussions on all five campuses (AH, DO, HL, OR, SE) concerning the need for learning-ready classrooms, Shawn Dry on behalf of Senate Leadership presented the following four part motion to the College Academic Senate:

   MOTION:
   1. **The College Administration in conjunction with faculty departments, IT, and facilities personnel should survey all classrooms on all campuses and identify current problems that need to be addressed immediately in order to make the classroom learning-ready.**
   2. **A pre-semester checklist for learning-ready classrooms should be developed (see the reverse page).**
   3. **The checklist should be used to assess every classroom on every campus before the beginning of the semester, and the results should be shared with Campus Facilities Committees on a regular basis.**
   4. **An initiative to investigate and incorporate "Best Practices for Future Learning-Ready Classrooms" should be included in the College Academic Master Plan. Seconded.**

   Discussion followed:
   - As an FYI, Michael Schmidt provided Senate Leadership with a "Pre-Class Checklist" of safety-related items for laboratory classrooms. Item #3 of the motion can be expanded to include this.
   - The motion presented was a result of the feedback from the Campus Senates so it can be voted on without further discussion by the Campus Senates.

   The question was called.

   The motion passed.

   - Redefining OCC Students (DRAFT)

Mary Ann McGee highlighted the following points in the "(re?) Defining Our Students –
A report to the College Academic Senate (DRAFT):"

- Background: In October of 2011, the Chancellor addressed the CAS and requested
  the Senate undertake an inquiry into "who should be considered our student whereby
  we have a reasonable probability of their success within our legislative mandate"
  (sic). An adhoc committee was formed to consider this question. The committee met
  and reviewed several reports and research findings.
- Findings:
  I.   A core component of the community college mission is developmental education.
       OCC should continue to deliver a robust and effective program for addressing the
       needs of at-risk students.
  II. The definition of student intent and related practices should be refined to improve
       our understanding and tracking of goal attainment.
  III. Financial constraints should be addressed through more intentional and targeted
       enrollment strategies in support of the College's commitment to the goals of
       college, transfer and employment readiness.
  IV. Continuing education and non-credit offerings could be expanded and improved
       as a strategy to meet the needs of some segments of the OCC student body. These
       offerings could be designed for students requiring remediation below available
       college courses or basic employability training. Additionally, students pursuing
       personal interest may be better served in a non-credit environment.
- Conclusion: The committee suggests that the College does not need to re-define our
  student, for our student comes to us from our community and is largely defined for us
  by legislative mandate and Board policy. **Rather, success in reshaping the
  institution will come from reshaping the programs and services through which
  we serve our constituency.**

  **MOTION: To lodge the report for discussion at the Campus Senate meetings.
  Seconded, passed.**

  Mary Ann McGee acknowledged those that served on the adhoc committee and the
  Senate thanked Mary Ann McGee for being in charge of the project.

- College-wide WIFI

  Gina Mandas presented the following motion on behalf of the HL Campus Senate at
  the October CAS meeting:

  **MOTION: HL Senate moved to investigate the feasibility of college-wide WIFI
  ~~at college senate.~~**

  Clarification: Eliminate at college senate from the motion.

  **Friendly Amendment: To ask IT to provide an update on the feasibility of
  college-wide WIFI. Seconded, passed.**

  Andy Hillberry gave a presentation on the feasibility of "College-wide WIFI" at the
  December CAS meeting and he also attended the HL Campus Senate meeting to

address the same. Gina Mandas has been asked by the HL Campus Senate to bring back the original motion because there continues to be an issue that should be addressed; some of the short-term problems have been resolved.

The question was called.

The motion was seconded and passed.

8) New Business
   - None

9)   Standing Committees:
   - *Campus Academic Master Plan/Michelle Pergeau*
     Shawn Dry announced that Michelle Pergeau is the new chair of CAMP.
     Michelle Pergeau reported the following:
     - CAMP is scheduled to meet Friday, January 27th at DO in the Board Room.
     - The campuses will report in March on their progress.

   - *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 CRC is piloting their new "SLRC Process" and it is progressing nicely. They are using resources from OAE and IR. The next CRC meeting is scheduled for February 3rd.

   - *Student Outcomes Assessment/Robert Lamphear*
     Bob Lamphear reported the following:
     - SOAC supports the concept of developing common course outcomes, which some disciplines have already initiated.
     - Faculty Assessment Day will be held on Friday, March 23 and/or Saturday, March 24 – administration has agreed to provide refreshments/lunch.
     - Prompts for the 2012-13 essay contest were discussed. Interested readers should e-mail Tom Pryor. Faculty should encourage students to participate in the essay contest by including it as part of their course or offering it as extra credit.
     - Those present at the meeting began to generate a list of SOAC duties and responsibilities.

   - *TMC/Judy Matteson*
     Judy Matteson reported the following:
     - Save the Date – Friday, March 30th at the OR Campus Desire2Learn will be highlighted. Information will be sent out when the details are finalized.
     - 22 faculty members are piloting the learning management system.
     - More Desire2Learn training sessions will be held winter semester. They are in the process of finalizing exact dates, time and location of the training.
     - Technology assessment is still on-going.

10) <u>Ad Hoc Committees</u>:
- *General Education Outcomes/Gail Mays*
  Gail Mays highlighted "Current General Education Distribution List: Draft 1/26/12" as follows:
    - Courses that currently satisfy General Education Distribution Requirements are listed along with the General Education Outcomes and the legend at the bottom.
    - The "General Education Outcomes Legend for General Education Distribution List" is divided into 2 tiers: Tier 1 outcomes (a – e) and Tier 2 outcomes (f – i).
    - The legend (letters) were recommended by the disciplines to be placed next to the courses.
    - If a course presently on the General Education List without an Outcome does not identify an outcome by the end of February, they will be removed from the GE distribution list.

  MOTION: To lodge the report as presented for discussion at the Campus Senate meetings. Seconded, passed.

  Any mistakes/missing information should be sent to Gail Mays and she is open for suggestions to clarify the process.

  Gail Mays highlighted "Draft of Criteria for GE Distribution List" as follows:
    - The draft included: Criteria for GE Distribution List; Transfer Statement; and Disclaimer at the bottom of the General Education Distribution List.
    - This document was brought forward to Senate a year ago to be piloted. The Curriculum Committee supports the process.

  Discussion followed:
    - If approved, this will be sent to Administration for implementation.
    - Developmental courses that are currently on the GE list would have to be removed.
    - Courses that do not identify and report finding for the outcome will be removed from the GE list by the 2013 catalog.

  Clarification:
  Transfer Statement
  - **Any new course on the distribution list must provide research/documentation on the transferability of the course to ~~(we are the feeders so receiving)~~ receiving institutions.**

  MOTION: To approve the "Draft of Criteria for GE Distribution List." Seconded, passed.

11) <u>Administration</u>:
- Chancellor Meyer addressed the Senate. He reported the following:
    - There are four bills right now that could have significant impact on labor and employees (House bills 5023 – 5026). These bills are raising a lot of concerns and we were urged to review the information.

- There has been discussion in legislation that 2-year colleges should grant 4-yr. degrees. However, it is not in OCC's interest to move in this direction. We intend to support other community colleges that do not have 4-year institutions close by.
- The Senate is determined to lead the reform on the MPSERS proposal (radical changes). The college is tracking this very closely because MPSERS should be kept as a viable program.
- There was an article in "The Chronicle" that featured MITx which is a new perspective to online learning. This refocuses attention away from community colleges. More than 100 million unique visitors have accessed the courses so far. Those present were asked to keep an eye on this reform because we need to defend virtual-based classrooms.

12) <u>Community Comments</u>:
   None

13) <u>Adjournment</u>:
   Meeting adjourned: 4:35 p.m.

Respectfully submitted,

_____   _____
Gheretta R. Harris, Secretary   Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
January 26, 2012
Auburn Hills Campus
MINOR COURSE REVISIONS

1. **CIS-1125 JavaScript Programming for Websites:** Change course number to CIS-1440. Courses are equated. Change prerequisite to CIS-1420. Change course description. Target date for first offering is Fall 2012.

2. **CIS-1400 Web Design I:** Change course description. Target date for first offering is Fall 2012.

3. **CIS-2781 XHTML Programming:** Change course number to CIS-1420. Courses are equated. Change course title to: HTML5 Programming. Change course description. Target date for first offering is Fall 2012.

NEW COURSES

1. **BIO-1650 Human Anatomy & Physiology for the Emergency Medical Services Program:** This is a 5-credit course with a Group "B" Classification (25 students). The prerequisite is: Acceptance into the Emergency Medical Services program. There is an $80 course fee. Target date for first offering is Summer 2012. Course description:

"This course is designed to meet the needs of students entering into the Emergency Medical Services program. This course reinforces the fundamentals of human anatomy and physiology for all major body systems with a detailed laboratory experience. The goal of this course is to provide a detailed survey of human anatomy and physiology to students preparing to enter into the Emergency Medical Services program. Students will learn basic terminology associated with human anatomical structures and physiological processes. Students will apply terminology and physiological function through the use of models, plaques, microscopy, dissection and experimentation in lab. This course does not meet the requirements for most other health professional programs. Course / lab fees."

2. **HUM-1800 – 1850 Special Topics in Humanities:** This is a series of 50 3-credit courses with a Group "A" Classification (35 students). The prerequisite is: English 1510 Placement. There is a $5 course fee. Target date for first offering is Winter 2013. Course description:

"Instructors will offer specific topics in interdisciplinary humanities. Each course will explore a topic in relation to two or more forms of expression (e.g visual or performing arts, literature, philosophy or religion.) These classes will not duplicate any existing courses. Students should consult the schedule of classes to see which topics are offered. Course / lab fees."

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
January 26, 2012
Auburn Hills Campus

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