

# Oakland Community College

2013-2014 COLLEGE ACADEMIC SENATE  
MINUTES OF June 19, 2014  
Royal Oak Campus

The College Academic Senate was called to order at 3:19 p.m. by Chair Shawn Dry. The Chair asked those present to sign the sheet of paper on the distribution table; DO lost power so a formal sign-in sheet isn't available. He also thanked the Senate members at RO/SF campus for providing the refreshments. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, B. Isanhart
Guests:	C. Decker, C. Olivarez
District Office:	S. Linden, L. Nadlicki, N. Szabo
Guests:	C. Maze, T. Sherwood
Highland Lakes:	V. Emanoil, T. Garcia, S. Henke, R. Lamphear, G. Mandas, T. Pryor, M. Ston
Guests:	J. Forbes, E. McAllister
Orchard Ridge:	J. Mitchell, P. Schade, R. Wright
Guests:	G. Faye, M. A. McGee, L. Michels
Royal Oak/Southfield:	C. Benson, S. Charlesbois, D. Johnson-Bignotti, J. Eichold, R. Lamb
Guests:	S. Babasyan, B. Gambrell, L. Hitchcock, M. K. Lawless, K. Liggett, J. Matteson, K. Mengich, C. McKinney, D. Niemer, M. Oery, H. Othman, D. Preisler, M. Thomas

- 2) Acceptance of Agenda:  
**MOTION: To accept the agenda as written. Seconded, passed.**
- 3) Approval of Minutes:  
**MOTION: To approve the minutes of May 22, 2014 as written. Seconded, passed.**
- 4) Leadership: (Note: Senate Leadership Report is posted on Infomart)
  - Former Motions
    - Veteran Affairs Committee Recommendations (5/22/14)
      - Hire or appoint a dedicated liaison or director for centralizing and coordinating veteran services.

- Accept military credits following the American Council on Education (ACE) guidelines and understand how to evaluate military transcripts such as ART, SMART, and CCAF.
- Join Servicemember Opportunity Colleges (SOC).
- Work with the VA to provide work-study students on each campus.
- Vice Chancellor Cathey Maze provided the following updates regarding the recommendations that were presented by the Veteran Affairs Committee:
  - OCC is hiring 2 full-time Veteran Benefits Specialists; there are approximately 450 – 600 veterans attending OCC so a full-time position isn't needed to centralize and coordinate veteran services. There will be some restructuring in financial aid and a person should be able to devote one-quarter of their time to outreach.
  - OCC has been evaluating using ACE to accept military credits.
  - OCC does qualify to join SOC so we will apply for this.
  - Wilma Porter will apply for the work-study students on the campuses.
- Work Items for Fall Identified at Senate Leadership Retreat
  - Program and Degree Course Plans – The idea is to design a structured pathway (from initial entry to program completion) as an option for students to follow to complete their academic goals/degree completion within a reasonable amount of time.
  - Academic Division Involvement in Senate – Administration is organized in a divisional structure and we may need to incorporate more divisional representation in the Senate. Some divisions are underrepresented at Senate; we could think about ways to increase participation from underrepresented areas.
  - ENG 1510 Placement Prerequisite Implementation – The requirement for ENG 1510 placement prereq implementation has been delayed 2 years; students will be required to place into ENG 1510 in order to take college-level courses (courses that will transfer or are taught at 4-year institutions). The disciplines and divisions will need to be involved in this process, along with the Senate.
  - Senate Perception Survey – Senate Leadership has been told that some feel unwelcome to attend Senate and that there is a negative perception of the Senate. It may be time to gather information on Senate's perception through an institutional survey.

## 5) Presentation

- HLC Quality Initiative
 

Cathey Maze reported that the HLC has gone through several changes; the new criteria procedure for the self-study process has changed. OCC will follow the open-pathways model. We will have to set up an HLC steering committee to decide what kind of data needs to be uploaded to an HLC resource room; each institution will be required to identify a quality improvement project (makes a fundamental change to the institution) that is data driven. A site visit will be held sometime in 2018-19; however, we need to come up with a quality proposal by the end of October which would be a 4-year commitment. We didn't submit our application in time to join the "Academy for Student Persistence and Completion" to satisfy this requirement; however, we can still use retention as our quality initiative and follow the model of the "Student Learning

Academy.” Right now our retention rate is around 50 – 55% and there is room for improvement.

**ACTION: Cathey Maze asked the Senate to discuss this topic further at the September Campus Senate meetings.**

Discussion followed:

- Shawn Dry recommended that this idea be introduced at the Campus Senate meetings in September, and a “Committee of the Whole” conversation would take place at the September CAS meeting.
- Joining the “Student Learning Academy” provided focus to the institution.
- The concept can include several areas such as orientation, program planning, adding college-wide requirements such as the ENG 1510 placement.
- For more information, please go to [www.hlcommission.org](http://www.hlcommission.org) and click on “Workshop on Student Persistence and Completion.”

6) Unfinished Business

- Motion re: American Honors

Gina Mandas presented the following motion on behalf of the AH and HL Campus Senates:

**MOTION: The Auburn Hills and Highland Lakes campus Senates support the concept of an Honors College and move that the college resumes its development of an in-house Honors College instead of pursuing a partnership with American Honors. Seconded.**

Discussion followed:

- HL campus had a spirited conversation and discussion about this topic; they support the concept for an Honors College, but they are concerned about the specific organization. This topic needs to be discussed in a collaborative and student-centered environment to create something that would be “cool” for students.
- AH campus had a lot more questions than answers regarding American Honors; the process seems rushed. We need to slow the process down and allow enough time to get the questions answered.
- Cathey Maze reported that both she and Steve Reif support American Honors; this is an incredible opportunity that students won’t get from a home-grown honors program. American Honors wants to give our students the opportunity to go to tier-one schools. Senate was asked to keep an open mind about American Honors and take the time to look into the organization. The process may seem rushed but we could lose out because American Honors is interested in Southeastern Michigan and another institution could come forward before OCC; American Honors recruits students for us from other demographics.
- A large number of faculty voted in favor of American Honors, but none of them have stepped up to articulate why they are in favor of this as well. There was a committee that worked on this for 2 years and a lot of the faculty serving on the committee are on a continuing contract.

- Possibly we should work on honors curriculum material while we work on the questions.
- Joining this program would add another option for our students if they choose to take it.
- After receiving feedback at the forums, American Honors isn't as enthusiastic about participating with us.
- American Honors looks at the regions and representation because they do not want to put their program at every community college in the same area because this would limit recruitment.
- We need to look at the risk to the institution and the students that spend the extra money.
- It seems like "the cart is being put before the horse" and this process contributes to a lot of the concerns.
- Shawn Dry reported that he was invited by Steve Reif to have interaction with faculty and administrators at Ivy Tech about their American Honors experience. Any conversation like that should be part of a larger effort involving all interested faculty and not just the Senate Chair. This opportunity exists for us to find out more information over the summer, and we always have the freedom to make new motions in the fall should information that we gather over the summer change our minds.
- Maybe we should postpone voting on the motion until we have time to investigate.
- Please remember that Senate is a recommending body and administration can accept or reject our recommendations.
- We need to keep an open concept and not close the door.

The Senate continued to discuss this topic and they added to the last sentence of the original motion "at this time, pending further investigation;" then they amended the wording of the motion to the following:

**AMENDED MOTION: The Auburn Hills and Highland Lakes campus Senates support the concept of an Honors College and move to delay pursuing a partnership with American Honors at this time, pending further investigation. Seconded, passed.**

Stacy Charlesbois-Nordan presented the following motion on behalf of the SE Campus Senate:

**MOTION: The Southeast campus Senate moves that all affected constituent groups in the college be involved in the transparent discussions surrounding the negotiation of contracts with external entities. Seconded.**

Discussion followed:

- A recommendation was made to remove the word "the" from the motion.
- The scope of the motion would be too hard to implement; the motion should be narrowed down.
- The motion is too broad; college negotiations encompass tons of issues every day that are confidential.
- How would we ever insure that this motion would be enforced, if passed?

- This is a shared governance piece.
- Possibly withdraw the motion to wordsmith or group edit; we do not want to lose the spirit of the motion.
- The context of the motion is American Honors. The purpose of the motion is to eliminate surprises or back-out clauses; we are trying to make sure the students will benefit the most from this.
- The way the motion is written (too broad), it is meaningless to administration.

**Motion withdrawn.**

Shawn Dry noted that the concerns have been entered into the formal record of the minutes.

7) New Business

- Motion re: Grade Appeal Process

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

**MOTION: The Highland Lakes campus Senate moves to create a Senate ad hoc committee to review and recommend improvements to the Academic Grade Appeals Process. Seconded.**

Discussion followed:

- The grade appeal process hasn't been revised to reflect the current administrative structure.
- There is administrative support for reviewing the process.

**The motion passed.** An ad hoc committee will be created in the fall to take on this task.

8) Standing Committees/Chairs

- *Technology Management/J. Matteson*

Judy Matteson highlighted the following items from the TMC year-end report posted on Infomart:

- The Distance Learning sub-committee to change OCC's status with the Higher Learning commission to offer online degrees will be submitting the application to the HLC by the end of this month.
- TMC needs to update the Online Worksheet that faculty complete; this will be a priority in the fall.
- TMC will continue developing, overseeing, and implementing an Academic Technology Plan.
  - The two ATP tasks were to find a standard for the tech stations and to create the TLTC rooms at all campuses; these two tasks have been completed.
  - The tech station standards have been revised several times throughout the years as technology has changed and the need to specific technology has changed.

- The TLTC rooms at all campuses are now in jeopardy as each campus is experiencing room constraints. Next year TMC will start a study of TLTC usage to justify the room existence – in progress.
- *Academic Planning/*  
Shawn Dry reported that he is trying to solicit members to attend an organizational meeting – hopefully, next week.
- *Curriculum and Instruction/M. K. Lawless*  
Mary Kay Lawless presented the Consent Agenda.

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

Mary Kay Lawless announced that the committee’s year-end report is posted on Infomart.

- *Curriculum Review/C. Aretha*  
Shawn Dry reported on behalf of Cheryl Aretha as follows:
  - CRC met at the end of May to discuss the results of the evaluation of the review process; the findings will be presented in the fall to Senate.
  - Ten out of 13 reviews have been received and approved by CRC; the others are in various stages of submission, voting, or formatting.
  - Health was approved after submission of the CRC annual report (posted on Infomart).
  - All the lead reviewers and their fellow faculty were thanked for their patience and cooperation going through the review process, considering the significant changes made to the process.
  - Some of the CRC members are meeting next Friday for an informal discussion and planning session about the role of CRC in the review process going forward, revisions of the CRC rubric, and plans for online training for lead reviewers.
- *SOAC/R. Lamphear*  
Bob Lamphear reported the following:
  - SOAC did not meet in May; however, SOAC activities have been handled via e-mail and they are ongoing throughout the summer.
  - The fall faculty assessment day is scheduled for Friday, September 26<sup>th</sup>.
  - The “SOAC 2013-14 Annual Report” is posted on Infomart.

9) Ad Hoc Committees/Chairs

- *WF, WP, and I Marks/P. O’Connor*  
Shawn Dry reported that the “2013-14 Report of the Ad Hoc Committee on Marks” is posted on Infomart.
- *Michigan Transfer Agreement/*  
Shawn Dry reported that the first MTA meeting was held today. Renee Henson will be chairing the committee; they discussed the work they will need to do during the summer in order to prepare for the fall.

- *Veteran Affairs/T. Pryor*

Tom Pryor announced that he was pleased the VA motion passed by the Senate at last month's meeting. Tom Pryor was thanked by the Senate for chairing the committee, and the committee work is finished.

10) Administration/C. Maze & T. Sherwood

Cathey Maze answered questions regarding the August 15<sup>th</sup> application deadline for new students:

- She reported that an e-mail was sent to Janet Roberts to make sure the application deadline date is included in all radio and newspaper advertisements; she will check on the status of this request.
- The deadline will help with retention of students and with their success at the college. Studies have showed that students that apply late are more likely to fail.
- How will this change affect developmental classes? We will need to monitor these classes; the purpose of this change is not to affect a faculty member's load.
- We will work with Marketing more aggressively to get the word out regarding this change.
- How many students have been registering after that date? IR will be asked to pull data regarding this, but we need to be careful in our interpretation because enrollment is declining.
- There won't be any change to deregistration dates.
- If there is a real "exceptional circumstance, an appeal can be made for those cases; a process needs to be created for this.
- The application deadline does not apply to dual enrolled students.
- Cathey Maze and Steve Linden will discuss whether or not students can register for late-starting classes after the August 15<sup>th</sup> application deadline.

11) Community Comments

- Mary Ann McGee thanked Shawn Dry on behalf of the Senate for serving as the Chair of the Senate for the 2013-14 academic year.
- Shawn Dry announced - Have a great summer!

12) Adjournment:

Meeting adjourned: 4:50 p.m.

Respectfully submitted,

---

Michelle L. Pergeau, Secretary

---

Nancy K. Szabo, Recording Secretary

**COLLEGE CURRICULUM / INSTRUCTION COMMITTEE**  
**Academic Senate Consent Agenda**  
**June 19, 2014**  
**Royal Oak Campus**

<b>MINOR COURSE REVISIONS</b>
-------------------------------

1. **MUS-1520 Piano II:** Change course code to: **MUS-1611**. Change prerequisite to: MUS-1510 or consent of instructor. Target date for first offering is Fall 2015.
2. **MUS-1560 Understanding Music:** Change title to: **Listening to Music: Antiquity to Jazz**. Target date for first offering is Fall 2015.
3. **MUS-1580 Guitar II:** Change course code to: **MUS-1670**. Change prerequisite to: MUS-1570 or consent of instructor. Target date for first offering is Fall 2015.
4. **MUS-1585 World Music:** Change title to: **Listening to Music: World Music**. Target date for first offering is Fall 2015.
5. **MUS-1590 Music History: Rock:** Change title to: **Listening to Music: Rock to Hip-Hop**. Target date for first offering is Fall 2015.
6. **MUS-1610 Fundamentals of Music:** Change course code to: **MUS-1530**. Add General Education Outcome of: Aesthetic Awareness. Add course to the General Education Distribution List under the Fine Arts/Humanities category. Target date for first offering is Fall 2015.
7. **MUS-1640 Ear Training and Sight Singing II:** Change course code to: **MUS-2521**. Change prerequisite to: MUS-1620. Target date for first offering is Fall 2015.
8. **MUS-1650 Music Theory II:** Change course code to: **MUS-2530**. Target date for first offering is Fall 2015.
9. **MUS-1661-8 Ensemble:** Change course code to: **MUS-1751-8**. Change title to: **Small Ensemble/Combo**. Target date for first offering is Fall 2015.
10. **MUS-1680 Music Theory: Jazz:** Change course code to: **MUS-2630**. Change prerequisite to: MUS-2530. Target date for first offering is Fall 2015.
11. **MUS-1690 Jazz Improvisation:** Change course code to: **MUS-2730**. Change prerequisite to: MUS-2630. Target date for first offering is Fall 2015.



12. **MUS-1710 OCC Chorale:** Change course code to: **MUS-1761-8**. Target date for first offering is Fall 2015.
13. **MUS-1810 Voice I:** Change course code to: **MUS-1500**. Target date for first offering is Fall 2015.
14. **MUS-1820 Voice II:** Change course code to: **MUS-1601**. Change prerequisite to: MUS-1500 or consent of instructor. Target date for first offering is Fall 2015.
15. **MUS-1860 Conducting:** Change course code to: **MUS-2560**. Target date for first offering is Fall 2015.
16. **MUS-2011 Music Composition (Standard Tune):** Change course code to: **MUS-2740**. Change title to: **Music Composition: Standard Forms**. Change prerequisite to: MUS-2530. Target date for first offering is Fall 2015.
17. **MUS-2021 Music Composition (Art Music):** Change course code to: **MUS-2640**. Change prerequisite to: MUS-2530. Change course description. Target date for first offering is Fall 2015.
18. **MUS-2501-9 Special Topics:** Change course code to: **MUS-2651-9**. Change title to: **Special Topics in Music**. Target date for first offering is Fall 2015.
19. **MUS-2601-5 Recital / Special Projects:** Change course code to: **MUS-2810-15**. Target date for first offering is Fall 2015.

## MAJOR COURSE REVISIONS

1. **MUS-1771-1778 Concert Band:** Reduce the number of credits from two to one. Target date for first offering is Fall 2015.
2. **MUS-1781-1788 Orchestra:** Reduce the number of credits from two to one. Target date for first offering is Fall 2015.
3. **MUS-1791-1798 OCC Stage/Jazz Band:** Reduce the number of credits from two to one. Target date for first offering is Fall 2015.

## GENERAL EDUCATION OUTCOME ADDITION

1. **MUS-1610 Fundamentals of Music:** Add the Outcome: Aesthetic Awareness. Target date for first offering is Fall 2015.

## GE DISTRIBUTION LIST ADDITION (5-DAY NOTICE SENT)

1. **MUS-1610 Fundamentals of Music:** Add course with Outcome of: Aesthetic Awareness to the General Education Distribution List under the Fine Arts / Humanities category. Target date for first offering is Fall 2015.

## MAJOR CERTIFICATE / PROGRAM REVISIONS (5-DAY NOTICE SENT)

1. **MUS.CT Music Certificate:** Change program description. Total number of credits decreases from 35 to 34. Under **Major Requirements**, remove the following courses: MUS-1540 Music History: Western Music I (3-cr) and MUS-1550 Music History: Western Music II (3-cr). Change course codes from MUS-1640 to MUS-2521 Ear Training and Sight Singing II, MUS-1650 to MUS-2530 Music Theory II. Move the following courses from Required Supportive into Major Requirements: MUS-1510 Piano I (2-cr), MUS-2551-8 Applied Music: Vocal or Instrumental Instruction (1-cr each – student must complete a minimum of 3), MUS-2560(1860) Conducting (2-cr), MUS-2640(2021) Music Composition: Art Music (2-cr), MUS-2810-15(2601-5) Recital/Special Projects (1-cr) and 4 credits of their choice from the following courses: MUS-1751-8 Small Ensemble/Combo (1-cr), MUS-1761-8 OCC Chorale (1-cr), MUS-1771-8 Concert Band (1-cr), MUS-1781-8 Orchestra (1-cr), or MUS-1791-8 Jazz Band (1-cr). Add the following course: MUS-1530(1610) Fundamentals of Music (2-cr), Additional changes under **Required Supportive Courses**, reduce the number of credits needed from 19 to 8. Change course code for MUS-1520 to MUS-1611 Piano II (2-cr), MUS-1580 to MUS-1670 Guitar II (2-cr), MUS-1680 to MUS-2630 Music Theory: Jazz, MUS-1690 to MUS-2730 Jazz Improvisation (2-cr), MUS-1810 to MUS-1500 Voice I (2-cr), MUS-1820 to MUS-1601 Voice II (2-cr), MUS-2011 to MUS-2740 Music Composition: Standard Forms (2-cr). Change course title on the following courses: MUS-1585 to Listening to Music: World Music (3-cr), MUS-1590 to Listening to Music: Rock to Hip-Hop (3-cr). Add the following course: MUS-1560 Listening to Music: Antiquity to Jazz (3-cr). Target date for first offering is Fall 2015.
2. **MUS.CMT.ALA Composition / Music Theory Option, MUS.PIN.ALA Music Performance / Instrumental Option, MUS.PVO.ALA Music Performance / Vocal Option:** Change program code to MUS.ALA. Change program title to **Music**. Change program description. Total number of required credits increases from 66 to 68. The three separate degree options are being merged into one single Liberal Arts degree. General Education Requirements remains the same. Change heading of “Core Requirements” to “**Major Requirements**” with the following courses listed: MUS-1510 Piano I (2-cr), MUS-1530 Fundamentals of Music (2-cr), MUS-1620 Ear Training and Sight Singing I (2-cr), MUS-1630 Music Theory (3-cr), MUS-2521 Ear

Training and Sight Singing II (2-cr), MUS-2530 Music Theory II (3-cr), MUS-2551-8 Applied Music: Vocal or Instrumental (1-cr each – student must complete 3), MUS-2560 Conducting (2-cr), MUS-2810-15 Recital/Special Projects (1-cr) and 4 credits from their choice of the following courses: MUS-1751-8 Small Ensemble/Combo (1-cr), MUS-1761-8 OCC Chorale (1-cr), MUS-1771-8 Concert Band (1-cr), MUS-1781-8 Orchestra (1-cr), or MUS-1791-8 Jazz Band (1-cr). **“Required Supportive Courses.”** Student chooses a minimum of 6 credits from the following courses: MUS-1560 Listening to Music: Antiquity to Jazz (3-cr), MUS-1585 Listening to Music: World Music (3-cr), MUS-1590 Listening to Music: Rock to Hip-Hop (3-cr). **“Additional Required Supportive Courses.”** Student chooses a minimum of 8 credits from the following courses: MUS-1500 Voice I (2-cr), MUS-1601 Voice II (2-cr), MUS-1611 Piano II (2-cr), MUS-1570 Guitar I (2-cr), MUS-1670 Guitar II (2-cr), MUS-2630 Music Theory: Jazz (2-cr), MUS-2640 Music Composition: Art Music (2-cr), MUS-2730 Jazz Improvisation (2-cr), MUS-2740 Music Composition: Standard Forms (2-cr). Target date for first offering is Fall 2015.