



2014-2015 COLLEGE ACADEMIC SENATE  
 MINUTES OF February 26, 2015  
 Auburn Hills Campus

The College Academic Senate was called to order at 3:20 p.m. by Chair Shawn Dry. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, B. Konopka, J. Lizardi, J. Mousty, K. Sigler, K. Tiell
Guests:	D. Bayer, M. Fether-Samtouni, B. Hoag, T. Khan, V. Love, M. Merritt, Q. Norwood, J. O'Connor, L. Przymusinski, E. Scott, J. Shadko, S. Subbarao, T. Taylor
District Office:	S. Linden, L. Nadlicki, T. Sherwood, N. Szabo
Guests:	P. Dorris, N. Showers
Highland Lakes:	G. Huff, G. Mandas, E. McAllister
Guests:	C. Aretha, B. Bouska, K. Bratton, J. Forbes, R. Henson, S. Snyder
Orchard Ridge:	D. North, C. NyKamp, R. Wright
Guests:	D. Choiniere, B. Stanbrough, H. Tanaka
Royal Oak/Southfield:	J. Eichold, D. Johnson-Bignotti, R. Lamb, M. May, C. McKinney
Guests:	C. Carbone, K. Davis, T. Hendricks, M. K. Lawless, J. Matteson, M. Thomas
Students:	J. Hardy, T. Jones

2) Acceptance of Agenda:

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

3) Approval of Minutes:

**MOTION: To approve the minutes of January 29, 2015 as written. Seconded, passed.**

Shawn Dry reported that changes were made to the minutes and the corrected version is posted on Infomart.

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

- ENG 1510 Placement
  - Motion Passed 12/9/10: The Academic Senate endorses a policy that requires an English 1510 placement for college-level course work. Disciplines may apply for exemptions for specific courses, and these exemptions are to be reviewed for approval by the Curriculum Committee.
  - ENG 1060 placement was implemented in fall 2014
    - Technical problems have interfered with the implementation.
    - A list of courses available to ENG 1055 students was endorsed by the Senate in April 2014. (Note: “List of Course Alternatives for ENG 1055 Students – Effective Fall Semester 2014” is posted on Infomart as a reference)
  - The administration plans to implement ENG 1510 placement in fall 2016.
    - Data on the number of students impacted by the placement has been requested from Institutional Effectiveness.
    - Disciplines and programs should begin the process of identifying courses that will remain available to ENG 1060 students; this will be a great topic to discuss at the Fall 2015 Discipline Day.
- Senate Involvement
  - Leadership encourages campuses and committees to identify disciplines and divisions that are unrepresented or underrepresented and recruit participants from them.
- Shared Governance
  - Academic Senate approved its shared governance statement in January and forwarded it to the Chancellor’s Cabinet.
  - Associate Vice Chancellor Sherwood reported on February 16 that the Cabinet was putting the finishing touches on its document and anticipated a meeting between the two groups sometime after mid-winter break.
  - Tim Sherwood reported that due to illnesses with cabinet members it may take a little longer than expected for the meeting to be scheduled.
- College-Wide Calendar
  - The Southeast campus Senate endorsed a recommendation for a single, college-wide calendar of committee and council meetings, college events, and deadlines.
  - The Vice Chancellor’s office is investigating the recommendation.
- Senate Elections
  - Campus Senator elections should be completed by the April 9 campus meetings.
  - College Senate officers will be elected during the April 23 college meeting at Orchard Ridge.

5) Presentation:

- Remove Curriculum Review Objective from EMP
  - Nancy Showers reported that she received recommendations from the Campus Senate discussions regarding the “Processes to Change Educational Master Plan Objectives” and they will be sent to the EMP Steering Committee for consideration. Nancy

Showers and Mary Thomas provided an overview of “Recommendation for Removal of EMP Objective - Objective #2 – Program Review Process” as follows:

- Questions for Removal:
  - Have the desired outcomes been accomplished?
  - Are action steps complete and the action plan in final format? The final report with the completed Action Plan and Process Review are itemized in Appendix A- prepared by Kelly Perez-Vergara.
- This process is our replacement for the State’s requirement for program review known as PROE (Program Review of Occupational Programs); they are impressed with the work we have done regarding this process.
- As part of the removal process, a step includes sending to Academic Senate for recommendation.

**ACTION: Send back the Recommendation for Removal of EMP Objective #2 document (posted on Infomart) for discussion at the March Campus Senate meetings. Please determine whether or not you agree with the rationale provided to remove the EMP Objective.**

- Recruiting and Marketing (request for presentation was made at January CAS meeting) Sharon Miller highlighted a PowerPoint presentation entitled: “Marketing & Recruiting – 2014-15 Campaign” as follows:
  - Messaging
    - New application deadlines
    - Registration deadlines
    - “Start here” theme
  - Advertising
    - Comcast Cable
    - Digital
    - MCCA State-wide campaign – radio and billboards in southeast Michigan
    - Radio: 350 30-second and 15-second spots
    - Bulletin Boards
    - Print
  - International Students
    - Emphasis on ESL and Bridge Programs: Ads in largest non-English papers
  - Recruitment Through Social Media: Oakland Community College is connected to more than 50,000 users on social media.
  - Public Relations
    - Earned media
    - Social media
    - West Oakland Parenting Fair
  - Recruitment
    - Recruiters were eliminated
    - Recruitment taskforce being convened
    - College websites are critical – OCC’s site being redesigned completely
    - New e-catalog
    - Govdelivery product – community newsletter
    - Considering postcard mailing

- Questions?
  - The particular population OCC is focusing on for recruitment is 18 – 45 year olds, with heavier emphasis on 18 – 25 year olds; we need to look at where we have the most impact. A recommendation was made to target the older population as well due to career changes.
  - The target range with social media is Oakland County; anything in print is also Oakland County district.
  - Input from students has been included in the redesign of the website.

**ACTION: A PDF of the presentation has been posted to the Senate Infomart site.**

Shawn Dry announced the upcoming presentations at the CAS meetings:

- March - EMP; MTA Committee
- April - Financial Aid

6) Unfinished Business

- None

7) New Business

- Late Instructor Policy

Shawn Dry reported that the Vice Chancellor’s office has asked the Senate to discuss and think about implementing a “Late Instructor Policy.” What is the official time students may or may not leave the classroom if their instructor does not show up for class? The unofficial time is 15 minutes. Does the Senate want to recommend to administration a standard amount of time students should wait when their instructor doesn’t show up for class?

**ACTION: The Campus Senates were asked to discuss “Late Instructor Policy” at their March Campus Senate meetings.**

8) Standing Committees/Chairs

- *Technology Management/ J. Matteson*

Judy Matteson addressed the Senate’s concerns regarding the updated TAUR agreement:

- Glossary of terms to be attached to the TAUR to include: Pharming, Phishing, Snowshoeing, and Spoofing
- The question on the statute of limitations (depends on type of infraction)
- Administration lurking how far back; administration doesn’t have the storage space to keep track of everything
- The TAUR agreement is for whoever uses the college’s computer system

She also provided the following updates:

- There will be an Innovations Showcase on April 17 at AH Campus from 9:00 a.m. – noon. Topics include: Copyright; Zoom and Clicker demonstration; Bitcoins, Internet safety, etc.
- HLC has scheduled a site visit for May 18 and 19 for the Change Request for Distance Learning degrees.

**ACTION: Judy Matteson will forward a copy of the revised TAUR agreement to the Campus Senate chairs to be discussed at the March Campus Senate meetings.**

- *Academic Planning/ M. K. Thomas*

Mary Thomas reported the following:

- The committee met on February 20<sup>th</sup>; they reviewed the processes for removal and addition of an EMP. Discussed campus concerns and how they will be addressed via the EMP steering committee and information to share at next campus senate meeting. (The committee appreciates the feedback from the Senate.)
- There is a general concern that several of the EMP's have not been meeting consistently and there is little follow up with committee members. Committee members will also be following up at campus senate to determine general feelings about pursuing a "home grown" honors program since it was announced we will no longer be pursuing the American honors option.
- For the service learning EMP, the last meeting was cancelled and hasn't been rescheduled. There is a push to get a coordinator to help with service learning. Committee member's flesh out duties and explore a more defied proposal for a service learning coordinator considering financial constraints faced by the college.

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

Mary Kay Lawless presented the Consent Agenda.

Shawn Dry indicated that when a committee presents a motion, the CAS does not need to make another motion and second it. The Senate does have the freedom to remove items and discuss specifically.

**MOTION from Committee: To accept the Consent Agenda as presented.**

**Motion Passed**

- *Curriculum Review/ C. Aretha*

Cheryl Aretha reported the following:

- The CRC met on February 6th. The committee received an update on the status of reviews and actions strategies; soon, action strategies will be available on the Curriculum Review website. They also had a presentation from Dean Bayer regarding Perkins funding, and they began revision of the assessment rubric for use in the curriculum reviews.
- The committee will be meeting on Friday, February 27<sup>th</sup> in a work session. They hope to:
  - Complete the revision of the Assessment Rubric (CRC version).
  - Review the Lead Reviewer Surveys ahead of the end of the year evaluation of the review process.
  - Discuss how consideration of Perkins funding and Perkins outcomes may be incorporated into the Curriculum Review process.

- Discuss how to arrange Action Strategies on the Curriculum Review website so they might be available as both a historical piece, and also a source of best practices.
  - The reviews that have not been finalized (as reported at the last College Senate meeting) and approved by CRC are in various stages of revision and the lead reviewers are working with their deans to complete them.
  - Postings have been e-mailed to all faculty in disciplines/programs to be reviewed in 2015-16 to apply for the position of Lead Faculty Reviewer. Faculty were urged to consider stepping up for this important role. The curriculum review website lists the schedule of reviews.
- *Student Outcomes Assessment/ C. McKinney* (NOTE: SOAC Report is posted on Infomart)  
Carlespie McKinney reported the following:
    - Discussion of the details for Assessment Day.
    - Faculty Assessment Day is Friday, March 20, 2015; location will be AHG240.
    - A sub committee was formed to address issues related to the GEO and its associated rubrics.

9) Ad Hoc Committees/Chairs

- *Grade Appeal Process/ K. Tiell*  
Kathy Tiell reported that the committee will be meeting on Friday, February 27<sup>th</sup> to incorporate the recommendations into the Grade Appeal Process that the Campus senates presented to them.
- *Michigan Transfer Agreement/ R. Henson*  
Renee Henson reported the following:
  - Met on February 20<sup>th</sup> at OR campus.
  - Recommended that any alterations to the MTA list will follow the established process through Curriculum.
  - Discussed creating form for MTA alterations to curriculum similar to that currently used for Gen Ed list.
  - Given the scope of MTA, committee discussed the need for faculty at the campus level to be informed.
  - Developed MTA informational power point that will be presented to College Senate March 26<sup>th</sup>.
  - Discussed determining specific recommendations for degree changes prior to campus faculty understanding/input – appropriate or not – committee agreed not to rush the process.
  - Focus/discussion should be on what to exclude/include within degrees if aligning with MTA to improve completion rates.
  - MTA auto-posting – not a good idea for the college – impact on amnesty ability, etc.
  - MTA FAQ ‘posters’ developed – after final alterations, will be distributed.
  - Next meeting: TBD following outcome after presentation to Senate.

- *Leadership/ S. Dry*  
Shawn Dry reported that the first meeting was held on Friday, February 20<sup>th</sup>. The committee submitted observations and recommendations to the Academic Senate concerning Senate Leadership regarding the following: (Note: “Senate Leadership Ad Hoc Committee Recommendations” are posted on Infomart; the ad hoc committee recommendations are in red type).
  - Mentions in the Academic Senate Constitution
  - Current Membership of Senate Leadership
  - Non-Members Currently Invited to Attend Senate Leadership
  - Work Currently Being Done by Senate Leadership

**ACTION: The Campus Senates were asked to review the recommendations at their March Campus Senate meetings to determine how to move forward.**

- *WF, WP, and I Marks/ P. O’Connor* (NOTE: Report and proposals posted on Infomart)  
Shawn Dry asked the Senate to vote on the 3 proposals regarding the I mark:

Proposal 3:

**MOTION from Committee: It is recommended that Oakland Community College no longer offer an I mark to students. Instead, all students would receive a grade or mark at the end of each class; students would then have the right to submit new or updated work to improve their grade for up to twelve months after the end of the class.**

Discussion followed:

- Tim Sherwood reported on behalf of Cathey Maze that she does not support this proposal because it could hurt students in the pre-health areas.
- We need to provide a clear message that we are trying to help students with completion
- Co-op students sometimes require more time based on an employer’s request to complete their internships; if the student is assigned a WS, it could be changed to a grade within one year.
- Without an I mark, any WS could become an I under this proposal and every class could last a year longer – open-ended scenario.
- According to Financial Aid, there wouldn’t be any implications for financial aid students if the I mark is removed; however, this could impact veteran students.

**The question was called.**

**Motion Failed**

Proposal 1:

**MOTION from Committee: The committee recommends the following guidelines and procedures for the assignment of I marks, starting with the 2015-16 academic year: (Note: Complete list posted on Infomart).**

Discussion followed:

- A question was asked regarding who would complete #7. This would become an automated process.
- Adjunct faculty are not specifically being excluded from these recommendations.

### **Motion Passed**

Administration will be asked to add these components to the condition of the I mark.

Proposal 2: How long should a student have to complete an I mark? Committee recommended two options: (Note: Timeline posted on Infomart under Proposal 2)

- **Option A: - Faculty may assign any period of time for the student to complete the assigned work described on the Incomplete Contract, as long as that period of time does not go past the last day of classes for the next major semester at the college.**
- **Option B: Faculty may assign any period of time for the student to complete the assigned work described on the Incomplete Contract, as long as that period of time does not exceed 52 weeks. If the faculty member does not assign a completion date, the college will assign the last day of classes for the next major semester as the default option.**

Clarification: The option would be for new Incompletes issued starting with the next academic year – 2015-16.

**MOTION: To support Option B. Seconded.**

### **Motion Passed**

Pat O'Connor and committee members were thanked for working on this process.

#### 10) Administration/C. Maze & T. Sherwood

Tim Sherwood reported the following:

- An e-mail will be sent out to faculty soon for an opportunity for professional development to attend a conference between May – December, 2015. Applications for the funding will be reviewed and selected by administration.
- An e-mail regarding travel for next academic year will also be sent out soon to all faculty. The deans review travel requests three times a year; he encouraged faculty to submit travel forms for consideration as soon as possible; academic travel funds are tighter this year.
- He thanked the Senate for their willingness to look at the late instructor policy and he appreciates the input.
- He asked the Senate to review the Incomplete policy for students that withdraw due to medical reasons; possibly, the student wouldn't need to withdraw from all their classes – one size doesn't fit all?

**ACTION: The Campus Senates were asked to review the Incomplete Policy for students that withdraw due to medical reasons and provide feedback.**



- He asked the Senate to review the Academic Amnesty policy. Courses eligible for amnesty must have been completed at least five years prior to the submission of a petition. With changes in financial aid, a full-time student could never have academic amnesty; the policy may not serve our students well. Academic Amnesty is the ability to remove 24 credits from a student's GPA calculation as long as they meet the criteria and this can only be granted one time. (Note: see OCC Catalog for a better description).

**ACTION: The Campus Senates were asked to review the Academic Amnesty policy and provide feedback.**

11) Community Comments

- Enjoy your well-deserved break next week!

12) Adjournment:

Meeting adjourned: 4:40 p.m.

Respectfully submitted,

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Jessica Lizardi, Secretary

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Nancy K. Szabo, Recording Secretary

**COLLEGE CURRICULUM / INSTRUCTION COMMITTEE**  
**Academic Senate Consent Agenda**  
**February 26, 2015**  
**Auburn Hills Campus**

<b>MINOR COURSE REVISIONS</b>
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1. **ART-1540 Ceramics:** Change title to: **Introduction to Ceramics.** Change course description. Target date for first offering is Fall 2015.
2. **ART-2540 Advanced Ceramics:** Change course code to: **ART-2240.** Change title to: **Ceramics: Intermediate Hand-Building. Courses are equated.** Change course description. Target date for first offering is Fall 2015.
3. **CER-1210 Wheel Throwing I:** Change course code to: **ART-2110.** Change title to: **Wheel Throwing I: Introduction to the Potter's Wheel.** Courses are equated. Change course description. Target date for first offering is Fall 2015.
4. **CER-1221 Wheel Throwing II:** Change course code to: **ART-2120.** Courses are equated. Prerequisite: ART 2110 or consent of instructor. Change course description. Target date for first offering is Fall 2015.
5. **CER-2211 Ceramic Field Study I:** Change course code to: **ART-2260.** Change title to: **Ceramic Field Study.** Courses are equated. Prerequisite: Consent of instructor. Target date for first offering is Fall 2015.
6. **CER-2230 Wheel Throwing III:** Change course code to: **ART-2130.** Courses are equated. Prerequisite: ART 2110 or consent of instructor. Change course description. Target date for first offering is Fall 2015.
7. **CER-2240 Wheel Throwing IV:** Change course code to: **ART-2140.** Courses are equated. Prerequisite: ART 2110 or consent of instructor. Change course description. Target date for first offering is Fall 2015.
8. **CER-2320 Advanced General Pottery:** Change course code to: **ART-2250.** Change title to: **Ceramics: Advanced Hand-Building.** Courses are equated. Prerequisite: ART 2540 or consent of instructor. Change course description. Target date for first offering is Fall 2015.
9. **CER-2410 Glaze Formulation I:** Change course code to: **ART-2270.** Change title to: **Ceramics: Glaze Formulation.** Courses are equated. Change course description. Target date for first offering is Fall 2015.

10. **FFT-2510 Fire Hydraulics and Water Supply:** Change course title to: **Fire/EMS Vehicle Management and Hydraulics.** Change course description. Remove prerequisite. Target date for first offering is Fall 2015.
11. **MAT-1580 Statistics:** Change amended prerequisite to: MAT 1125 or MAT 1150 with a “C” or better within the last three years or appropriate math placement within the last two years. Target date for first offering is Fall 2015.
12. **MAT-2530 Mathematics for Elementary Teachers I:** Change course description. Change amended prerequisite to: MAT 1125 or MAT 1150 with a “C” or better within the last three years or appropriate math placement within the last two years. Target date for first offering is Fall 2015.
13. **MAT-2540 Mathematics for Elementary Teachers II:** Change course description. Change prerequisite to: MAT 2530 with a “C” or better within the last three years. Target date for first offering is Fall 2015.
14. **MUS-1560 Understanding Music:** Change course title from: Listening to Music: Antiquity to Jazz (Approved June 2014 with an effective date of Fall 2015) to **Listening to Music: Chant to Jazz.** Target date for first offering is Fall 2015.

## NEW COURSES

1. **MAT-1125 Math Literacy:** This is a 4-credit course with a UG (30-student) Group Classification. Prerequisite: MAT 1050 with a "C" or better within the last three years or appropriate math placement within the last two years. Target date for first offering is Fall 2015.

**DESCRIPTION:** *This course will provide skills necessary to be successful in college level math courses such as Statistics or Quantitative Reasoning. Topics include numeracy, mathematical thinking and investigations, proportional reasoning, basic algebra concepts, linear and exponential functions and basic statistical concepts. Real-life applications, graphing calculators, spreadsheets, and internet resources are integrated throughout the course. This course is designed for non-STEM (Science, Technology, Engineering and Mathematics) students.*

2. **MAT-1525 Quantitative Reasoning:** This is a 4-credit course with a UG (30-student) Group Classification. Prerequisite: Either MAT 1125 or MAT 1150 with a “C” or better within the last three years or appropriate math placement within the last two years. Target date for first offering is Winter 2016.

**DESCRIPTION:** *This course is a liberal arts class intended for students who are pursuing degrees or programs that do not require courses in statistics, pre-calculus*

or the calculus sequence. Upon completion of the course students will be able to illustrate and communicate mathematical information symbolically, visually and numerically. Topics include problem solving, sets, logic, geometry, statistical reasoning, probability, finance, applications of equations and applications of functions. The types of functions include linear, quadratic, exponential and logarithmic.

3. **MCT-1000 Integrated Systems:** This is a 2-credit course with a UG (30-student) Group Classification. There is a \$50 course fee. Target date for first offering is Fall 2015.

**DESCRIPTION:** *This course provides an entry level student with an overview of the technology used in automated integrated systems found in manufacturing. Included is also an overview of the typical plant networks and their associated function. Distributed and local control is examined. Analysis of sequencing machines is completed along with an introduction of how to troubleshoot these systems. Topics include: fluid power components, electrical components, conveyors, part sensing components and an overview of programmable logic controller principles. Course/lab fees.*

4. **MCT-1100 Fluid Power Systems:** This is a 3-credit course with a UG (30-student) Group Classification. There is a \$90 course fee. Target date for first offering is Fall 2015.

**DESCRIPTION:** *This course will focus on fluid power control systems for manufacturing. Students are expected to describe and demonstrate principles of logic elements, functions and assembly of logic circuits. The course will teach how to create, modify, operate and observe simulated hydraulic and electro-hydraulic devices and circuits using hands-on training simulators. Course/lab fees.*

5. **MCT-1120 Advanced Fluid Power Systems:** This is a 3-credit course with a UG (30-student) Group Classification. Prerequisite is MCT-1100. There is a \$50 course fee. Target date for first offering is Fall 2016.

**DESCRIPTION:** *This course will develop advanced skills and competencies in fluid power systems in the areas of hydraulic and pneumatic troubleshooting, repair and maintenance as it relates to machine operation, material handling and sorting systems, and participate in projects related to the course material. Course/lab fees.*

6. **MCT-1130 General Preventative/Predictive Maintenance:** This is a 2-credit course with a UG (30-student) Group Classification. There is a \$20 course fee. Target date for first offering is Fall 2015.

**DESCRIPTION:** *This course introduces students to the principles and practices used within the manufacturing industry for predictive and preventative maintenance of equipment. Preventive maintenance will introduce students to such techniques as the use of periodic lubrication schedules, part adjustment, replacement of parts, and*

*cleaning. The students are exposed to several predictive maintenance tools including vibration analysis. Course/lab fees.*

7. **MCT-2000 Industrial Controls:** This is a 4-credit course with a UG (30-student) Group Classification. Prerequisite: EEC 1020 and EEC 1040; or consent of instructor. There is a \$70 course fee. Target date for first offering is Winter 2016.

**DESCRIPTION:** *Industrial Controls explores automation input and output devices including AC and DC motors, variable speed drives, relays, motor starters and sizing of components for various applications. Typical control circuits are examined along with component selection and control documentation. Course/lab fees.*

8. **MCT-2010 Shop Floor Networking:** This is a 2-credit course with a UG (30-student) Group Classification. Prerequisite: MCT-2000 or consent of instructor. There is a \$50 course fee. Target date for first offering is Winter 2016.

**DESCRIPTION:** *Shop Floor Networking will explore the various types of communication systems used in industrial systems for the transportation and exchange of data. Network topologies and specifications, LAN and field bus technologies used in manufacturing are presented. The data exchange techniques and formats between typical industrial equipment for information and control will be described. Course/lab fees.*

9. **MCT-2020 Mechanical Drives I:** This is a 3-credit course with a UG (30-student) Group Classification. Prerequisite: TED 1030 and APM 8110, both with a "C" or better; or consent of instructor. There is a \$90 course fee. Target date for first offering is Fall 2015.

**DESCRIPTION:** *This course covers the fundamentals of mechanical transfer of power. Basic concepts of mechanical power transmission will address calculations of speed and force and how they affect a power transmission system. The ability to read mechanical drawings for the assembly of various mechanical components is a key skill to be enhanced. Emphasis will also be placed on the use of hand tools, definitions and processes associated with assembly and maintenance of mechanical drives. Assignments will be focused on hands-on activities building upon theory and concepts studied. Course/lab fees.*

10. **MCT-2030 Mechanical Drives II:** This is a 3-credit course with a UG (30-student) Group Classification. Prerequisite: MCT 2020. There is a \$50 course fee. Target date for first offering is Fall 2016.

**DESCRIPTION:** *Mechanical Drives II is a continuation of Mechanical Drives I and is focused on machine and electric motor drive systems. Topics include mounting, measuring speed, torque, power, mechanical shaft bearing, coupling, and alignment, as well as v-belt, chain, spur gear, and multiple shaft drives. Course/lab fees.*

11. **MSE-1200 Welding Metallurgy:** This is a 3-credit course with a UG (30-student) Group Classification . Prerequisite: MSE-1000 or consent of instructor. There is a \$45 course fee. Target date for first offering is Fall 2016.

**DESCRIPTION:** *This course is designed to teach the micro structural aspects of all welding processes. This course will explore the metallurgy of welding, the types of steel and their manufacture, certain welding methods and processes, temperature changes during welding, and the contribution of alloying elements in steel to welded metal behavior. Shop floor welded pieces will be examined metallographically to see the structures discussed in the classroom as well as tensile and hardness testing to demonstrate welded integrity. Course/lab fees.*

12. **MUS-1521 Fundamental Ear Training and Sight Singing:** This is a 2-credit course with a UG (30-student) Group Classification. Target date for first offering is Fall 2015.

**DESCRIPTION:** *In this fundamental level course, the student will work to achieve fluency at the recognition of note and rest values, time signatures, notation in treble/bass clefs, and conducting patterns in simple and compound meters. Through aural recognition of tonal elements in major keys, the student will sing and transcribe individual notes, intervals, and short melodic lines.*

## GENERAL EDUCATION OUTCOME ADDITIONS

1. **MAT-1525 Quantitative Reasoning:** Add General Education Outcomes: Critical Thinking and Quantitative Literacy. Target date for first offering is Fall 2015.

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

1. **MAT-1525 Quantitative Reasoning:** Add course with GE Outcomes of: Critical Thinking and Quantitative Literacy to the GE Distribution List under the Mathematics / Science category. Target date for first offering is Fall 2015.

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

1. **FFT.AAS Fire Fighter Technology:** Change program description. Remove Certificate option. Major Requirements now include: FFT-1510, FFT-1520, FFT-2510, FFT-2520, FFT-2530, FFT-2540, FFT-2560, HLS-1000, HLS-1002, HLS-1005 and the option of PER-2540 or EMS-1010, EMS-1020 and EMS-1100. Total number of Major Requirements credits increased from 30 to 34-41. Required Supportive Courses from which 8-credits must be selected now include: FFT-1530, FFT-1540, FFT-1550, HLS-1001, HLS-1003, HLS-1006 and PER-2545. Total number of Required Supportive credits increased from 4 to 8. Total number of required credits for degree remains unchanged at 62. Target date for first offering is Fall 2015.
2. **TSC.AAS Technological Sciences:** Add new subject codes for Mechatronics (MCT) and Technological Sciences (TSC) courses in the list of Major Focus and Required Supportive areas. Target date for first offering is Fall 2015.

**NEW CERTIFICATE OF ACHIEVEMENT  
(5-DAY NOTICE SENT)**

1. **FFT.CA Fire Academy:** Total number of required credits is 12. This program is restricted to graduates of the Fire Academy only. There is currently no credential given to graduates of this program so it is not reported to the government. Target date for first offering is Fall 2015.