



2003-2004 COLLEGE ACADEMIC SENATE

MINUTES OF MAY 27, 2004  
Orchard Ridge Campus

The College Academic Senate was called to order at 3:30 p.m. by Chair Gerry Faye. The following individuals were present:

Auburn Hills:	R. Bowden, L. Glenn, P. O'Connor, G. Rockind, S. Blackman
Guests:	T. Boozer, J. Brown, P. Hale, V. Love, B. Powell, A. Sargeant
District Office:	B. Beitler
Guests:	A. Hillberry, B. Montgomery
Highland Lakes:	D. Fiems, R. Grass, S. Hanna, K. Robinson, K. Van Buren
Guests:	N. Boulos, M. Ston
Orchard Ridge:	J. Berry, M. Kokoszka, K. Lichtenberg, M. McGee, D. Schmeichel, N. Valenti, B. Zemke, E. Callaghan
Guests:	S. Dyer, A. Frank, D. Hill, P. Jackson, D. Rohrbach
Royal Oak/Southfield:	D. Bartleman, G. Bryan, M. Lawless, L. Linden, D. Mathews, D. Niemer, S. Reif, D. Rowe, M. Vollbach
Guests:	S. Linden, R. Nagler

2) Acceptance of Agenda:

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

3) Approval of Minutes:

**MOTION: To approve the minutes of April 22, 2004 as written. Seconded, passed.**

4) Leadership:

No formal report was made.

5) Presentation:

- Perkins Grant and Its Relevance to College Applied Technology Programs

Philip Hale presented a summary of Perkins projects for 2005. \$859,752 has been allocated to Oakland Community College for fiscal year 2004-2005. Proposed projects for the year include special population services; cooperative education and internships; apprentice technology; supplemental instruction; multi-skill health care; career orientation for health professions and technologies; career and employment lecture series; program equipment; research specialist; career guidance; professional development; administrative costs; job placement skill development for students with disabilities; engineering and applied technology outreach program; and an orientation program for non-traditional students.

In the fall of 2004, OCC is required to report to the State the following outcomes of student success in specific core areas: completion of academic courses; completion of occupational courses; graduation rate; placement in employment or further education; employment retention; non-traditional enrollment; and non-traditional student completion rate.

Sharon Blackman reminded faculty to submit fast-track proposals. Proposal information should be e-mailed to Ruth Springer for submission.

6) Old Business:

- Course Substitution Request Form

Karen Robinson distributed the original Course Substitution Request form (buff color) with a list of concerns about the form and the Deans' recommendations for the Course Substitution form. She also distributed a revised Course Substitution Request form (yellow color) that addressed the concerns and included the Deans' recommendations. The following concerns/recommendations are addressed on the revised form:

1. The clarity of the form is improved.
2. The location of the counselor's name is moved down on the form.
3. Who is approving the form and in what order the signatures appear on the form is revised.
4. A distinction between course substitution and course equivalency is made clearer on the form.

5. A way to get feedback to the faculty if the final decision is different from the faculty recommendation is also included on the form.

**MOTION: That the College Academic Senate approve the revised Course Substitution Request form. Seconded, passed.**

- Certificates of Achievement Motion

Karen Robinson presented the following motion from the Highland Lakes Campus:

**MOTION: That Certificate of Achievement earners have a separate form for applying for their certificates and that the College establish a Certificate/Audit Fee less than the Graduation Fee. Seconded, passed.**

7) New Business:

- Representation to Serve on the Chancellor's Advisory Council

Mary Ann McGee reported that the Chancellor has requested that the Senate name three faculty representatives to serve on an Advisory Council with other members of the College by June 30, 2004. As this is a new shared governance structure, there is no currently identified process for selecting these representatives.

She presented the following motion:

**MOTION: The three representatives should be selected from among the Senate to include the sitting chair of the College Senate. Faculty representatives would be nominated from among the officers of the College Senate, officers of the campus Senates, and chairs of the standing committees. Nominations would be submitted by the Leadership to the entire Senate for ratification.**

**An amendment was made to open the nomination to all Faculty Campus Council members.**

Discussion followed. The Chancellor's Advisory Council will replace the Chancellor's Council as of July 1, 2004. The proposed meeting time is the first Friday of the month from 9:30 a.m. to 11:30 a.m. The three faculty members selected will serve on the Council for one year. Their role is to provide input and advice to the Chancellor on academic and professional matters.

**The amendment was seconded and passed.**

**A friendly amendment was made that this procedure to elect faculty representatives to the Chancellor's Advisory Council will be used for the 2004-2005 academic year. The Senate will revisit the procedure no later than January, 2005. Seconded, passed.**

The first motion stated above was changed as follows to include the “amendment” and “friendly amendment:”

**The three representatives should be selected from among the Senate, to include the sitting chair of the College Senate, to serve on the Chancellor’s Advisory Council. Faculty representatives would be nominated from among the faculty members of the Campus Councils. Nominations would be submitted by the Senate Leadership to the entire Senate Council for approval. This process will be in place for the 2004-05 academic year and will be revisited in January 2005. Seconded, passed.**

**A friendly amendment was made that ballots would be sent only to 2004-05 Senate faculty membership. Seconded, passed.**

**MOTION: To accept open nominations from the floor. This motion was withdrawn.**

**MOTION: That Senate Leadership, through their recording secretary, solicit self-nominations with a deadline to allow time to vote for two faculty representatives so their names can be submitted to the Chancellor’s office before the June 30, 2004 deadline. Seconded, passed.**

Gerry Faye will write a memo to the faculty members of the 2004-05 Campus Councils that explains the motion that was passed at the Senate on May 27<sup>th</sup>. Senate Leadership will solicit volunteers, prepare a nomination slate and conduct a paper voting process in time to meet the June 30<sup>th</sup> deadline.

8) Standing Committees:

- *Curriculum/Mary Kay Lawless*  
Mary Kay Lawless distributed the consent agenda.

**MOTION: To accept the consent agenda. Seconded, passed.**

Mary Kay also announced that the Curriculum Committee is reviewing the Curriculum Handbook process. Any suggestions should be sent to her via e-mail.

- *Curriculum Review/Robert Powell*  
Bob Powell highlighted the information that Myrtice Shelton-Beatty presented on the Medical Transcription Program for the CRC to review. Myrtice Shelton-Beatty was commended by the committee for her completeness and well-organized review.
- *Student Outcomes Assessment/Patrick O’Connor*  
Pat O’Connor reported that the SOAC Annual Report for 2003-04 was sent out by e-mail.
- *Diversity/Sharon Blackman*

No report.

- *TMC/Gladys Rockind*

Gladys Rockind reported that the TMC still needs 3 members from each campus to serve on the committee.

Gladys Rockind distributed the following three reports: “Academic Technology Plan – Academic Years 2004-06 (Draft);” “Technology Equipped Classroom (TEC) Component Replacement Cycle Position Paper;” and “TEC Station Furniture Position Paper.”

**MOTION: To lodge the three reports and send to the Campus Senates for suggestions. Seconded, passed.**

9) Ad Hoc Committees:

- *Student Life/Lane Glenn*

Lane Glenn provided a list of “OCC Student Life Committee Goals for 2004-05.”

- *General Education/Rick Bowden*

Rick Bowden reported that the General Education ad hoc committee will continue to meet during the summer months. Research is currently being reviewed. He thanked Ruth Grass for postponing her retirement to work on the committee.

- *Catalog Committee/Karen Robinson*

Karen Robinson reported that the Catalog Committee is finished with their work. They edited the first 50 pages of the catalog. The work of the Catalog Committee will be on-going work of the Editorial Board.

10) Administration:

No report.

11) Community Comments:

-Gerry Faye announced that Ruth Grass is retiring from OCC and she was applauded for her many years of service to the College, as well as the Academic Senate.

-Mary Ston invited everyone to attend an open forum sponsored by OCCFA for candidates in the upcoming election for the OCC Board of Trustees. The forum will be held on Wednesday, June 2, from 6:30 to 8:30 p.m. at the Royal Oak campus in the Lila Jones-Johnson Theatre. Questions from the audience for the candidates will be taken there.

-Ed Callaghan reminded everyone that graduation will take place on June 18<sup>th</sup> at the Palace of Auburn Hills.

12) Adjournment:

Meeting adjourned: 4:30 p.m.

Respectfully submitted,

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Gail Bryan, Secretary

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Nancy K. Szabo, Recording Secretary