

Oakland Community College

2012-2013 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, October 25, 2012 – Royal Oak Campus – B249 & B251

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 / September 27, 2012**
- 4)___ **Leadership / Chair Shawn Dry**
- 5)___ **Presentation**
 - None
- 6)___ **Old Business**
 - Motion from HL Campus re: Orientation – G. Mandas
 - Dean Reorganization Questions – C. Maze
 - Representation on Dean Search Committees – S. Dry
- 7)___ **New Business**
 - Motion from HL Campus re: Intercampus Transportation – G. Mandas
- 8)___ **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
- 9)___ **Ad Hoc Committees / Chairs**
 - Teaching and Learning Conference
- 10)___ **Administration / T. Meyer**
- 11)___ **Community Comments**
- 12)___ **Adjournment**

October 25 Motions

1. By the Highland Lakes Campus Senate re: Orientation

The Highland Lakes Campus Senate moves that all first-time college students at OCC take a mandatory orientation.

2. By the Highland Lakes Campus Senate re: Intercampus Transportation

The Highland Lakes Campus Senate moves that Senate form an ad hoc committee to investigate the feasibility of intercampus transportation.

Oakland Community College

2012-2013 COLLEGE ACADEMIC SENATE
MINUTES OF October 25, 2012
Royal Oak Campus

The College Academic Senate was called to order at 3:17 p.m. by Chair Shawn Dry. The following individuals were present:

Auburn Hills:	C. Decker, S. Dry, S. Flynn, P. Hale, B. Isanhart, B. Konopka, J. Mousty, A. Palmer, H. Tanaka
Guests:	D. Bayer, W. Lloyd, J. Peart
District Office:	L. Appelt, L. Nadlicki, M. Schmidt, T. Meyer
Guests:	M. Carroll, P. Dorris, G. Harris, B. Montgomery, T. McClellan, J. Roberts
Highland Lakes:	W. Conway, T. Garcia, J. Helminski, G. Huff, R. Lamphear, G. Mandas, T. Pryor, M. Ston
Guests:	J. Lobert, L. Przymusinski, C. Roman
Orchard Ridge:	A. Frank, M. Kokoszka, M. A. McGee, J. Mitchell, C. Nykamp, M. Pergeau, D. Strand, R. Wright
Guests:	I. Bailey, G. Faye, P. Schade
Royal Oak/Southfield:	S. Charlesbois, T. Hendricks, D. Johnson-Bignotti, B. Konkolesky, R. Lamb, K. Lee, B. Thomas, S. Reif
Guests:	S. Babasyan, C. Benson, S. Bradley, C. Couch, L. Crews, Y. Hargrove, T. Hale, J. Hilu, T. Ingram, S. Jackson, L. Kendall, M. K. Lawless, K. Liggett, J. Matteson, K. Mengich, V. Merriwether, G. Nasari, D. Niemer, C. McKinney, A. Paulson, D. Preisler, M.A. Sheble, M. Shelton-Beatty, N. Shockley, M. Smydra, S. Woodard

2) Acceptance of Agenda:

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

3) Approval of Minutes:

MOTION: To approve the minutes of September 27, 2012 as written.

MOTION: To amend the September 27, 2012 minutes as follows:

p. 4, #7, - Discussion followed: (last sentence under first bullet)

- **The Chancellor responded by asking the Senate to ~~provide a means present~~ create a process for selecting faculty representatives to serve on search committees.**

The amended motion was seconded and passed.

4) Leadership: (Note: Leadership Report will be posted on Infomart)

- CASSC and CPC Update
 - CASSC (College Academic and Student Services Council)
 - CPC (College Planning Council)
 - Meetings cancelled until further notice due to administrative restructuring.
- Status of Motions Passed by Senate
 - None outstanding
- College Academic Master Plan Update
 - Work in progress by the Vice Chancellor's office
 - Rewording training component of objective 9
 - Mapping 2011-12 campus work to strategic plan outcomes and CAMP objectives
 - Identifying data sets for each objective
 - Cathey Maze reported that CBT has recommended that we determine if data exists that demonstrates there truly is a gap; the idea is to plan for something you want to change (implement and develop). IR is working on pulling together the available existing data.
 - Implementation process still needs to be clarified, aid to come from College Brain Trust.

5) Presentation

- None
Chair Shawn Dry reported that IR was scheduled to present the latest CCSSE results; however, they want to have a process in place for utilizing the data before the results are shared. A two-tier presentation will be scheduled sometime next year.

6) Old Business

- Motion from HL Campus re: Orientation

Gina Mandas presented the following motion on behalf of the HL Campus Senate:

MOTION: The Highland Lakes Campus Senate moves that all first-time college students at OCC take a mandatory orientation. Seconded.

Discussion followed:

- When reviewing data, should we only look at one segment of our incoming students (AtD) or should mandatory orientation be something for all students?
- SE Campus – orientation should be for all students. ENG 1055 students generally do better (this is the driving force for student success). Possibly, more faculty should be hired to teach ENG 1055.

- OR Campus – accepts the concept of mandatory orientation being for “all students.” Several types of orientation sessions already exist; they would like to see one. Who is going to facilitate the orientation sessions?
- AH Campus – agrees with SE Campus. They are concerned with the number of orientation sessions offered. Who would be facilitating the orientation sessions (students)? They support the motion but would like more information.
- HL Campus – cost of offering orientation sessions is an issue to consider, and the design of the sessions should be consistent across all campuses.
- The LCAR sub-committee has had lengthy discussions related to this topic. CNS 1100 is already included in the learning community and results have been positive; they are looking at the possibility of recommending that CNS 1100 be a mandatory course for all developmental students to take.
- The High Touch sub-committee made a decision about a specific population attending orientation sessions; the committee has a lot of data supporting mandatory orientation and they hope the Senate moves forward.

Shawn Dry reminded the Senate that if the motion passes, the data and commentary will be forwarded to the Chancellor along with the motion.

The motion passed.

- Dean Reorganization Questions

Cathey Maze provided the following response to some of the issues that were identified regarding the deans’ reorganization at the September CAS meeting:

- What advice is being given to the academic deans as to their charge and responsibilities?
 - Time is being devoted at the Deans’ Cabinet and Deans’ Forum meetings to thoroughly review the FMA.
 - Planning and training sessions will be held regarding budgeting.
 - A list of responsibilities is being created for each type of dean.
 - Training sessions have also been held with the administrative specialists.
- What are the charges and responsibilities for the 3 different deans (Campus, Academic, and Associate)?
 - Dean of Campus Affairs:
 - Reports to the Campus President
 - Oversees the operational responsibilities of the campus
 - Second person in command on the campus
 - Represents the Campus President in regional activities
 - Makes arrangements for repairs and maintenance of equipment already in place
 - In charge of the day-to-day operations on the campuses: signing load sheets, add-a-seat forms, field trips, etc.; oversee honors convocations, service award ceremony; BART liaison
 - Academic Deans
 - Reports to the Associate Vice Chancellor of Academic and Student Affairs

- Deals with the strategic type of activities within disciplines: annual schedule, budgeting for the various divisions (work with Business Managers), academic appeals, and hiring and evaluating faculty. Please note: discussions are ongoing with Mr. Brantley, Vice Chancellor of Administrative Services regarding the budgeting process for next year
- Work with the disciplines to make sure we have consistent course offerings across the college for our students
- Attend Discipline Day meetings
- Associate Deans
 - Reports to the Academic Deans and they are responsible for assisting them; only the larger disciplines will have Associate Deans: Division of Art, Design and Humanities; Division of College Readiness; and Division of Mathematics, Natural and Life Sciences
- All Deans
 - All deans and campus presidents will be provided training for de-escalating student issues and on the BART process
 - Deans of Campus Affairs and Academic deans will work together to quickly respond to student issues, monitor health and safety issues, plan for equipment needs, etc.
 - There will be cross-training of job responsibilities between the various deans
 - In order to serve students on another campus, the dean will travel to where the student is located
- Manager of Campus Academic Services
 - Triage for academic issues: grade appeals, behavioral problems – can direct student to appropriate academic dean (procedures are in place and should be followed)
 - Handle hiring paperwork for adjuncts
- What length of schedule are faculty required to provide to deans?
 - Faculty will need to provide an annual schedule and the framework for two additional years that includes the course name and which semester and campus the course will be offered at
- What is the process for bringing through curricular proposals from the campuses, and which dean signs off on curricular proposals?
 - Academic deans will work together with the divisions to bring curricular proposals through the Curriculum committee; the academic deans will be responsible for signing the curriculum proposals as well

Shawn Dry reported that the Chancellor has asked the Senate to provide a list of expectations we have for our deans.

Questions/suggestions:

- A recommendation was made that this topic be discussed further at the Campus Senate meetings.
- How do the Campus Presidents fit into the reorganization structure?
Cathey Maze responded as follows: the CAMP will be umbrella objectives that we intend to implement as an institution to move forward. The role of the Campus Presidents and Deans of Campus Affairs is to oversee the organization and

implementation of the objectives on the campuses. Initiatives that occur will have to occur on all the campuses.

- It would be helpful to have academic deans attend CAMP meetings because they will be making monetary decisions for the divisions in the future.
- There needs to be consistency and stability on the campuses. There have been seven different strategic plans and one redesign and nothing has come to fruition.
- Barriers need to be eliminated so faculty can do what they were hired to do – teach.

Cathey Maze provided the following summary: A lot of the deans' responsibilities and issues are still being discussed. This is a college-wide initiative and changes are meant to benefit the students; it will take patience and time. A "Frequently Asked Questions" document will be available on Infomart at a later date.

ACTION: Shawn Dry asked the Campus Senate chairs to continue discussion of this topic at their November Campus Senate meetings.

- Representation on Dean Search Committees
Shawn Dry reported that he discussed this topic with the Chancellor and the "Proposal for Faculty Representation on Dean Search Committees" (posted on Infomart) is a result of their discussion. The proposal outlined: Dean Search Committee Membership; Faculty Responsibilities on the Committee; and Selection Process for Faculty Representatives on Academic and Associate Dean Searches.

Discussion followed:

- In the past, deans have been hired with faculty participation. This proposal is recommending that after we complete the entire process, the Vice Chancellor can choose whoever he wants to serve on the committee.
- The Senate is a recommending body not a binding body; this creates a respectful process that represents both sides.
- The last process statement (#5) provides a mechanism if the process outlined (steps 1–4) fails.
- By creating a collaborative relationship with the discipline and then creating a fail-safe statement ignores what the discipline recommends.
- Arlene Frank presented a statement on behalf of the Teamsters Union addressing the "Proposal for Faculty Representation on Dean Search Committees." She commented that the Teamsters felt it was inappropriate for groups other than the Teamsters to determine hiring processes, hiring committees, and position qualifications for the Dean positions; these are covered by the contract and past situations, and processes should be controlled by the group to which the positions belong. She expressed the Teamsters' concerns for how the proposal was developed and the lack of inclusion/shared governance as it relates to administration/management hiring processes in the formation of the proposal.
- This proposal is a result of a Senate Chair conversation with the Chancellor; it is not an end result, only the beginning of conversation.
- Input is needed in order to change the format.
- The Chancellor is looking for a process to move forward because currently dean searches are on hold.
- The Chancellor apologized for excluding a party that should have been recognized.

- Shawn Dry questioned the following: “As a representative of the CAS, how can I best push for academic representation in this process making sure there is a shared-governance role?”
- The CAS shouldn’t determine personnel and the framework presented shouldn’t be followed.
- Hiring processes have been defined by contracts and we have been able to come up with committees to hire deans.
- This document was to create a middle ground to have conversation.
- This process should be wholesome and respect the organization.
- No one wanted to deny faculty a role in selecting academic deans.
- The disciplines were asked to nominate two faculty members to serve on academic dean search committees; the positions were put on hold until a process is reached.
- A motion passed at the September CAS meeting regarding the composition of the search committees for the academic and associate deans; the search committees would like to move forward to fill the positions that are needed.
- The proposal received no support and is considered to have been rejected.

The Senate Chair moved the agenda.

7) New Business

- Motion from HL Campus re: Intercampus Transportation

Gina Mandas presented the following motion on behalf of the HL Campus Senate:

MOTION: The Highland Lakes Campus Senate moves that Senate form an ad hoc committee to investigate the feasibility of intercampus transportation. Seconded.

Discussion followed:

- The purpose of the motion is to explore the academic components of an intercampus transportation system.
- The motion is data driven; students have stated that one of the reasons for withdrawing is transportation problems.
- If a student misses one MAT class, it could mean failure.
- It may be possible to get grant money to provide vehicles.
- The College would be able to service high school students better.
- The bus transit system in Oakland County is terrible.
- There is research that doesn’t support this motion.

The motion passed.

8) Standing Committees:

- *Campus Academic Master Plan/Michelle Pergeau*

Michelle Pergeau reported that the October CAMP meeting was cancelled due to a family emergency. The committee is scheduled to meet on November 9th. She expressed the following concerns on behalf of the committee:

- CAMP is frustrated because there are dedicated professionals serving on the committee and they want to feel like they are doing the job they have been charged to do.

- CAMP has completed work and been very productive in the past.
 - In order to move forward, the campuses will need to review the official charge of CAMP; she will solicit input from the campus chairs.
 - How can faculty be part of CAMP work?
- *Curriculum/Mary Kay Lawless*
Mary Kay Lawless reported the following:
 - The Curriculum Committee had a working meeting on October 15th.
 - Starting in January, the committee will meet every Monday until the catalog deadline.
- *Curriculum Review Committee /Karen Lee*
Karen Lee reported the following:
 - Seven academic units will be reviewed this year: CIS, Dental Hygiene, Math, Music, ESL, ASC, and Sign Language.
 - The office of Curriculum and Student Learning will be sending out a survey regarding the academic units being reviewed.
- *Student Outcomes Assessment/Robert Lamphear*
Bob Lamphear reported the following:
 - SOAC would like to keep a dean from each campus; however, they would prefer the dean be selected based on desire to participate rather than whether that dean is an academic dean or a campus dean.
 - The office of Curriculum and Student Learning (CSL, formally OAE) submitted a schedule reflecting the finalization of all GE rubrics including the associated Direct and Indirect measures within the 2012-13 academic year.
 - A draft of the GE Assessment Process model will be discussed and modified at the November SOAC meeting.
 - It was decided not to review the GE Distribution List until the GE Assessment Process is finalized.
 - Program Assessment Day is scheduled for Friday, October 26th.
- *TMC/Judy Matteson*
Judy Matteson reported the following:
 - TMC didn't meet in October.
 - Since there is only one learning management system, we will be working on a module for course evaluations to put into each class section offered.

9) Ad Hoc Committees:

- Teaching and Learning Conference
Shawn Dry announced that the first teaching and learning conference committee meeting is scheduled for Friday, October 26 at AH Campus in D Building; everyone is welcome to attend. The charge of the committee is to investigate the possibilities for a teaching and learning conference.

10) Administration:

- Chancellor Meyer addressed the Senate as follows:
 - He reminded everyone that the College is in a state of flux; we are trying to find a balance by inventing as we go. We need to operate on “real time” instead of

“academic time.” When CBT visited, they noticed that we need to come to closure and move forward; decisions are not being made fast enough. Administration is trying to be as inclusive as possible in order to reach decisions. However, the budget is already dedicated and prescribed – 81% is salary and benefits; there isn’t much latitude for control because the budget has to be ADA compliant as well. There is only about a 2% level of discretion and a lot of decisions are regulated by the government. OCC is a matrix organization. We need to come to levels of harmony that speak to academics by asking everyone to participate in harmony to move forward. The Chancellor appreciates and welcomed the conversation at today’s meeting. He asked that we be patient as we move forward.

11) Community Comments:

- The RO Campus Senate was thanked for providing food at today’s meeting.
- Gina Mandas announced that Wendy Conway is replacing Preetha Ravikumar as a senator at the HL Campus.
- Janet Roberts invited the college community to attend the Community Conversation on October 30 from 3:00 – 5:00 p.m. at RO Campus. The event is being hosted for the Center for Michigan to gather input on K-12 education.
- Bill Isanhart announced that Pat Dolly will be retiring the end of October. On behalf of AH Campus, he thanked Pat Dolly for the leadership she provided the college and for sticking with AH Campus for 6 years.
- Gerry Faye reminded those present to vote in the November 6th election; real shared governance is available to all of us.
- Margaret Carroll reminded everyone that open enrollment for health care benefits starts next week; everything will be available online. MPSERS election deadline is Friday, October 26th at 5:00 p.m. You need to access your miaccount to make your selection regarding pension/healthcare choices.

12) Adjournment:

Meeting adjourned: 5:12 p.m.

Respectfully submitted,

Gheretta R. Harris, Secretary

Nancy K. Szabo, Recording Secretary