Oakland Community College

2013-2014 COLLEGE ACADEMIC SENATE
MINUTES OF February 20, 2014
Southfield Campus

The College Academic Senate was called to order at 3:22 p.m. by Chair Shawn Dry. The Chair thanked the RO/SF campus for hosting the meeting and providing a smorgasbord of food. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, J. Mousty, A. Palmer, K. Sigler
Guests:	D. Bayer, C. Malmsten, B. McAllister, Q. Norwood, J. O'Connor, P. O'Connor
District Office:	S. Linden, L. Nadlicki, N. Szabo
Guests:	T. Boozer, C. Maze
Highland Lakes:	C. Aretha, G. Huff, R. Lamphear, G. Mandas
Guests:	E. McCallister, J. McKay, L. Przymusinski, T. Sherwood
Orchard Ridge:	A. Frank, J. Mitchell, M. Pergeau, R. Wright
Guests:	M. A. McGee, L. Michels, P. Schade, N. Valenti
Royal Oak/Southfield	C. Benson, S. Charlesbois, B. Gambrell, D. Johnson-Bignotti, B. Konkolesky, R. Lamb, A. Paulson, A. Selameh, N. Shockley, S. Reif
Guests:	S. Babasyan, C. Bogan, L. Hitchcock, R. Koblin, S. Labadie, M. K. Lawless, J. Matteson, C. McKinney, K. Mengich, V. Merriwether, D. Niemer, M. Oery, H. Othman, D. Preisler, C. Sanford-Brown, S. Soleimani, W. D. West

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

3) Approval of Minutes:
   MOTION: To approve the minutes of January 23, 2014 as written. Seconded, passed.
   Pat Funtik was thanked for taking the minutes at the January CAS meeting in the absence of the Senate's recording secretary.

4) Leadership: (Note: Senate Leadership Report is posted on InfoMart)
   - Senate and Academic Planning
     - Two meetings with Interim Vice Chancellor Cathey Maze on Senate's roles in developing, implementing, and responding to academic planning
     - New steering committee will be formed to oversee the Educational Master Plan.
       - Chaired by Cathey Maze and composed of implementation team administrative leads
       - Senate College Chair will be invited to serve on committee
     - Further Senate involvement is still being negotiated, including what roles a standing committee of the Senate might serve. The Chair reminded the Senate that he is just a voice in the room when these things are discussed, and he doesn't have the power to make decisions; he will keep the Senate informed of any new activity needing Senate's involvement.
   - Student Success
     - The chair was invited to attend Chancellor's Cabinet on February 19th to communicate the feedback on student success. The Cabinet will rewrite the definition to include some of Senate's recommendations and the Senate will have a chance to provide feedback on the rewritten definition.
   - Data Ad Hoc Committee Report
     - Senate leadership has extended an invitation to Institutional Research and Curriculum and Student Learning to meet and review the findings of the report. The invitation has been accepted; dates are being reviewed to schedule a meeting.
     - Senate leadership thanked the ad hoc committee for performing the task assigned to it.
   - New Employees and Senate Orientation
     - The Senate college chair will be invited to attend PDTC's new faculty orientation again.
     - The "meet and greet" work group has suggestions for a social event outside of the new faculty orientation.
   - MACRAO -> MTA Information Sessions
     - First meeting was held before today's Senate meeting.
     - Two additional sessions are scheduled:
       - Friday, March 14, 9:00-11:00 a.m., Auburn Hills G-240
       - Monday, March 17, 1:00-3:00 p.m., District Office Board Room
     - Marty Orlowski reported that they are trying to schedule two additional sessions for faculty to attend but there is a rapid timeline to deal with (catalog deadline, and possible Senate action).
   - Other
     - Senate elections for the Campus senate chairs and standing committee chairs will be held in March or April. The release time/supplemental contract postings were sent

out by the Vice Chancellor's office for the 2014-15 academic year. Interested faculty members were reminded to apply for the position within 10 days of election.

5) Unfinished Business
- New Employee Meet & Greet
  Stacy Charlesbois-Nordan outlined three potential plans for the new employee meet and greet as follows.
  - Plan A – Hold the meet and greet after the CAS meeting in March at AH Campus; Shawn Dry could provide an overview of shared governance and the value of the Senate to the institution. All employees would be welcome to attend (focus on new faculty and new hires); appetizers would be served and alcohol offered. The Board of Trustees would be invited to attend via the Chancellor's office. A budget would be needed to cover the costs of this event.
  - Plan B – Same as Plan A except a pot luck would be provided and alcohol would not be served.
  - Plan C – Same as Plan A except hold the event off-campus (BFD's was recommended) at a place nearby the Senate location.
  - A suggestion was made that the Senate Chair wears a tux to this event.

  Discussion followed:
  - Not a good idea to offer alcohol because of religious beliefs.
  - If you move locations, people have a tendency to disappear.

  MOTION: To hold a potluck meet and greet on campus and do not serve alcohol (Plan B). Seconded.

  Friendly Amendment: Add to the original motion – "a funded, catered event." Seconded. Motion failed.

  The question was called. The motion passed.

  The "New Employee Meet & Greet" group will plan the event for after the March CAS meeting at the AH Campus. Everyone will be responsible for contributing to the potluck.

- Classroom Teaching by Administrators (document posted on InfoMart)
  Shawn Dry outlined the Senate's history regarding "Classroom Teaching by Administrators" as follows:
  - Precipitating Conditions (Summer 2013)
  - Academic Senate Motion (5/23/13) – The Academic Senate requests that the Chancellor reconsider the policy he has proposed regarding administrators and exempt management staff teaching in the classrooms.
  - Cabinet Concerns (1/27/14) – Members of Chancellor's Cabinet clarified the concerns that generated the policy changes, and they rejected the motion.
    - Cabinet then asked for Senate's help to overcome these concerns.
  - Comments from Campus Senate Conversations (2/6/14)
  - Additional Comments from the Senate were provided as follows:

- o It is not hard to collect data on this topic. Our peer institutions all over the county allow their administrators to teach classes and we have been successfully doing this for 48 years.
- o It is important to allow administrators to teach to stay connected to the students and disciplines they supervise.
- o The CIS department has really benefitted from allowing administrators to teach courses in their discipline.
- o Rewrite their job description to include teaching; the number of classes they teach can be limited.
- o Teamsters are afraid they will lose the ability to teach.
- o There is concern that the standards of our accrediting bodies won't be met, and finding adjuncts that can teach the courses is sometimes problematic.
- o Clarification of the motion – the motion doesn't distinguish between exempt administrators and administrators. The motion is meant to be all-inclusive.
- o We need to look at a process that is in the best interest of our students.
- o How many grade appeals are related to an administrator teaching a class? Where is the data for this?
- o Most students are not even aware their teacher is an administrator at the college.

Shawn Dry will assemble a list of comments and present to Cabinet as requested.

- • Quality of Work Life Survey
  Shawn Dry reported that Chancellor's Cabinet rejected the Senate motion that was passed on 12/12/13 to contract a third party to conduct a "Quality of Work Life" survey of all OCC employees. Chancellor Meyer provided three reasons from the administration to not support the survey. The Senate made a motion and administration rejected the motion; they did not ask the Senate for feedback. How do we move forward from here?

  ACTION: The Campus Senates can choose to re-discuss this topic and bring back a motion.

6) New Business
   - • None

7) Standing Committees/Chairs
   - • *College Academic Master Plan/M. Pergeau*
     No report.

   - • *Curriculum/M. K. Lawless*
     Mary Kay Lawless presented the Consent Agenda.

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

     Discussion followed regarding including common course outcomes as part of the curricular process.

Agenda Item for Senate Leadership: Common Course Outcomes

Mary Kay Lawless reminded Senate that the Monday, March 3rd Curriculum meeting is the last day to get changes/additions into the catalog.

- *Curriculum Review/C. Aretha*
  Cheryl Aretha reported the following:
  - Three reviews have been completed with signature and action strategies: Massage Therapy; Surgical Tech; and Psychology.
  - Constructive comments from CRC members during discussion of the review will be forwarded to lead reviewers following the CRC vote on the completed review.
  - The committee is finishing preparation of a questionnaire that will be sent to lead reviewers to aid in the assessment and improvement of the review process.

- *SOAC/R. Lamphear*
  Bob Lamphear presented the following motion:

  MOTION: SOAC moves that the Senate-approved syllabus template be updated to include common course outcomes. Seconded, passed.

  College Chair comments: document is called "Syllabus Components;" consider inclusion of N mark statement as well?

  Agenda Item: Campus Senates may want to discuss inclusion of the N mark statement in the "Syllabus Components" document.

  Bob Lamphear reported the following:
  - SOAC is concerned at this time with the impact of the Michigan Transfer Agreement on the General Education Distribution List. An initial meeting on the MTA was held earlier today, which SOAC members attended.
  - Assessment Day is scheduled for March 28, 2014 at the Orchard Ridge Campus.
  - The essay contest's submissions are due Monday, March 3, 2014 at 5 p.m.
  - All common course outcomes are complete although some are still waiting for dean signoff. Disciplines should be focusing on assessment plans and benchmarks.
  - Postings for the 2014-15 Student Learning Coordinators were sent out by the Vice Chancellor's office.
  - He will not be seeking reelection as SOAC chairperson for the 2014-15 academic year.

- *Technology Management Committee/J. Matteson*
  Judy Matteson reported the following:
  - The TMC Showcase was held on Friday, January 31, 2014 at the OR Campus; the next faculty showcase will be held at AH Campus.
  - Any questions regarding the new e-mail should be sent to Judy Matteson.

8) Ad Hoc Committees/Chairs

- *Data/J. Mitchell*
  John Mitchell reported that their committee turned in a report and they have completed phase I; phase II will be at the pleasure of the Senate.

- *Program Sun-Setting/K. Sigler*
  No report.

- *Veteran Affairs/T. Pryor*
  No report.

- *WF, WP, and I Marks/P. O'Connor*
  Pat O'Connor reported the following:
  - A second round of questions regarding these marks will be asked at the Campus senate meetings.
  - The committee is likely to recommend that the "F" mark has a dual purpose – student completed work but didn't earn enough points to pass the course; or student quit attending class. The committee recommends keeping one non-punitive mark. A date will have to be assigned if an "F" mark is given.
  - The committee may send out a survey regarding use of the "I" mark.

9) Administration/C. Maze & T. Boozer
   - Cathey Maze reported that several years ago, the Senate passed a motion to make placement into English1510 a requirement for OCC students before they can register for college level courses. Transitioning to this policy will be effective Fall 2014. Students who place into English 1055 will only be allowed to register for a select group of courses. Discipline Chairs were asked to review a list of courses in which English 1055 students might be successful and submit an approved list of courses. She thanked the disciplines that responded by the February 20th deadline.
   - Cathey Maze also reminded faculty to complete the balloting process for "Removal of Automatic Prerequisite Waiver for College Guest and Bachelor Degree Students" for the courses in their discipline. Both the form and official ballots need to be submitted to the Vice Chancellor. This policy will also be effective Fall, 2014.

10) Community Comments
    - Shawn Dry reported that a survey will be sent out regarding Service Learning in the classrooms; those in attendance were encouraged to complete and return the survey.
    - Those that attended Discipline Day heard that our Vice Chancellor of Academic and Student Affairs is very ill. The college community was asked to send "get well wishes" to him. Pat Funtik in the Chancellor's office will be collecting the notes/cards.
    - IT was acknowledged for providing us with larger in-boxes.
    - Pat O'Connor and John Mousty were nominated for "Outstanding Faculty." They will be acknowledged at Excellence Day on April 11th.
    - Bob Lamphear announced that the "Michigan Academy of Science, Arts and Letters" will be holding their 2014 conference on Friday, February 28 at Oakland University; those present were encouraged to attend.

11) <u>Adjournment</u>:
   Meeting adjourned: 4:45 p.m.

   Respectfully submitted,

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

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
February 20, 2014
Southfield Campus

MINOR COURSE REVISIONS

1. **BIO-1530 Biology I: Molecular and Cellular:** Change prerequisite to: Placement into ENG-1510 or higher and placement into MAT-1100 or higher. Target date for first offering is Fall 2014

2. **CIS-1305 CCNA Studies I: N/W Fundamentals:** Change title to: **CCNA Studies I: Introduction to Networks.** Change course description. Target date for first offering is Fall 2014.

3. **CIS-1310 CCNA Studies II: Routing:** Change title to: **CCNA Studies II: Routing and Switching Essentials.** Change prerequisite to: CIS-1305 or Consent of Instructor. Change course description. Target date for first offering is Fall 2014.

4. **CIS-1320 CCNA Studies III: LAN Switching:** Change title to: **CCNA Studies III: Scaling Networks**. Change course description. Target date for first offering is Fall 2014.

5. **CIS-1330 CCNA Studies IV: Accessing WAN:** Change title to: **CCNA Studies IV: Connecting Networks.** Change course description. Target date for first offering is Fall 2014.

6. **DHY-2210 Oral Pathology:** Change title to: **General and Oral Pathology**. Change course description. Target date for first offering is Fall 2014.

7. **ENG-1350 Business Communications:** Add prerequisite: Placement into ENG-1060. Change course description. Target date for first offering is Fall 2014.

8. **MST-1000 Introduction to Massage Therapy:** Change prerequisite to: Acceptance into the program or consent of the program coordinator. Target date for first offering is Fall 2014.

9. **MST-1250 Mechanics of Massage Therapy and the Human Body:** Change prerequisite to: Acceptance into the program or consent of the program coordinator. Target date for first offering is Fall 2014.

10. **MST-1450 Bio Behavioral Management:** Add prerequisite: EXS or MST program designation; or consent of MST program coordinator. Target date for first offering is Fall 2014.

11. **MST-2300 Clinical Lab:** Change course description. Target date for first offering is Fall 2014.

MINOR PROGRAM REVISIONS

1. **CIN.ALA Cinematic Arts:** Add PHO-2803 Special Projects in Digital Video (3-cr) to Required Specialty Courses. Give students the option of HUM-2100-9 Topics in Film (3-cr) or HUM-2900 Literature into Film (3-cr) as Required Specialty Course. Add both HUM-2100-9 and HUM-2900 as additional options under the Required Elective Courses from which 6 additional credits must be selected for students who do not use it as part of the Required Specialty Courses. Add footnote to those courses under the Required Elective category to indicate they can only be used as Electives if not used to meet the Required Specialty requirement.

   Total number of required credits does not change. Target date for first offering is Fall 2014.

2. **MST.APP Massage Therapy:** Change catalog description. There will be a separate catalog page for the Certificate program. Add sentence to the Program Admission Procedures: Enrollment into the MST courses is possible only after the student has applied and has been admitted to the program. Indicate that the high school diploma or GED is a State of Michigan licensing requirement. Rearrange bulleted items under Program Admission Procedures. Target date for first offering is Fall 2014.

MAJOR PROGRAM REVISIONS
(5-DAY NOTICE SENT)

1. **SUR.APP Surgical Technology:** Add the following sentence to the Program Admission Procedures: Each year there are a limited number of students admitted to the program through a selection process. Additions to Basic Admission Requirements Include:
   - Declaration of Surgical Technology (SUR.APP) as the designated curriculum choice.
   - Completion of ALL required supportive courses with a grade of "B" or higher.
   - Completion of General Education requirements with a grade of "C" or higher.
   - Attendance at a records review session with the Program Director or designee.

In the last paragraph of the program description, change first sentence to: A mandatory criminal history check and drug screening will be conducted on all students selected to the Surgical Technology program, prior to the start of the program. Change last sentence in the last paragraph to: For further details contact the Surgical Technology Department at 248-233-2914.

Total number of required credits does not change. Target date for first offering is Fall 2014.