OAKLAND COMMUNITY COLLEGE
Community is our middle name.

2014-2015 COLLEGE ACADEMIC SENATE
MINUTES OF May 28, 2015
Royal Oak Campus

The College Academic Senate was called to order at 3:21 p.m. by Chair Shawn Dry. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, B. Isanhart, K. Sigler	
Guests:	D. Bayer, C. Kurzer	
District Office:	S. Linden, T. Sherwood, N. Szabo	
Highland Lakes:	V. Emanoil, S. Henke, R. Lamphear, G. Mandas, E. McAllister, K. Stilianos, M. Ston	
Guests:	C. Aretha, J. Forbes, B. Garnsey	
Orchard Ridge:	M. Pergeau, P. Schade	
Guests:	G. Faye, M. A. McGee, L. Michels, D. Preisler, B. Stanbrough, N. Valenti	
Royal Oak/Southfield:	C. Benson, S. Charlesbois-Nordan, J. Eichold, D. Johnson-Bignotti, R. Lamb, M. May, C. McKinney	
Guests:	L. Cole, T. Hendricks, S. Kokotovich, M. K. Lawless, B. Lowe, J. Matteson, D. Niemer, M. Oery, Q. Norwood, 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 April 23, 2015 as written. Seconded, passed.

4) Presentation:
   • Transfer of Courses (Presentation posted on Senate Infomart site)
     Charlie Kurzer gave a PowerPoint presentation on "Transfer Credit 101." He highlighted the following:
     ▪ 3 Reasons why credit may not transfer from OCC
        1. Grade too low

2. Developmental in Nature
3. Appropriate to Degree Requirements
- How do courses transfer?
  1. Equivalent credit
  2. Departmental credit
  3. General Elective credit
  4. Courses are each individually reviewed for transfer. Courses do not transfer as a block because the student has a degree.
  5. It is always up to the receiving school to determine transferability, **NEVER OCC.**
- Michigan Associate of Collegiate Registrars & Admissions Officers (macrao.org) – great resource for determining transfer equivalencies for four-year colleges.
  - Transferring Credit
  - Equivalency by Course
  - Program Guides
  - Transfer Agreements
- Questions:
  - Syllabi is normally not evaluated; sometimes out-of-state colleges request copies of the syllabus.
  - College course descriptions can be viewed online.
  - The counseling departments can answers additional questions regarding transferability.

The Senate applauded Charlie Kurzer for the presentation.

5) Unfinished Business
   - Printer Issues
     Shawn Dry reported that during technology conversations, issues concerning printer security and personal office printers continue across the college. The campus chairs were asked to solicit from members of their campus printer issues/concerns they had. Documents are posted on Infomart from HL and OR faculty containing collected comments regarding network printer issues/concerns, and lack of office printers. AH campus does not have similar issues as the other campuses; SE is in the process of collecting comments.

     ACTION: After all the campuses have submitted documentation, Shawn Dry will submit the collective issues from the group to administration in hopes to find a solution. Please send any additional printer issues to Shawn Dry, or Vince Lamb if the issues are from SE campus.

   - Michigan Transfer Agreement Proposals
     Shawn Dry reported that the MTA proposals listed below were presented at the April CAS meeting and discussed at the May Campus Senate meetings:
     - Proposal 1: Senate Leadership recommends the creation of three teams to investigate if and how the Business Administration, Liberal Arts, and Science Associate Degrees might be altered in order to align them with the Michigan Transfer Agreement. Recommendations from these teams would be vetted through the normal Senate curricular process and would likely (as in the past) include a balloting of the entire faculty.
       o A Science Associate Degree Team already exists. If the Senate approves this proposal, we could simply endorse the currently existing Science team to continue its work.

- Proposal 2: Senate Leadership recommends that, instead of having separate General Education and Michigan Transfer Agreement distribution lists, there be a single General Education distribution list on which the courses that also satisfy MTA requirements be marked as such.

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

MOTION: The Highland Lakes Campus Senate moves to postpone any action on Proposal 2 until Renee Henson and Bob Lamphear draft straw man language in the fall.

Discussion followed:
- There is confusion whether there should be one list or two.
- Clarification regarding term "straw man language" – proposal for purposes of discussion.
- Tim Sherwood commented that the timing of completing this request is reasonable in order to meet the catalog deadline.
- MACRAO is in effect until 2019 for students that started prior to fall 2014.
- AH – there was a proposal to combine the lists in the ad hoc committee but the committee rejected it.

Motion Passed

Shawn Dry read Proposal 1; no motion was made to vote on Proposal 1 at this time.

- Motion from AH Campus re: Internationalization EMP Objective
  Ken Sigler presented the following motion on behalf of the AH Campus Senate:

MOTION: The Auburn Hills Campus Senate moves that an Internationalization Objective be added to the College EMP.

Discussion followed:
- An explanation of internationalization was shared by EMP at the March CAS meeting. The document is posted on Infomart that lists the steps and is available for review.
- Bev Stanbrough (member of taskforce) commented: "OCC is in need of coordinated efforts to promote student success for international students and our International Commerce and Global Studies programs."
- "Ideas for Internationalization Program Action Plan" (accountability measures) are also posted on Infomart (March handout).
- There is concern regarding costs; the bulk of what has come forward will not cost the college anything.

MOTION: To postpone a vote on the motion to allow time to review the documents presented by the EMP at the March CAS meeting. Seconded.

Motion Passed

6) New Business
- Motion from OR Campus re: Decreasing Enrollment
   Michelle Pergeau presented the following motion on behalf of the OR Campus Senate:

   MOTION: The Orchard Ridge Campus Senate moves to inquire of the administration what the plan is to address the drop in enrollment.

   Discussion followed:
   - There are concerns regarding lack of advertising, no longer offering services – pool, womencenter, daycare, etc.
   - 70% tuition increase for international students has devastated the college.
   - Would like to know if administration has a plan to address this?
   - Our enrollment is further declined than other community colleges.
   - Topic has been discussed at Board meetings; we were told that we have experienced a more rapid decline in enrollment because we had such a rapid increase and now we need to downsize for how much was added.
   - OCC hasn't been attending high school recruitment fairs.
   - The 50th anniversary advertisement doesn't describe what OCC is all about.
   - Macrao.org also does a comparison of enrollment trends among community colleges.
   - At the February CAS meeting there was a presentation entitled: "Marketing & Recruiting – 2014-15 Campaign" which showed where funds are being spent on advertising. Those present were encouraged to review the PowerPoint.
   - Since January, enrollment management has been moved to Jackie Shadko. A recommendation was made to request an enrollment management plan in addition to the motion.
   - Two semesters in a row OCC has cancelled several sections of Math.
   - Based on demographics, ageing population, and declining enrollment in high school students, do we need to change our coursework to meet the demand of the area? We need to have a conversation regarding this topic.
   - In the spirit of shared governance, a plan should be developed via a process of wide input gathering in order to create the best plan possible and achieve the maximum amount of buy-in from the institution and community.

   Motion Passed

7) Standing Committees/Chairs
   - *Curriculum Review/ C. Aretha*
     Cheryl Aretha reported the following:
     - An updated list regarding the status of the 2014-2015 reviews is available on the CRC website.
     - A final draft of the end-of-year evaluation of the review process is in preparation.
     - A copy of the final evaluation document will be provided to Senate and will be posted on the Senate and CRC website.
     - The evaluation last year led to the piloting of two changes that we now present to Senate with the recommendation to permanently include in the review process.

       Cheryl Aretha presented the following motion on behalf of CRC:

MOTION: The CRC recommends that the senate approved review process be amended to include the following revisions that were piloted in the 2014-2015 review cycle:
1. **Options that may be added for the student learning section to customize this part of the review**
   a. **Development of Common Course Outcomes**
   b. **Assessment rubric**
2. **Employability section be replaced with the completeability analysis**

ACTION: The Campus Senates were asked to discuss motion at their June Campus Senate meetings.

- The programs and disciplines scheduled for review in 2015-2016 are listed on the Infomart CRC website.
- Final voting will take place for the new CRC chair at the May 29th meeting and ballots will be sent to any new members.
- Annual report will be submitted to College Senate after the May 29th meeting.

Cheryl Aretha has been Chair of CRC for a little over 2 years and she was applauded for her work as chair.

- *Student Outcomes Assessment/ C. McKinney*
  Carlespie McKinney reported the following:
  - Discussed a motion to reword the GE philosophy as cited on the website; a vote on the motion was postponed for lack of a quorum.
  - Discussed and agreed to the following:
    o SOAC will co-sponsor a focus group of local business leaders to ascertain their perspectives regarding the relevance of the current GE outcomes.
    o SOAC will present information at the next Assessment day meeting with faculty to determine the relevance of the current GE outcomes.
    o SOAC will research and try to determine what the GE outcomes are at some of the local universities.

- *Technology Management/ J. Matteson*
  Judy Matteson gave a PowerPoint presentation entitled, "TMC Report for 2014-2015" and she highlighted the following:
  - ATP review
    - Tech station standard configured
    - Creation of TLTC room per campus
    - New printers are coming in October (with "follow me printing")
  - Innovations Showcase Presentations on TMC website
  - Distance Learning Subcommittee
    - HLC visit to allow us to offer online degrees
  - Special Requests
    - Online evaluations
    - ZOOM is still in "pilot" phase
    - Update TAUR agreement
    - Identify new Scantron machines on the campuses

- Current Projects
  - Mandatory training for students for online learning and D2L
  - Desire2Learn is changing name to D2L.
- Judy Matteson is the Co-chair of TMC for next academic year.

Discussion followed:
- Who will be coordinating the training for faculty online?
- Is there a timeline for faculty training? When will it be offered?
- Tim Sherwood reported that training will be piloted in the fall, implemented winter semester, and faculty will have a year to go through the training.
- Standardization of D2L will be implemented; a lot of double and triple clicks will be eliminated.
- Shawn Dry encouraged faculty members to log-off instructor stations when they leave.

- *Academic Planning/ M. K. Thomas*
  Mary Thomas reported the following:
  - The committee did not hold a formal meeting in May.
  - Developmental Education EMP – Exploring the system called EdReady to help work with developmental education students.
  - Other EMP's – There is a concern that several have been put on hold and indicated objectives have been met and the EMP's haven't gone through a formal removal process. We will be exploring this at our leadership retreat in June.
  - More committee representatives are needed for the different EMP's. The committee meets once a month on Friday (after the Senate Leadership meeting) at DO from 11:30 a.m. – 1:30 p.m.

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

  MOTION: To accept the Consent Agenda as presented.

  Motion Passed

  Mary Kay Lawless presented the following motion on behalf of CIC:

  MOTION: That the request made by SOAC to work collaboratively with the College Curriculum Committee to discuss the MTA process be respectfully declined. The College Curriculum Committee's commitment to Senate relative to MTA is to create a form for course inclusion proposals and to make recommendations as the courses come through the curriculum process.

  Discussion followed:
  - Carlespie McKinney (SOAC Chair) reported that the request did not come from SOAC and he doesn't know who made it.
  - Representatives from CIC visited a SOAC meeting on May 1; there was a lot of confusion as to the role of the committees as it relates to MTA.

- Senate does not wish to take any action on the MTA Proposals at this time.

8) Ad Hoc Committees/Chairs
   - *Leadership/ S. Dry*
     Shawn Dry reported that the committee submitted a report, "Recommendations Regarding Senate Leadership" and it is posted on Infomart.

     Vince Lamb presented the following motion on behalf of the SE Campus Senate:

     MOTION: The Southeast Campus Academic Senate moves to support the recommendations of the Senate Leadership Ad Hoc Committee regarding Senate Leadership. ~~and believes that the objections to the report from Highland Lakes have been adequately answered~~.

     MOTION to AMEND: To strike "and believes that the objections to the report from Highland Lakes have been adequately answered" from the wording of the motion. Seconded.

     HL – a motion shouldn't be made regarding questions from another campus.

     A vote was taken: 13 in Favor; 7 Opposed – Motion as Amended Passed

     Discussion followed:
     - OR Campus requested an explanation regarding Work Performed – Make motions and proposals to bring before the Senate. There is a perception that when a motion is made by Senate Leadership it has "super powers;" the campuses should make motions.
     - The ad hoc committee addressed this as follows: "Because Leadership is a constitutionally recognized group that contains at least two elected Senators, it has the ability to make and second motions. In addition, the ability to make motions for the consideration of the Senate is an important part of preparing for the college meeting and setting its agenda."
     - HL – there is an absence of administrators at the campus senate meetings; administrators are present at Senate Leadership meetings.
     - There is a huge formality regarding motions made at campus senate meetings.
     - OR - Senate meetings could be open but not everyone is allowed to attend.
     - Motions coming from Senate Leadership do not involve a "rich discussion."

     MOTION: To strike "motions and" from Work Performed by Senate Leadership. Seconded.

     Motion Passed

     New wording under Work Performed: Make ~~motions and~~ proposals to bring before the Senate.

     Vote on Recommendations as Presented and Amended - Motion Passed

MOTION: To dissolve the Senate Leadership ad hoc committee. Seconded.

Motion Passed

- *Michigan Transfer Agreement/ R. Henson*
  - The committee's work is completed for now.

- *Grade Appeal Process/ K. Tiell*
  Shawn Dry reported that the committee submitted a report, "Suggested Grade Appeal Process (April 10, 2015 Draft)" and this was discussed at the May Campus Senate meetings. There is a list of collective recommendations and suggestions from the campuses posted on Infomart. The ad hoc committee is reviewing the document and they will come back to Senate with new recommendations. Deb Niemer made a suggestion that this be put on hold until the forms are online.

9) Administration/C. Maze & T. Sherwood
   - Distance Learning Accreditation Visit Update
     Tim Sherwood reported the following:
     - Dr. Marlene Miner and Dr. Sue Baijt, the HLC reviewers, were here on May 18 and 19th (half-day visit); they thanked everyone for their time and attendance at the key meetings held throughout their visit. They provided the following preliminary findings:
       - Strengths
       - Opportunities for Improvement
       - Other observations/notes
       - Timing of feedback:
         Draft report due 6/16/15
         Final report due 7/14/15

   - The Persistence and Completion Academy Core Team is: Nancy Showers, Kirstine Evans, Kelly Perez-Vergara, Tim Sherwood, Cathy Sorenson, Jacqueline Shadko, Edward Stotts, and Michael Vollbach.
     - They completed a Data Book and it was submitted yesterday to HLC.
     - The group will be attending a Persistence and Completion Roundtable in St. Charles, IL at the end of June.
   - The Dean of Math and Science position has been filled by Dr. Michael Goldin and he will start on July 13th.

10) Community Comments
   - Shawn Dry reminded the Senate that the last BOT meeting is scheduled on June 16th and there is space on the agenda for community comments (reduced to 3 minutes a piece).
   - Please attend the OCC Commencement Ceremony on Saturday, May 30 at 2:00 p.m. at The Palace of Auburn Hills.
   - Darlene Johnson-Bignotti thanked the RO/SF campus leadership for setting up a great food display.

11) Adjournment:

Meeting adjourned: 4:55 p.m.

Respectfully submitted,

_____   _____
Jessica Lizardi, Secretary   Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
May 28, 2015
Royal Oak Campus

MAJOR COURSE REVISIONS

1. **ECT-1060 Basics of Computer Electronics:** Change course code to **EEC 1060**. Courses are equated. Change course description. Target date for first offering is Fall 2016.

2. **ECT-2080 Introduction to Microcontrollers:** Change course code to **EEC 1080.** Courses are equated. Change course description. Target date for first offering is Fall 2016.

3. **EEC-1270 Basic Electronics Certification Prep:** Change course code to **EEC 2000.** Courses are equated. Change course title to: **Electronics** I. Change prerequisite to: EEC 1040 or consent of instructor. Change course description. Target date for first offering is Fall 2016.

NEW COURSES

1. **ASC-1072 Textbook Learning Strategies:** This is a 1-credit lecture course with a DEV (20-student) Group Classification. Course will be added to the list of approved courses for students with an ENG-1055 placement. Target date for first offering is Fall 2015.

   DESCRIPTION: *This course is an introduction to college textbook learning. Students taking this course will practice a variety of strategies aimed at developing their learning from college textbooks.*

2. **ASC-1074 Lecture Learning Strategies:** This is a 1-credit lecture course with a DEV (20-student) Group Classification. Course will be added to the list of approved courses for students with an ENG-1055 placement. Target date for first offering is Fall 2015.

   DESCRIPTION: *This course is an introduction to college lecture learning. Students taking this course will practice a variety of strategies aimed at developing their learning from college lectures and discussions.*

3. **ASC-1076 Critical Thinking Strategies:** This is a 1-credit lecture course with a DEV (20-student) Group Classification. Course will be added to the list of approved courses for students with an ENG-1055 placement. Target date for first offering is Fall 2015.

   DESCRIPTION: *This course assists students in becoming more proficient critical thinkers. Students will be introduced to and practice some of the most important skills of critical thinking, including the ability to comprehend, analyze and evaluate academic material. Emphasis will be placed on the development and practical application of critical thinking skills to maximize success with textbook and lecture learning, and a variety of assessments.*

4. **CAD-1050 Geometric Dimensioning and Tolerancing:** This is a 4-credit lecture 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 is designed to cover the fundamentals as well as more advanced applications of geometric tolerancing. The student will learn the principles of Geometric Dimensioning and Tolerancing (GD&T) as applied to engineering design, manufacturing and quality control. The course includes geometric concepts and standards used to communicate engineering design intent and to provide a basis for design and productions. The course also includes national and international geometric standards of symbols and terms, datum feature modifiers, types of tolerances, datum reference frames, material boundary modifiers and other related topics. Also included are concepts of basic part print reading as it relates to GD&T. Course/lab fees.*