



OAKLAND
COMMUNITY
COLLEGE

2007-2008 COLLEGE ACADEMIC SENATE
MINUTES OF JANUARY 24, 2008
Auburn Hills Campus

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

Auburn Hills:	T. Boozer, S. Dry, J. Farrah, B. Konopka, G. Mays, S. Miller, A. Palmer, G. Rockind, R. Ston
Guests:	B. Andersen, V. Anderson, J. Brown-Williams, B. Catherino, J. Craft, T. Khan, V. Love, P. May, M. Merritt, M. Moon, A. Racka, J. Sefcovic, N. Showers, S. Subbarao, D. Swanson, H. Tanaka, K. Tiell, C. Williams
Student:	N. Melkus
District Office:	L. Crews, J. Harper, L. Nadlicki, C. Brantley, T. Meyer
Guests:	D. Adams, G. Cartsonis, G. Harris, J. Jurmo, C. Maze, B. Montgomery, L. Redmond, M. A. Sheble, C. Tanner
Highland Lakes:	N. Boulos, E. Fett, S. Hanna, J. Helminski, J. Lobert, L. Mastin, B. Matthews, M. Ston, M. Vollbach, G. May
Guests:	V. Kloosterhouse
Orchard Ridge:	T. Baracco, J. Berry, G. Faye, M. Kokoszka, M. A. McGee, S. Wells, J. Shadko
Guests:	S. Dyer, D. Fisher, T. Ingram, D. James
Royal Oak/Southfield:	E. Abbey, T. Hendricks, D. Johnson-Bignotti, M. K. Lawless, D. Mathews, R. Nagler, D. Rowe, A. Sargeant
Guests:	J. Matteson, P. Ravikumar, R. Reaaves, B. Stanbrough

2) Acceptance of Agenda:

MOTION: To add a “Motion” under “New Business.” Seconded, passed.

MOTION: To accept the agenda as amended. Seconded, passed.

3) Approval of Minutes:

MOTION: To approve the minutes of November 29, 2007 as written. Seconded, passed.

4) Leadership:

Mary Ann McGee acknowledged the presence of Dr. Timothy Meyer, the new Chancellor of OCC.

5) Presentation:

- None

6) Old Business:

- New Online Course Approval Form

Gladys Rockind reported that the “Worksheet for Proposed Online Courses” was reviewed at the January Campus Senate meetings.

MOTION: To approve the “Worksheet for Proposed Online Courses.” Seconded, passed.

- Report on GE Outcomes

Gail Mays reported that “Proposed General Education Outcomes” were presented at the November CAS meeting and they have been discussed by the campuses. The document available on the distribution table is the latest list of outcomes and it includes recommendations from the campuses for a second time. If more than one campus brought forth a similar change, the document was changed to reflect their recommendation(s).

Gail Mays presented the following motion from the General Education Committee:

MOTION: Moratorium on all new courses going through the approval process of the Curriculum Committee to be placed on the General Education Distribution list until the General Education Outcomes are approved, and the General Education implementation and General Education Distribution list are addressed. Seconded.

Discussion followed:

- What if it takes 2 -3 years to finish these outcomes?
- Would there be an exception for courses already put through the curricular process?
- Curriculum is a recommending body to the Senate. Everything should be archived as actions occur.
- This motion would save people paperwork.
- Curriculum would move forward as in the past.

MOTION: To table the motion for discussion at the Campus Senates. Seconded, passed.

- Process for Approval of GE Outcomes

Elaine Fett presented the following motion from HL Campus:

MOTION: Faculty will vote on each individual item in the “Proposed Definitions” section of the General Education Outcomes document. A vote of two thirds will be required to adopt any single outcome. Seconded.

Friendly Amendment: A vote of “simple majority” will be required to adopt any single outcome. Seconded.

Discussion followed:

- The purpose of the motion is to generate a process for accepting GE outcomes.
- Rather than voting on the list of outcomes as a block, vote on them individually.
- The option gives more than one choice – have something rather than nothing.
- A recommendation was made to bring the idea back to the GE Committee and create a new motion.

MOTION: Move to table for discussion at the Campus Senates. Seconded.

The motion failed.

The question was called with the amendment.

The motion failed.

- Process for Program Assessment Flowchart

Vicki Kloosterhouse reported that she highlighted the “Student Outcomes Assessment Benchmark Feedback Implementation Process” flowchart at the November CAS meeting. The flowchart was reviewed by the Campus Senates and no questions or concerns were raised by the campuses. The item was presented as an information item.

7) New Business:

- Motion to Develop an Academic Standards Committee

The Interim Vice Chancellor made a recommendation at Senate Leadership that an Academic Standards Committee be created to deal with academic issues across the institution. For example: academic sanctions, what constitutes an A or B class, placement standards, etc. The creation of an Academic Standards Committee would give important academic standards a place in Senate.

MOTION: To develop an Academic Standards Committee. Seconded.

Friendly Amendment: To develop a specific list of charges for the committee. Seconded.

Discussion followed:

- The committee would not deal with contract issues.
- The membership make-up of the committee would be like the other standing committees of the Senate.
- Resource personnel/ad hoc members can also serve on the committee.

The question was called as amended.

The motion passed as amended.

- Motion

Mary Ston read the following:

MOTION:

The College Academic Senate wishes to acknowledge the hard work and dedication displayed by Mr. Clarence Brantley in the last year, while he has served as our Interim Chancellor.

His calm demeanor and focused vision effectively kept us moving forward as we developed our Academic Master Plan, prepared for the HLC visit and began work on the 2008-12 Strategic Plan. The Senate particularly appreciated his commitment to open communication, shared governance and collaborative decision-making.

Mr. Brantley, we thank you for your commitment to the staff, faculty and students at OCC.

The motion was seconded and passed unanimously.

Mr. Brantley received a standing ovation when he arrived at Senate and the motion that was passed was reread.

Mr. Brantley thanked everyone for their kind words when his sister passed, and he also thanked the Senate for their support and the effort they put forward to accomplish their goals during the last year.

The motion will be read at the Board Meeting on Monday, January 28th.

8) Standing Committees:

- *Academic Master Plan/Jayne Lobert & Shawn Dry*
Shawn Dry presented the following motion:

MOTION: That the Academic Senate endorse a centralized data gathering process to advance the development and implementation of the college's master planning process in order to ensure consistent data reporting and to minimize duplication of work on the campuses. Seconded.

Shawn Dry reported that the committee has reviewed all the campus AMP to see how they align with the College AMP. The motion presented came out of this process.

The motion passed.

- *Curriculum/Mary Kay Lawless*
Mary Kay Lawless presented the Consent Agenda.

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

Information on the Consent Agenda was questioned. Listing type of faculty members that can teach a particular course should not be identified on the agenda.

MOTION: Move to suspend the rules to revisit the Consent Agenda questions. Seconded, passed.

MOTION: To remove the six courses listed under “New Courses” from the Consent Agenda until course descriptions are given. Seconded, passed.

MOTION: To remove SPE-2290 Intercultural Communication under “Gen-Ed Course Attributes” and “Gen-Ed Distribution List (10 day notice sent).” Note: Course was included in “New Course” section. Seconded, passed.

MOTION: To remove PLG.AAS & PLG.CT Paralegal, Paralegal Certificate – item #2 under “Minor Program Revisions.” Note: Course was included in “New Course” section. Seconded, passed.

MOTION: To accept the Consent Agenda as amended. Seconded, passed.

- *Curriculum Review/Gail Mays*
Gail Mays reported that in January the committee reviewed the Drafting Certificate and the Architecture program. CRC recommended that Interim Dean Tahir Khan take the Drafting Certificate through the sunseting process. On February 1st Sociology and Social Science will be reviewed.
- *Student Outcomes Assessment/Vicki Kloosterhouse*
Vicki Kloosterhouse reported the following:
 - The Second Annual Faculty Assessment Day will be held on March 14 at the OR Campus. In preparation, faculty members have submitted student work in the areas of critical thinking and writing. Adjunct faculty are also encouraged to attend the event.
 - Faculty were encouraged to share information regarding the 2007-08 Student Essay Competition information with their students. “OCC Student Essay Competition Tips” and “Workshop Locations” were provided.
- *TMC/Gladys Rockind*
Gladys Rockind reported the following:

- On February 8, 2008 (Discipline Day) the second annual “Technology Vendor Showcase and Publisher’s Fair will be held at the OR Campus from 8:30 a.m. to 2:00 p.m. on the first floor of J building.
 - TMC is looking at online tools for copyright and plagiarism that faculty can use in their classroom.
 - On March 28th there will be a technology workshop that includes a speaker and hands-on experience – more information will be provided next month.
- *College Administrative Services Council/Mary Ston*
No report.
 - *College Academic and Student Services Council/Cathey Maze*
Cathey Maze reported the following:
 - CASSC is working on the purposes of the council, setting goals, and they have revised their membership from the original council’s membership.
 - CASSC is a process-oriented committee that will implement things once approved.
 - The council is reviewing Google e-mail for students and benchmarking.
 - A recommendation was made that the council review its membership to include more faculty (Chairs of Campus Senates).

9) Ad Hoc Committees:

- *Student Life/Lloyd Crews*
Lloyd Crews reported the following:
 - As part of the Student Life Student Speaker Series, Dr. Robert Bullard will speak on “Growing Smarter: Achieving Livable Communities, Environmental Justice and Regional Equity” at the OR Campus on Tuesday, February 5th at 6:30 p.m. He thanked the faculty for supporting the Student Speaker Series.
 - He is working on a taskforce with Gheretta Harris to provide students with ID cards. Students completed a survey that identified student interest and the functions the card should provide. The goal is to have this implemented by fall, 2008.
 - The start date for the Chancellor’s Leadership Academy has been moved back to February 15th. Students complete four modules and they are eligible for a \$100 book voucher.
 - Fan Appreciation Day for the Men’s and Women’s basketball teams will be held on February 9th at the HL Campus.
 - Providing Board approval, the Coordinator of Student Development at AH Campus will start work on February 4th.
- *General Education Outcomes/Gail Mays*
No report.
- *On-line Distance Education/Gladys Rockind*
No report.

10) Administration:

- Dr. Timothy Meyer addressed the CAS. He thanked Mary Ston for the invitation to attend. He commended the Senate for their shared quality and distributed consciousness across the organization. He looks forward to working with everyone and he has an open

door policy. In the future, he plans on visiting the campuses as well as the staff. He is open for suggestions on how to construct these introductions. Suggestions can be e-mailed to Pat Funtik. It is very important for him to fit within the culture of the institution.

Dr. Meyer announced that Andrew Feustel, a NASA Astronaut and OCC grad, would like to take a memento from OCC with him when he goes into space in August. The object must be small (no more than five inches by five inches), compact and light (no more than eight ounces). Suggestions may be sent to George Cartsonis in the Marketing Department.

Dr. Meyer also recognized Clarence Brantley for his efforts as Interim Chancellor and he fully supports the recognition of the Senate.

11) Community Comments:

- DO – Janet Harper thanked the faculty for turning their grades in on time. This is the first semester she hasn't had to pull an application and put it "on hold" because of missing grades.
- RO – Arden Sargeant introduced Rosalind Reaaves – new faculty in the ASC at RO Campus.
- OR – Jackie Shadko announced that a "Town Hall Meeting" featuring Senate Majority Leader Mike Bishop and House Speaker Andy Dillon will be held on Monday, January 28 from 7 – 9:00 p.m. at the OR Campus in the Smith Theater.
- OR – Gerry Faye reported on the outstanding Martin Luther King Day Convocation that was held at OR Campus on Friday, January 18th. Dr. Michael Eric Dyson was the speaker. His presentation was challenging, provocative and enthusiastic. Members were encouraged to make attendance at the event a priority next year.
- HL – Gordon May recognized the Diversity Committee for their participation in the MLK Convocation.
- RO/SF – Steve Reif announced that the "4th Annual Mariachi Night" will be held on Friday, February 1st from 7:30 – 9:30 p.m. at the OR Campus in the Smith Theatre. It is a benefit sponsored by the Global Education Committee to raise scholarship money for students to study in Oaxaca, Mexico.

12) Adjournment:

Meeting adjourned: 4:40 p.m.

Respectfully submitted,

Nick Valenti, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
January 24, 2008
Auburn Hills Campus

MINOR COURSE REVISIONS

1. **DEN-1140 Dental Office Procedures.** Change course code to DHY-1140 in order to parallel the subject code of all the other Dental Hygiene courses. Target date for first offering is Fall 2008.
2. **DHY-2280 Dental Health Education.** Change prerequisite to: DHY-1282, HEA-1510. This correction aligns with the program's course progression and will eliminate the need for unnecessary exemption forms. Target date for first offering is Fall 2008.
3. **GEO-1520 Regional Geography.** Change in course title to "World Geography." Target date for first offering is Winter 2008.
4. **MST-1350 Intermediate Applications to Massage Therapy.** Change prerequisite to: MST-1000 or consent of program coordinator. Target date for first offering is Summer 2008.
5. **MST-2000 Massage Therapy and Special Populations.** Change prerequisite to: Grade of "C" or better in all previously required courses in the MST Program sequence or consent of program coordinator. Target date for first offering is Summer 2008.
6. **MST-2250 Advanced Techniques.** Change prerequisite to: MST-1350. Target date for first offering is Summer 2008.
7. **MST-2300 Clinical Lab.** Change prerequisite to: Grade of "C" or better in all previously required courses in the MST Program sequence or consent of program coordinator. Target date for first offering is Summer 2008.
8. **MST-2350 Externship in Massage Therapy.** Change prerequisite to Pre- or Co-requisite of: MST-1000 and MST-1250 or consent of program coordinator. Target date for first offering is Summer 2008.
9. **PLG-2130 Substantive Law.** Change prerequisite to: Admission into the Paralegal Program. Target date for first offering is Fall 2008.
10. **ROB-1500 Introduction of Robotics Technology.** Change in course description to update terminology and clarify the objectives of the course. Target date for first offering is Summer 2008.
11. **ROB-1520 Robotic Manipulator Drives and Linkages.** Change course title to "Robotic Maintenance". Change course description to update terminology and clarify the objectives of the course. Target date for first offering is Fall 2008.
12. **ROB-1620 Industrial Robotic Applications.** Change in course description to update terminology and clarify the objectives of the course. Target date for first offering is Winter 2009.

13. **ROB-1640 Interpolated Welding Robotic Applications.** Change in course description to update terminology and clarify the objectives of the course. Description was amended to follow college standards and focus on what the course will do, rather than what the student will do. Target date for first offering is Fall 2008.
14. **ROB-1660 Sensor Technology.** Change course title to “Robotic Communications and Machine Vision.” Change course description to update terminology and clarify the objectives of the course. Target date for first offering is Fall 2008.
15. **ROB-2040 Programmable Controller Applications.** Change course description to update terminology and clarify the objectives of the course. Target date for first offering is Fall 2008.
16. **ROB-2140 Advanced Programmable Controller Applications.** Change course description to update terminology and clarify the objectives of the course. Target date for first offering is Winter 2009.
17. **ROB-2400 Automated Systems Applications.** Change course title to “Robotic Automated Systems Applications.” Change course description to update terminology and clarify the objectives of the course. This is a capstone course. Change prerequisite to: ROB-1640 & ROB-1660. Target date for first offering is Winter 2009.
18. **ROB-2500 Automated Controller Maintenance.** Change course title to “Robotic Controller Maintenance.” Change course description to update terminology and clarify the objectives of the course. Target date for first offering is Winter 2009.

NEW COURSES

1. **HLS-1000 Introduction to Homeland Security.** This is a 3-credit course with a Group “A” Classification (35 students). It is intended to be a general elective course for all first responder programs, i.e. Criminal Justice, Fire Fighters, Emergency Services. Ballots were sent to the Social Science dept. This is a new subject area (HLS) which will be taught by CRJ, EMS & FFT faculty. Could also be taught by any Social Science faculty with HLS background and/or NIMS (National Incident Management System) certification. Target date for first offering is Fall 2008.
2. **HLS-1001 School Safety and Homeland Security.** This is a 3-credit course with a Group “A” Classification (35 students). This is a general elective course for all first responder programs which focuses on threat assessment. School safety is a hot topic in light of recent incidents such as the shootings at Virginia Tech and Columbine. Target date for first offering is Fall 2008.
3. **HLS-1002 Homeland Security & First Responders.** This is a 3-credit course with a Group “A” Classification (35 students). Focuses on the role of the local first responders as outlined in the national response and recovery process. Emphasis is on “at the scene” procedures using the ICS (Incident Command System). The material covered in this course is the basis of our CREST program. Course description was amended to follow college standards focusing on what the course will do, rather than what the student will do. Target date for first offering is Fall 2008.

4. **HLS-1005 Integrating Emergency Management & Homeland Security**. This is a 3-credit course with a Group “A” Classification (35 students). This course focuses on the role of FEMA (Federal Emergency Management Agency) in relation to homeland security. Target date for first offering is Fall 2008.
5. **PLG-2160 Legal Ethics**. This is a 2-credit course with a Group “A” Classification (35 students). Prerequisite is: Admission into the Paralegal Program. There is a \$10 course fee. The American Bar Association recommended the addition of this course into the program. Target date for first offering is Fall 2008.
6. **SPE-2290 Intercultural Communication**. This is a 3-credit course with a Group “B” Classification (25 students). General Attributes #1 – To communicate effectively and #8 – To appreciate diversity and commonality are assigned. Target date for first offering is Summer 2008.

GEN-ED COURSE ATTRIBUTES

1. **SPE-2290 Intercultural Communication**. This is a new course with the following attributes: #1 – To communicate effectively and #8 – To appreciate diversity and commonality. Course is being added to the General Education Distribution List as a Communications/English option. Target date for first offering is Fall 2008.

GEN-ED DISTRIBUTION LIST (10-day notice sent)

1. **SPE-2290 Intercultural Communication** This is a new course with the following attributes: #1 – To communicate effectively and #8 – To appreciate diversity and commonality. Course is being added to the General Education Distribution List as a Communications/English option. Target date for first offering is Fall 2008.

MINOR PROGRAM REVISIONS

1. **MGT.CCM.CT Concrete Construction Management Certificate**. Update catalog description. Remove the following courses (offered through EMU): CNST-125, CNST-206 & CNST-213 and replace with the OCC courses that were approved last year to allow completion of the program at OCC: CMN-1000, CMN-1300, & CMN-1400. Target date for first offering is Fall 2008.
2. **PLG.AAS & PLG.CT Paralegal, Paralegal Certificate**. Remove PLG-2150 Preparation of Evidence (2-cr) and add PLG-2160 Legal Ethics (2-cr) under Major Requirements. This change is recommended by the American Bar Association. Evidentiary concepts from PLG-2150, which will be inactivated, will be covered in existing courses PLG-2110 Litigation and PLG-2140 Trial Preparation. Target date for first offering is Fall 2008.

MAJOR PROGRAM REVISION (10-day notice sent)

1. LBT.AAS Library Technician. Update catalog description. Changes to Required Supportive Courses: Add ENG-1510, ENG-1520, MAT-1070, PSY-2630. Remove BIS-1070 and CIS-1510. List additional Required Supportive Courses under the following four categories: Communication Skills – 1 course needed from a list of 4 options; Literature – 2 courses needed from a list of 11 options; Computer Skills – 2 courses needed from a list of 7 options; Language Skills – 1 courses needed from a list of 10 options. Target date for first offering is Fall 2008.