

Oakland Community College

2013-2014 COLLEGE ACADEMIC SENATE
MINUTES OF March 27, 2014
Auburn Hills Campus

The College Academic Senate was called to order at 3:19 p.m. by Chair Shawn Dry. The Chair thanked those present for making the trip to the AH campus. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, B. Isanhart, B. Konopka, J. Mousty, K. Sigler, H. Tanaka, G. Tres
Guests:	J. Allen, L. Britton, B. Bruhn, E. Chan, C. Decker, C. Hardaloupas, B. Hoag, V. Love, V. Nikiforov, Q. Norwood, P. O'Connor, M. Samtouni, E. Stotts, S. Subbarao, D. Young
District Office:	S. Linden, L. Nadlicki, N. Szabo
Guests:	T. Boozer, C. Maze
Highland Lakes:	C. Aretha, V. Emanoil, T. Garcia, S. Henke, G. Huff, R. Lamphear, G. Mandas, T. Pryor
Guests:	E. McAllister, J. McKay, L. Przymusinski, T. Sherwood
Orchard Ridge:	T. Hendricks, A. Jackson, J. Mitchell, C. Nykamp, M. Pergeau, R. Wright, J. Shadko
Guests:	G. Faye, M. A. McGee
Royal Oak/Southfield:	C. Benson, S. Charlesbois, J. Eichold, R. Lamb, A. Selameh, B. Stanbrough
Guests:	C. Bogan, M. K. Lawless, O. Martin, J. Matteson, C. McKinney, H. Othman, D. Preisler, M. A. Sheble

2) Acceptance of Agenda:

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

3) Approval of Minutes:

MOTION: To approve the minutes of February 20, 2014 as written. Seconded, passed.

4) Leadership: (Note: Senate Leadership Report is posted on InfoMart)

- Academic Senate and the Vice Chancellor of Academic and Student Affairs
 - Chancellor Meyer indicated on March 14 that all Senate motions should now go to the Vice Chancellor, who has the authority to resolve them.
 - The Vice Chancellor can take items to the Chancellor's Cabinet as necessary.
 - Senate Leadership and the Vice Chancellor are working on producing a formal, written version of this procedure, including an appeals process and the timing and format of the Vice Chancellor's responses.

- Data Conversation
 - A group met on March 17 to address the data ad hoc committee's report.
 - Senate: Shawn Dry, Daniel Lawson
 - Institutional Research (IR): Nancy Showers, Mark Woods
 - Office of Curriculum and Student Learning (CSL): Marty Orłowski
 - Administration: Tom Boozer, Cathey Maze
 - Takeaway points:
 - Requiring IR or CSL to present small pieces of large data sets in a 10 minute Senate window is less than ideal. The 2 hour data summit format is much better.
 - There is a means by which those members of the college who want to access raw data can do so. The procedure to do this is being clarified and will be publicized.
 - The procedure by which members of the college community who want IR or CSL to perform data gathering and analysis is being clarified and will be publicized.
 - Senate encourages that the procedure include criteria used to rank the priority of data requests.
 - Administration encourages faculty to process such requests through their discipline, department, division, Academic Senate, academic dean, etc.
 - A new curriculum process exists, through which many of the past frustrations regarding data and decisions based on data in the curriculum development and updating process will be addressed and resolved earlier in the "stream" of things.
 - The curriculum review process is still young. Concerns with the process should be addressed to Senate's curriculum review committee and CSL, who continue to revise it.
 - CSL is not opposed to "outside" data being utilized in the curriculum review process, as long as that data can be verified as coming from a valid and reliable source.
 - Issue not yet addressed: competing data interpretations

- MACRAO -> Michigan Transfer Agreement

- The Vice Chancellor will meet with the department chairs at their retreat on April 4 to review aspects of the new agreement.
- Academic Senate will be invited into the conversation afterwards.
- Academic Senate Campus Elections -- Vice Chancellor's Position
 - Faculty (8) and student (2) senators: elected as usual.
 - Staff senators (2): employees whose jobs are directly involved with academics and who have the permission of their supervisor may run.
 - Administration senators (2): held by the campus president and dean of campus affairs.
- Academic Senate College Officer Elections -- April 24
 - Chair, Vice Chair, and Secretary
 - Must be a 2014-2015 elected campus senator to run.
 - Only 2014-2015 elected campus senators will vote.
- Other Comments re: Senate Representation
 - There is an on-going conversation regarding Senate attendance and representation.
 - Concern was raised regarding academic deans not attending CAS meetings; we need to create opportunity for conversation and dialogue in order to create an ultimate product.
 - Administration is interested in moving toward a divisional model of representation; disciplines need to be more involved in academic decisions.
 - The administration senator positions are technically not being filled by the campus president and dean of campus affairs. Those administrators are attending campus Senate meetings to provide perspective and help on matters that fall within their spheres of activity, but they will not be elected senators. The administration senator positions will seem to go unfilled for now.
 - Academic Senate campus positions should be filled as outlined above; however, CAS representation is still under discussion.

5) Presentation

- Dual Enrollment Students

Jackie Shadko presented a PowerPoint on "Early College/Dual Enrollment Programs at OCC." She highlighted the following:

 - Students currently enrolled in the ninth grade or higher in high school are eligible for guest student status at OCC. High school guest students must submit a completed OCC Application for Admission and a High School Guest/Dual Enrollment Approval form bearing the signature of their high school principal or the principal's designee.
 - Seven OCC Programs Offered:
 - Single Course Cohort Dual Enrollment – Farmington College Readiness; Walled Lake College Readiness; Southfield Partnership
 - Enhanced Dual Enrollment System – Oakland ACE; Pontiac Early College
 - Early/Middle College – Oakland Early College
 - Direct College Credit – Clarkston
 - Educational Master Plan Objective #11: Early College/Dual Enrollment Programs
 - Team Administrator: Jackie Shadko

- Team Members and Department/Discipline were identified
- Additional Information:
 - Students are bound by our code of conduct as well as the sponsoring entity; OCC faculty are held accountable to OCC code of conduct standards, not K-12.
 - High school students attending OCC classes are considered college students.
 - Faculty do not have to have any contact with their parents; FERPA rights are defined by students in secondary education.
 - BART rules and Public Safety rules/regulations apply to high school students attending OCC.
 - The content of the curriculum in college classes should not be modified for high school students; the principal/high school counselor has signed a waiver indicating the student has the maturity level required and ability to benefit from college-level courses.
 - Parents and students are oriented prior to admission by the school district.
 - Most of the dual-enrolled programs are small and course content/discussions have not been a concern raised.
 - A recommendation was made to include in the orientation session for non-minor students a general statement regarding “minors could be in your classroom.”
 - Jackie Shadko and her team members were thanked for their work on this project and any additional questions/comments should be sent to her.

6) Unfinished Business

- Student Success Definition
Shawn Dry reported that the “Definition of Student Success” posted on InfoMart is a second revision from Chancellor’s Cabinet. The original definition was shared in November and Chancellor’s Cabinet wrote a new definition based on the feedback and suggested improvements from the Senate.

ACTION: Shawn Dry asked the Campus Senate Chairs to review the revised “Definition of Student Success” and rationale provided at the April Campus Senate meetings for further discussion at the April CAS meeting.

- Academic Senate and Academic Planning
Shawn Dry outlined the “Academic Senate and Academic Planning” handout. The proposal was developed by the Senate College Chair and the Vice Chancellor of Academic and Student Affairs, has been approved by the Chancellor, and has been endorsed by Senate Leadership. The proposal includes recommendations for the following:
 - Steering Committee
 - Implementation Teams
 - Standing Committee

ACTION: Shawn Dry asked the Campus Senate Chairs to review the proposal at the April Campus Senate meetings and provide feedback for further discussion at the April CAS meeting.

7) New Business

- N Mark Statement

John Mousty presented the following motion on behalf of the Auburn Hills Campus Senate:

MOTION: The Auburn Hills Campus Senate moves that “N Mark Statement” be added to the Essential Elements list of the Academic Senate Syllabus Components document. Seconded.

Discussion followed:

- The more places the statement is added, the more likely the student is to be aware of the ramifications.
- By faculty not recording N marks early in the semester for financial aid students, this has been costing the college approximately 2 million dollars a year.
- The federal government requires a grade of some kind be issued to a student if they are on financial aid and they do not attend class.
- Cathey Maze reported that the college has seen a decline in the default rate of financial aid students since the implementation of the N mark.

The motion passed.

- Common Course Outcomes

Bob Lamphear presented the following motion on behalf of SOAC:

MOTION: The Student Outcomes Assessment Committee moves that Academic Senate charge the Curriculum and Instruction Committee to revise the Course Proposal Form to include Common Course Outcomes. Seconded, passed.

8) 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.

- *Curriculum Review/C. Aretha*

Cheryl Aretha reported the following:

- CRC met on March 7th and approved the review of the Alternative Energy Program.
- Chemistry is currently being reviewed by CRC and they will vote on approval of the review soon.
- Review reports are in various stages of revision.
- Plan for evaluation of the review process has been developed and we are trying to collaborate with CSL.

- Online survey for lead faculty and deans are being completed and some will go out soon.
 - CRC continues to discuss the role of the committee, and increase interaction with the faculty in programs and disciplines going through the review process.
 - It continues to be vital that all faculty and all voices express any questions and concerns to the CRC whose job is to represent the interests of senate in program and discipline review. Participation in giving feedback and ideas improves the quality of the review process, and is crucial to our ability to evaluate it.
- *SOAC/R. Lamphear*
Bob Lamphear reported the following:
 - Very few students participated in the Essay Contest; they are working on a prompt for next year to entice students.
 - Faculty Assessment Day is scheduled tomorrow at the OR Campus; both breakfast and lunch will be provided.
- *Technology Management Committee/J. Matteson*
Judy Matteson reported the following:
 - Today is the last day to complete the IT survey that was sent out via e-mail to all employees.
 - Focus groups will be meeting tomorrow or next Friday.
 - The Distance Learning committee has been charged to work on changing the online accreditation status with the HLC; they have had a couple meetings towards that end.

9) Ad Hoc Committees/Chairs

- *Data/J. Mitchell*
Shawn Dry reported that the conversation from the Senate Leadership report will be taken back to the campus senates for discussion.
- *Program Sun-Setting/K. Sigler*
Ken Sigler presented the “Sunsetting Ad-Hoc Committee Report to the College Academic Senate” and he highlighted the following:
 - Review of Charge – Review the college’s current “program sunsetting” process, and recommend changes if necessary.
 - Findings
 - Conclusions
 - Recommendations

The committee has reviewed the sunsetting process and now they are asking Senate for further recommendations.

ACTION: The Campus Senate Chairs were asked to discuss this report (complete document on InfoMart) at the April Campus Senate meetings and provide additional comments for further discussion at the April CAS meeting.

- *Veteran Affairs/T. Pryor*

Tom Pryor reported the following:

- An event entitled “Operation Success” will be held for Women Veterans on May 16, 2014 from 11:00 a.m. – 3:00 p.m. at the AH Campus in G-240. There will be networking, resources, support speakers, and informational sessions on housing/money management, health and wellness, career opportunities, and education.
- At the OCC Commencement Ceremony in May, veteran graduates will be wearing red, white and blue cords on their commencement gowns.
- The Chancellor will insert a script in his graduation speech that thanks the veterans for their service to our country.
- In order to be labeled as a “Veteran friendly institution,” the committee submitted rationale for the VA position to be increased to 2 positions instead of 1.5; this is being reviewed by the Vacancy Committee.

- *WF, WP, and I Marks/P. O’Connor*

Patrick O’Connor presented the following motion from the ad hoc committee:

Based on Senate discussions at the campuses of the WP, WF, and F marks, the committee moves that Academic Senate recommend that:

- **The college replace the WP and WF marks with a new, single mark. This single mark would indicate the instructor initiated the withdrawal due to circumstances that prevented the student from completing the course. This mark would not be used in determining a student’s eligibility for academic probation.**
- **Faculty may continue to assign the F both for (1) students who complete the course and do not do passing work and (2) students who simply stop attending the course without dropping the class.**
- **All F grades must include a recorded last day of attendance and/or work completed.**
- **Senate Leadership work with the college to implement professional development for explanation of all grades and marks. Seconded.**

Discussion followed:

- In order to comply with the federal government, all F grades must include a recorded last day of attendance and/or work completed.
- It has been practice at the college when grades are being changed to ballot the faculty.

MOTION: Send the motion to the campuses for discussion. The motion was not seconded so it was withdrawn.

Friendly Amendment: A college-wide balloting process will be set-up if the motion passes. Seconded.

The motion as amended passed.

Discussion followed:

- Balloting the faculty is the Senate’s responsibility.
- The balloting results should be provided to the Vice Chancellor of Academic and Student Affairs.
- Pat O’Connor also reported that a brief survey will be sent out regarding use of the “T” mark next week to faculty.

10) Administration/C. Maze & T. Boozer

- Cathey Maze reported that last year the Board voted to increase tuition for international students. She explained the Board’s rationale for approving the increase. At the March Board meeting, a number of people from the community attended that were upset by the tuition increase. An international task force has been set up to discuss the issue and faculty will be included on the task force. She reminded Senate that the college catalog states if you are an F1 student and you own property and pay taxes in Oakland County, you will not be assessed the higher international tuition rate.
- After the task force comes to a resolution regarding international tuition, the recommendations will go to the Board.
- We need to work on a strategic plan for international education at OCC.
- OCC values international students; there is a problem with perception in the community and we want to address it and move forward in a positive way.
- A statement regarding this will be on InfoMart next week.

11) Community Comments

- Shawn Dry reported that “Macbeth,” presented by OCC’s OR Theatre Program, runs through March 29th at the OR Campus.
- Shawn Dry invited those present to attend the CAS’s first “Meet and Greet Potluck” to be held immediately following today’s Senate meeting.

12) Adjournment:

Meeting adjourned: 5:08 p.m.

Respectfully submitted,

Michelle L. Pergeau, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
March 27, 2014
Auburn Hills Campus

MINOR COURSE REVISIONS

1. **HCA-1000 Introduction to Health Care Administration:** Add prerequisite of: Completion of ENG 1510, 1520 or 2200 with a “C” or better; or consent of program coordinator/designee. Target date for first offering is Fall 2014.
2. **HCA-1110 Health Facility Maintenance and Sanitation:** Add prerequisite of: HCA 1000 with a “C” or better and completion of ENG 1510, 1520 or 2200 with a “C” or better; or consent of program coordinator/designee. Target date for first offering is Fall 2014.
3. **HCA-1210 Principles of Nursing Home Operations:** Add prerequisite of: HCA 1000 with a “C” or better and completion of ENG 1510, 1520 or 2200 with a “C” or better; or consent of program coordinator/designee. Target date for first offering is Fall 2014.
4. **HCA-1230 Patient Care and Auxiliary Relationships in Health Care Facilities:** Add prerequisite of: HCA 1000 with a “C” or better and completion of ENG 1510, 1520 or 2200 with a “C” or better; or consent of program coordinator/designee. Target date for first offering is Fall 2014.
5. **HCA-2100 Personnel Management in Health Care Facilities:** Add prerequisite of: HCA 1000 with a “C” or better and completion of ENG 1510, 1520 or 2200 with a “C” or better; or consent of program coordinator/designee. Target date for first offering is Fall 2014.
6. **HCA-2150 Labor Practices in Health Care Facilities:** Add prerequisite of: HCA 1000 with a “C” or better and completion of ENG 1510, 1520 or 2200 with a “C” or better; or consent of program coordinator/designee. Target date for first offering is Fall 2014.
7. **HCA-2200 Fiscal Management in Health Care Facilities:** Add prerequisite of: HCA 1000 with a “C” or better and completion of ENG 1510, 1520 or 2200 with a “C” or better; or consent of program coordinator/designee. Target date for first offering is Fall 2014.
8. **HCA-2250 Legal Aspects of Health Service Management:** Add prerequisite of: HCA 1000 with a “C” or better and completion of ENG 1510, 1520 or 2200 with a “C” or better; or consent of program coordinator/designee. Target date for first offering is Fall 2014.
9. **HCA-2300 Problems and Policies of Health Care Facilities:** Add prerequisite of: HCA 1000 with a “C” or better and completion of ENG 1510, 1520 or 2200 with a “C” or better; or consent of program coordinator/designee. Target date for first offering is Fall 2014.

<p style="text-align: center;">MAJOR PROGRAM REVISIONS (5-DAY NOTICE SENT)</p>

1. **HCA.AAS Health Care Administration:** Change program description. Add section titled “Additional Program Requirements” with one bulleted item: ● All “Major Requirements” and “Required Supportive Courses” must be completed with a “C” or better. Add BUS-1100 Introduction to Business (4-cr) to list of Required Supportive Courses to eliminate the hidden prerequisite for BUS-2530 Principles of Management. Total number of required credits increases from 64 to 68. Target date for first offering is Fall 2014.
2. **HCA.CT Health Care Administration Certificate:** Create separate catalog page listing certificate requirements. Change program description. Add section titled “Additional Program Requirements” with one bulleted item: ● All “Major Requirements” and “Required Supportive Courses” must be completed with a “C” or better. Total number of required credits does not change. Target date for first offering is Fall 2014.
3. **MST.CT Massage Therapy Certificate:** Remove BUS-1210 Starting and Operating a Small Business (3-cr) and ENG-1510 Composition I (3-cr) from the Required Supportive Courses. Reduce total number of required credits from 43 to 37. Contact hours are decreased from 800 to 710. Create a separate catalog page with an updated catalog description. 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. Target date for first offering is Fall 2014.