



2014-2015 COLLEGE ACADEMIC SENATE
 MINUTES OF September 25, 2014
 Auburn Hills Campus

The College Academic Senate was called to order at 3:20 p.m. by Chair Shawn Dry. The Chair welcomed and thanked everyone for attending the first CAS meeting of the academic year. The new hires were recognized and applauded for their attendance as well. The following individuals were present:

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| Auburn Hills: | S. Dry, J. Farrah, B. Isanhart, B. Konopka, J. Lizardi, J. Mousty, K. Sigler, K. Tiell, G. Tres, A. Zirpoli |
| Guests: | D. Bayer, L. Britton, J. Craft, C. Decker, D. Edford, M. Fether-Samtouni, B. Hoag, V. Love, C. Malmsten, B. McAllister, M. Merritt, P. O'Connor, C. Olivarez, J. Peart, M. Robinson, M. A. Sheble, B. Sleva, S. Subbarao, L. Wicklund |
| Student: | C. Garrett |
| District Office: | L. Nadlicki, N. Szabo |
| Guests: | C. Maze, N. Showers |
| Highland Lakes: | W. Conway, V. Emanoil, S. Henke, R. Lamphear, G. Mandas, E. McAllister, K. Stilianos, M. Ston |
| Guests: | K. Bratton, J. Forbes |
| Orchard Ridge: | L. Nemitz, D. North, C. NyKamp, M. Pergeau, P. Schade |
| Guests: | D. Preisler, B. Stanbrough, H. Tanaka |
| Royal Oak/Southfield: | C. Benson, D. Johnson-Bignotti, R. Lamb, C. McKinney, M. May, K. Mengich |
| Guests: | C. Carbone, M. K. Lawless, J. Matteson, 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 June 19, 2014 as written. Seconded, passed.

4) Leadership: (Note: Senate Leadership Report is posted on Infomart) Senate Leadership consists of: The CAS Chair and two additional officers of the Senate, the Campus Senate Chairs, 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.

- Academic Honors Partnership
 - 6/19/14 Motion: The Academic Senate supports the concept of an Honors College and moves to delay pursuing a partnership with American Honors at this time, pending further investigation.
 - The Vice Chancellor's office is in the process of setting up virtual communications with faculty and staff from schools currently partnering with American Honors (Ivy Tech and Spokane).
 - Cathey Maze reported that American Honors has partnered with Jackson Community College and we may want to communicate with their faculty and staff.
- Shared Governance Update
 - Senate Leadership worked over the summer to create a position paper on shared governance, including both large-scale institutional principles and Senate-specific roles and responsibilities. It was shared with Chancellor's Cabinet at the end of August.
 - Chancellor's Cabinet is in the process of creating its own position paper.
 - A meeting between Leadership and Cabinet is scheduled for December 5 to address the position papers.

Discussion followed:

- When is Senate going to look at the position paper and endorse it? Concern was expressed that Chancellor's Cabinet would be reviewing the paper before the CAS.
- This paper was worked on over the summer when Senate didn't meet.
- This is an on-going conversation; it is not meant to be an official stand.
- This is a very important topic to discuss even if it means meeting in the summer; unhappy with the process that occurred.
- Perhaps the role of the Senate Leadership should be reviewed.

MOTION: Senate Leadership will share the position paper on shared governance with the Senate no later than the Campus Senate meetings in October. Seconded, passed.

Shawn Dry reminded the Senate that community members at the Campus Senate meetings can initiate any topic for the agenda. There is plenty of time to add additional information to the position paper before the December 5th meeting.

- Academic Senate Meet and Greet
 - Social potluck following the October 23 college meeting at Highland Lakes.
 - All college personnel invited and welcome.

- Any questions regarding the Senate can be answered during this time.

5) Presentation

- Program Planning & Course Sequence Model

Cathey Maze provided an overview of a program planning and course sequence model. This topic was shared with Senate Leadership at their retreat in June. Each occupational or vocational program would develop a sequential list of courses (design a structured pathway from initial entry to program completion) that would be recommended for students to follow to complete their academic goals/degree completion within a reasonable amount of time. This model is not new; a lot of colleges have had a model like this for a long time. Some programs have already done this, but the concept hasn't been formally addressed. This model would help students figure out their schedule of classes and make wise choices. The college is trying to help students pick a pathway if they are "undecided." This model would also make it easier for faculty to schedule courses so they will fill. If Senate endorses the concept, it would be a good beginning for us; most of the work would be completed by the deans and program faculty.

Discussion followed:

- Once the plan is developed, who will review it? This will be the job of curriculum instruction.
- Are we making a formal promise to students that the course will be offered a certain semester? No – this is commonly offered in higher education.
- Students may need to attend summer semester in order to complete their goals within the timeframe outlined.
- This is a good idea; hopefully, the model will not be too rigid to follow and block students out.
- We need to make sure we do our best to help students complete their academic goals within a reasonable amount of time.

ACTION: This topic will be an agenda item at the October Campus Senate meetings.

A recommendation was also made that this topic be discussed within program disciplines in order to move forward.

6) Unfinished Business

- Motion re: HLC Quality Initiative

Shawn Dry reminded the Senate that Cathey Maze made a presentation regarding this topic at the June CAS meeting.

Gina Mandas presented the following motion on behalf of Senate Leadership:

MOTION: Senate Leadership moves that the Academic Senate recommends that the College joins the "Academy for Student Persistence and Completion" and pursues a retention-related initiative in order to satisfy HLC accreditation requirements for a quality improvement project. Seconded.

Discussion followed:

- This will tie into helping students complete a program within a reasonable amount of time.
- Cathey Maze reported that this could be one of the objectives added under this umbrella; we want to make sure we retain the students we have.
- Program plans could be part of this quality initiative.

The motion passed.

7) New Business

- Academic Dishonesty Reporting Procedure (posted on Infomart)
Shawn Dry reported that the department chairs received this updated document in July and he wants to share the information with all faculty. The original procedure was approved by the Senate in 2007. This is an administrative policy; if Senate approves, they can endorse the policy as presented or request alternate wording if there is a problem.

ACTION: This topic will be an agenda item at the October Campus Senate meetings.

- HLC Steering Committee
Cathey Maze reported that the new criteria procedure for the self-study process has changed. OCC will follow the Open-Pathways model. Data needs to be uploaded to an HLC resource room and the steering committee will determine what documents to upload to prove we are meeting the criteria. A faculty member (holding a Senate position) and an administrator will co-chair each of the five criterion teams; additional membership will consist of administrators, faculty and staff. Some Senate Leadership members will fill the co-chair positions. The HLC Steering Committee will be co-chaired by Nancy Showers and Tim Sherwood. The initial upload needs to be completed by the end of fall semester; it won't be difficult to come up with data but we need to start the process.

ACTION: Cathey Maze asked the Senate to think about the structure of the steering committee and what criterion teams you would like to serve on; in October, membership will be determined for the criterion chairs.

8) Standing Committees/Chairs – Standing Committees are long-term and they do not have to be renewed every year because the work is constantly on-going.

- *Student Outcomes Assessment/ C. McKinney*
Carlespie McKinney reported the following:
 - All Faculty who plan to attend the September 26th Faculty Assessment Day should have already registered via PDTC.
 - The Essay Contest is already underway. The subject matter deals with the Nemeses. The essay topic for next year will be about sustainability.
 - SOAC will be reviewing standards by which we can review the qualifications for a course to be entered on the GE distribution list.
 - SOAC will be writing a handbook about SOAC and will consider updating some portions of our website.
- *Technology Management/ J. Matteson*

Judy Matteson reported that the committee held their first meeting of the fall semester on Friday, September 19th. The committee will be working on the following:

- Updating the worksheet for online courses (Distance Learning committee)
- Updating the TAUR Policy
- The application to allow us to offer online degrees will be sent in soon; TMC will provide a lot of the work to support this.

- *Academic Planning/ M. K. Thomas*

- Mary Thomas reported that the committee met in September and they reviewed the Educational Master Plan; they are looking at the best way to continue to develop the College's academic planning efforts. She welcomed others to join the committee.

- *Curriculum and Instruction/ M. K. Lawless*

- Mary Kay Lawless reported that the committee held their kick-off meeting on Monday, September 20th. They reviewed the handbook and forms which are all posted on Infomart. The committee will meet again in October. Faculty were encouraged to get their curriculum changes/additions in before the next catalog deadline.

- *Curriculum Review/ C. Aretha*

- Vince Lamb reported on behalf of Cheryl Aretha. The committee held their first CRC meeting on September 5th. All the coordinators have met and they received instructions to work on their pre-reviews. The committee will meet again on October 3rd.

9) Ad Hoc Committees/Chairs – Ad Hoc committees are created to accomplish a specific purpose and then they are dissolved.

- *WF, WP, and I Marks/ P. O'Connor*

Pat O'Connor reported the following:

- Last year the Senate voted to eliminate the WP and WF marks; the WS (instructor initiated) mark is used instead.
- The faculty were polled last spring regarding the "I" mark. He completed a summary report and he will redistribute the results in October; this topic is open for discussion.
- Cathey Maze reminded the faculty that if they assign an "F" the date the student last attended must be included; this is a federal requirement. The VC was asked to send another communication to the faculty regarding assigning a date.

- *Grade Appeal Process/*

- Shawn Dry reported that he has been soliciting membership for this committee. He will call the first organized meeting in October; please contact Shawn Dry if interested in joining.

- *Michigan Transfer Agreement/ R. Henson*

- Renee Henson reported that the committee worked over the summer; they reviewed the MTA and procedures. The committee will meet again on October 8 from 3 – 5 p.m. at AH Campus, F-114. There are approximately 25 members on the committee;

more Humanities faculty are needed but all are welcome. If interested in joining, please contact Renee Henson.

10) Administration/C. Maze & T. Sherwood

Cathey Maze reported the following:

- Two dean positions were filled by fall semester:
 - Cindy Carbone, Dean of English, Literature and Communication, RO Campus
 - Kevin Bratton, Dean of Social Sciences and Human Services, HL Campus
- Dawn Edford is serving as the Interim Dean of Mathematics/Natural and Life Sciences at AH Campus; there will be a search for this dean position, and a search for an associate dean after the dean position is filled permanently.
- There will also be dean searches for the following positions:
 - Associate Dean of Learning Resources
 - Dean of Workforce and Continuing Education
 - Associate Dean of Art and Design/Humanities
- Faculty were reminded to communicate with their students through their OCC e-mail address in order to not violate FERPA; grades cannot be discussed over the phone.
- Faculty in attendance reported that there are glitches in the system that occur when they e-mail students using their OCC e-mail account:
 - The e-mail goes to the student's spam account; also, e-mail from student OCC accounts sometimes go to the faculty member's spam account.
 - When students forward e-mails from OCC to their personal account, the student can't send e-mails from their OCC account.
 - Cody Garrett (Student Government President) announced if students have issues with their OCC e-mail, please contact the AH Student President's office for assistance.
 - Cathey Maze will also contact IT regarding the glitches in the system.
- The decoding for ENG 1060 placement was off and 1055 students were allowed to enroll in courses they shouldn't be in fall semester. IT is working on fixing this problem; the registration rule didn't work.
- Loan disbursements to all student borrowers were delayed as a result of a default prevention initiative required by the Department of Education and to deter student loan fraud. If you withdraw prior to your loan being disbursed, the loan will be cancelled.

11) Community Comments

- Shawn Dry introduced the new AH Campus President – Dr. Tim Taylor.
- Shawn Dry reminded the Senate that the CAS meetings are where information is shared; the real work of the Senate is at the Campus Senate meetings and in the committees of the Senate; members were encouraged to sign-up.
- The College Committee for Diversity and Inclusion will be hosting a panel discussion – “Autism Spectrum Disorder in the Classroom” on Friday, October 10th at AH Campus, 10 – 12:00 noon, F-123.
- AH Campus was thanked for hosting the CAS meeting and for all the food they provided.

12) Adjournment:

Meeting adjourned: 4:28 p.m.

Respectfully submitted,

Jessica Lizardi, Secretary

Nancy K. Szabo, Recording Secretary