Oakland Community College

2013-2014 COLLEGE ACADEMIC SENATE
MINUTES OF October 24, 2013
Auburn Hills Campus

The College Academic Senate was called to order at 3:15 p.m. by Chair Shawn Dry. The Chair thanked the Auburn Hill's faculty and staff for the refreshments they provided. He also reminded everyone to sign-in on the sign-in sheet in the hallway. This is the second CAS meeting of the 2013-14 academic year. Senate is a body that is open to attendance and we have specifically elected members of the CAS; elected Senate members have the ability to act on motions but anyone can speak at the meetings. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, P. Hale, B. Isanhart, B. Konopka, J. Mousty, A. Palmer, K. Sigler, K. Tiell, G. Tres, G. May
Guests:	J. Allen, B. Bruhn, E. Chan, S. Contor, J. Craft, R. Driscoll, M. Fether-Samtouni, M Graziadei, T. Hendricks, B. Hoag, L. Huber, S. Lemelin, V. Love, C. Malmsten, G. Mays, M. Merritt, V. Nikiforov, J. O'Connor, J. Peart, M. Robinson, K. Stilianos, S. Subbarao, D. Young
District Office:	S. Linden, L. Nadlicki, N. Szabo
Guests:	C. Mathews, C. Maze, R. Holcomb
Highland Lakes:	C. Aretha, W. Conway, T. Garcia, S. Henke, G. Huff, R. Lamphear, G. Mandas, M. Ston
Guests:	P. Anderson, J. Forbes, K. Guzzi, J. Lobert, G. Mazzocco, E. McAllister, L. Przymusinski, T. Sherwood, S. Snyder, K. Stilianos, N. Wong
Orchard Ridge:	A. Jackson, V. McNiff, J. Mitchell, C. Nykamp, M. Pergeau, P. Schade, R. Wright
Guests:	S. Hanna, M. A. McGee, L. Nemitz, M. Orlowski
Royal Oak/Southfield:	S. Charlesbois, L. Crews, J. Eichold, D. Johnson-Bignotti, R. Lamb, A. Paulson, N. Shockley
Guests:	S. Bradley, C. Couch, M. K. Lawless,

J. Matteson, M. Oery, H. Othman, D. Preisler, M. A. Sheble

2) <u>Acceptance of Agenda</u>:
   MOTION: To accept the agenda as written. Seconded, passed.

3) <u>Approval of Minutes</u>:
   MOTION: To approve the minutes of September 26, 2013 as written. Seconded, passed.
   Please note: A name was miss-spelled on the RO/SF "attendance section" and it was corrected before the approved minutes were posted on InfoMart.

4) <u>Leadership</u>: (Note: Senate Leadership Report is posted on InfoMart) Senate Leadership consists of: the CAS Chair, the Campus Senate Chairs, and the Standing Committee Chairs; the Vice Chancellor and Associate Vice Chancellor of Academic and Student Affairs and two deans are invited to the meetings as well. Senate Leadership meetings are also open to all who wish to attend.
   - Status of Motions Passed by Senate
     - Faculty-Friendly IT Interface (2/21/13)
       - Alan Jackson has been working diligently with Bob Montgomery and they presented a preliminary report and information piece to Senate Leadership. This document is a work in progress; Senate Leadership will decide the best way to present this information to the CAS.
     - Managers and Administrators Teaching as Adjuncts (5/23/13)
       - No update
     - Improvements in E-Mail Service and Adequate Staffing of HL TLTC (9/26/13)
       - Chancellor Meyer (10/24/13): I would like to respond to the September Senate motions. As both of these are technology related, they are appropriate discussion for the TMC. Our CIO, Bob Montgomery Co-chairs the TMC. Accordingly, the issues brought forward by the TMC can then be directly addressed by Bob.   He will have the richness of the full discussion on each item. Bob also has the option to bring any issue to Cabinet, if necessary. I trust this clarity will help to expedite the decision process.
       - Judy Matteson reported that an announcement was made at the Community Assemblies in October that the exchange server will be upgraded beginning sometime around December 1st. The size of our mailboxes will be increased; the process won't be completed until March or April, 2014.
       - Judy Matteson also reported that a posting was approved for an Instructional Designer. The current staffing needs of all the TLTC's are being reviewed to determine when and where there is the most demand. It was recommended that the needs of adjuncts be considered as well.
   - Academic Senate Committee Activity
     - Committees, both standing and ad hoc, are created and charged by Academic Senate to perform specific tasks.
     - Committees submit work and recommendations to the Academic Senate for approval, which may then forward that work to the appropriate administrator.
     - Members of committees may partner with administration to perform work, but they do so as knowledgeable individuals, not as a Senate committee. For example, the

EMP implementation teams have asked for help from some of our Senate standing committees; we are very appreciative to be included in these implementation team processes.

- CBT Reports and Administration Documents = Academic Program Review
    - Released in September
    - Leadership recommends a workshop moderated by representatives of the Curriculum and Student Learning office and the chairs of the appropriate Academic Senate committees. (Note: The Senate did not comment on this particular approach so the recommendation will be made to administration).

5) <u>Presentation</u>:
- None

6) <u>Unfinished Business</u>
- Guiding Principles and Communication Standard
Shawn Dry reported that in 1996 the following documents were passed by the CAS in an effort to curb heinous behavior in the 1990s: "Operational Guiding Principles," and "Communication Standard." The documents were discussed at the September CAS meeting and the Campus Senates reviewed the documents at their October meetings and they are still considered a document of record.

    Shawn Dry summarized the seven standards the CAS abides by in *Robert's Rules of Order,* Article VII, section 43 - "Principles for Decorum in Debate." (Note: the document is posted on InfoMart). The Senate did not provide additional feedback on the standards presented and they were accepted as the "rule of the day."

- Compiled Comments on CBT Reports and Administration Documents
Shawn Dry presented "Summary of Comments on College Brain Trust Reports and Administrative Documents." In an effort to compile the document, he took summaries from the Campus Senate chairs that ran forums and committee chairs that addressed the topics. The document presented is a collection of comments referencing the following:
    - Child Care Assessment
    - Integrated Planning
    - Data Capacity and Culture of Evidence
    - Benchmarking and Key Performance Indicators

    MOTION: The CAS moves to endorse the document as presented and send to the administration for their support. Seconded.

    The motion was clarified as follows: The spirit of the motion is to adopt the document as a whole, acknowledge its accuracy, and request feedback and response from the administration.

    The motion passed.

    Shawn Dry thanked the campus and committee chairs for holding forums and collecting comments from the discussions.

7) <u>New Business</u>
   - Creation of Ad Hoc Committees
     Shawn Dry defined the committees of the Senate as follows:
     Standing Committees – have long-term tasks assigned to them that are performed on a cyclical basis.
     Ad Hoc Committees – have a specific task assigned to them that is performed in a short period of time.

     After discussions at Senate Leadership, the following ad hoc committees are needed to accomplish work in a short term:
     - Data

       MOTION: To create a Data ad hoc committee. Seconded, passed.

       Charge: To gather the questions the Senate has about data – how it is used and the appropriate pathway to request data.

       Volunteers: Jeff Eichold - SF, Alan Jackson – OR, Peter Anderson - HL, Wendy Conway - HL, Vince Lamb – SF, and John Mitchell – OR

       Shawn Dry will send out a call for committee members.

     - Program Sun-setting

       MOTION: To create a Program Sun-setting ad hoc committee. Seconded, passed.

       Charge: To clarify and fully develop the process to sunset programs.

       Volunteers: Bob Lamphear – HL, Steve Linden – DO, Ken Sigler - AH, Jeff Farrah – AH, Chad Nykamp – OR, and Cheryl Aretha – HL

       Shawn Dry will send out a call for committee members.

     - WF, WP, and I Marks

       MOTION: To create a WF, WP, and I Marks ad hoc committee. Seconded.

       Discussion followed:
       - Can two of these marks be eliminated? No – these marks are required based on federal financial aid guidelines.
       - The date will need to be included when a student stops attending a class (audit requirement). IT is creating a screen for this.
       - Can some of the marks be combined?

       The motion passed.

       Charge: To update/clarify the definitions of the marks in the catalog.

Volunteers: Steve Linden – DO, Cathey Maze – DO, Tom Hendricks – AH, Mary Ston – HL, and Bill Isanhart – AH

Shawn Dry will send out a call for committee members.

- Academic Senate Representatives to ENG 1510 Placement Work Group
  Cathey Maze reported that a group met once to discuss the motion that was passed by Senate requiring students to place in ENG 1510 before they can enroll in college-level courses; mandatory placement will go into effect in 2014. The group would like faculty representatives to serve on the committee as well.

  Shawn Dry clarified that this group is not a Senate committee. The Senate would send representatives to participate in this work group.

  Volunteers: Rick Driscoll – AH, Hany Othman – RO, and Barb Konopka – AH. John Mitchell volunteered to send a call for members to the English Department chairs.

  Cathey Maze indicated that a meeting notice would be forthcoming and she asked those that volunteered to update their Outlook calendars or inform Nancy Szabo of their availability.

- Community Assemblies and Academic Senate
  Shawn Dry reported that this topic was discussed at Senate Leadership and there is still a lot of confusion as to who can attend CAS meetings, and the purpose of the newly formed Community Assemblies.

  Discussion followed:
  - The Community Assemblies are chaired by the Campus Presidents. Non-academic business should be transacted during their meeting time and the topics that are left should be discussed at Senate (academic business).
  - The concept of Community Assemblies is not new; a group like this met several years ago.
  - Why are we no longer supporting campus senate meetings, and not allowing the college community to attend campus/college senate meetings?
  - There is confusion regarding which topics are academic and which are non-academic.
  - Motions are not created at Community Assemblies. Is there a resolution process?
  - How will the progress towards solving the issues be communicated and resolved?
  - Gordon May reported that the next Community Assembly at AH Campus is scheduled on November 5 from 4:00 to 5:00 p.m.; he asked that the groups be given a chance because they are new. A call for agenda items will be sent out before the meetings, they will report back on suggestions offered at the September Community Assemblies, and minutes and agendas will be provided on InfoMart.
  - We are giving Community Assemblies a chance; the problem is with the heavy-handed approach to campus senate attendance and the attempt to restrict attendance.
  - Not against Community Assemblies; there is value when groups come together that represent all voices in the college. The more voices that are heard, the richer our conversations will be.

- Some of the items discussed at the HL Campus Senate could not move forward because administrators were not present at the meeting.
- The CAS is a crucial arm in "shared governance."
- Community Assemblies are a suggestions box, not shared governance.
- Membership of the CAS is defined in our Constitution.

MOTION: That the administration reconsiders their ban on Senate attendance and returns to allowing open participation. Seconded, passed.

8) <u>Standing Committees</u>:
- *Campus Academic Master Plan/Michelle Pergeau*
  Michelle Pergeau reported the following:
  - CAMP will be meeting on Friday, October 28th. Their charge is to identify committee members that will contact the ALT regarding the implementation of the EMP.
  - New faculty members are welcome to join the committee.

- *Curriculum/Mary Kay Lawless*
  Mary Kay Lawless reported that there wasn't a Consent Agenda; however the committee has "Other Business" for the Senate to consider: (Note: The Curriculum Handbook and Curriculum Forms are posted on InfoMart.)

  MOTION: To approve the "Curriculum User Handbook for Curriculum Development and Approval – A Guide to the Curriculum Process, July 2013." Seconded, passed.

  MOTION: To approve all of the revised curriculum forms collectively. Seconded, passed.

  The revised forms include the following: College Curriculum Ballot; Course Proposal Form; Gen Ed Distribution List Inclusion Request; Gen Ed Outcome Information; Program/Degree Proposal Checklist; and Program/Degree Proposal Form. The revised forms streamline the process and make it less cumbersome.

  Mary Kay Lawless also reported that the revised curriculum process removes the Chancellor's approval from the process. Final approval will be granted by the Vice Chancellor of Academic and Student Affairs. They are moving to a strictly electronic signature/approval process. The Senate acknowledged the Curriculum Committee for all of their work; this represents multiple years of work.

- *Curriculum Review Committee /Cheryl Aretha*
  Cheryl Aretha reported the following:
  - The committee met on October 4th and at that meeting mentors were assigned to programs and disciplines currently going through review.
  - The committee continued to discuss review process revisions and at the next meeting the committee will consider a draft of the documents that will, if approved, be presented at the next CAS meeting.

- There are currently 12 programs/disciplines going through the review process. 10 of the 12 have completed an initial meeting, and the other two are scheduled.
- The committee is beginning to follow up on the past reviews (action strategies) to "tie-up any loose ends." The office of CSL will be giving the CRC a report on the status of past action strategies; this will be useful for the CRC to monitor the impact of program and discipline review.
- Maintaining a strong faculty voice while addressing these issues and keeping student success at the forefront remains the intention of the CRC.

- *Student Outcomes Assessment/Robert Lamphear*
  Bob Lamphear reported the following:
  - Assessment Day met with mixed reviews, which primarily related to varying levels of familiarity and involvement with formalized assessment. An additional acknowledgement of appreciation was given, especially to the Culinary dean and department, for accommodating the session; only 164 registered but 226 attended. Any suggestions for the Winter Semester Assessment Day should be given to your SOAC campus representative.
  - SOAC has renewed discussion on Institutional Outcomes, which will continue to be discussed at our 11/1 meeting.
  - The 2013-14 prompt is now available for the Essay Contest. Please encourage your students to participate. If possible, make it part of your course; it helps generate more submission.
  - As of our last meeting, all Student Learning Coordinators were trained.
  - SOAC will also be discussing the link between Common Course and General Education Outcomes. As an attachment to this report, please see the "ENG 1510 Assessment Plan Strawman Proposal for discussion – DRAFT."

- *TMC/Judy Matteson*
  Judy Matteson reported the following:
  - Ed Callaghan sent out an invitation to attend "The Alliance for Excellence in Online Education Conference" that will be held on November 15th at AH Campus. A speaker from Harvard University will be discussing MOOC's.
  - D2L will be upgraded after fall semester; it will have enhanced functionality; PDTC will provide training on this.
  - "Save the Date" – January 31, 2014 (5th Friday), OR Campus will be hosting a "Faculty Showcase." Anyone interested in presenting should contact Judy Matteson (the presentation doesn't have to be related to technology).
  - A question was raised regarding MAC software compatibility; Judy Matteson will add this item to the TMC agenda.

9) Ad Hoc Committees:
  - *Veteran Affairs/Tom Pryor*
    Gordon May reported that the Veteran resources website is up and running.

10) Administration:
  - Richard Holcomb reported the following:
    - The EMP is working on getting a website up and running; we will be able to see the milestones for action plans.

- Senate will be asked to be involved with HLC and the accreditation process.
- Five workshops will be presented regarding changes in criteria. We will be looking at a quality initiative to work on so we can move forward (3 – 4 year project).

11) Community Comments:
- Mary Kay announced that at the next CAS meeting there will be a brief presentation on electronic signature approval process.
- Bob Lamphear announced that the college has supported membership in the "Michigan Academy of Science, Arts and Letters." They will be holding their 2014 conference on Friday, February 28 at Oakland University in Rochester. You are invited to submit a 200 word abstract of the paper you wish to present at the conference. Those present were encouraged to attend the valuable event.
- Gordon May announced that he attended a dinner last night for the Oaxacans and their host families and every campus was represented; it was a wonderful event to be part of.

12) Adjournment:
    Meeting adjourned: 4:43 p.m.

Respectfully submitted,

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Michelle L. Pergeau, Secretary   Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
October 24, 2013
Auburn Hills Campus

OTHER BUSINESS

1. Revised Curriculum Handbook
2. Revised Curriculum Forms
3. Revised Curriculum Process
   a. Remove Chancellor Approval from process. Final approval granted by the Vice Chancellor of Academic and Student Affairs.
   b. Move to a strictly electronic signature/approval process.