

Oakland Community College

2010-2011 COLLEGE ACADEMIC SENATE
MINUTES OF February 24, 2011
Auburn Hills Campus

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

Auburn Hills:	R. Andersen, C. Decker, S. Dry, J. Farrah, P. Hale, B. Konopka, J. Mousty, A. Palmer, E. Scott, H. Tanaka, K. Tiell, P. Dolly
Guests:	L. Churchill, J. Craft, T. Harris, W. Isanhart, M. Kersten-Hart, T. Khan, V. Love, J. Mertz, V. Nikiforov, G. Palmer, M. Samtouni, N. Showers, D. Swanson, N. Showers, G. Tres
District Office:	L. Nadlicki, M. Schmidt, N. Szabo, T. Meyer
Guests:	R. Holcomb, S. Miller, B. Montgomery, C. Tanner
Highland Lakes:	V. Emanoil, T. Garcia, J. Lobert, G. Mandas, K. Robinson, M. Ston, G. May
Guests:	N. Barkell, K. Flores, B. Guenther, R. Lamphear, K. McMullen, L. Przymusinski
Orchard Ridge:	A. Jackson, M. Kokoszka, M. A. McGee, C. Nykamp, M. Pergeau, L. Roberts, D. Strand
Guests:	S. Dyer, T. Ingram, G. Faye
Royal Oak/Southfield:	E. Abbey, T. Hendricks, S. Jackson, B. Stanbrough, M. Vollbach, S. Reif
Guests:	S. Charlesbois, L. Crews, J. Jensen, M. K. Lawless, K. Lee, D. Mathews, H. Othman, J. Matteson, G. Moore, C. Sanford-Brown, M. Smydra

- Acceptance of Agenda:

MOTION: To add “Waitlisting” under Presentation. Seconded, passed.

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

3) Approval of Minutes:

MOTION: To approve the minutes of January 27, 2011 as written. Seconded, passed.

4) Leadership:

- No report

5) Presentation

- Waitlisting

An “Oakland Community College Step by Step Waitlisting” brochure was available on the distribution table. Steve Linden and Janice Brown-Williams highlighted the information as follows:

- The Waitlist process allows students to place their names on a Waitlist for a full section of select courses. If an opening occurs, an e-mail is sent to the first student on the Waitlist informing the student that he/she has a certain amount of time to register for the course (usually the same day the e-mail is sent). The Waitlist process is only available through Online Services.
- The brochure outlines the Waitlisting Steps – how to get on a waiting list for a class using Online Services; E-mail notification; Registration for a Waitlisted class using Online Services; and Waitlist FAQ’s.
- The project will be piloted for summer 2011 registration and it is part of the redesign process.
- Waitlisting was referenced in a Student Newsletter that was sent out last week. A twitter message will be sent to students and the information will be put on Facebook.
- Questions and Answers:
 - “Add-a-Seat” forms will no longer be used.
 - Students can only Waitlist for one section of the same class they are registered for.

- Public Commentary for Administrative Re-Design Recommendations

Mary Ann McGee reported that the College Administrative Services Council (CASC) finished making their recommendations regarding the administrative functions of the College in December. In order to make sure shared governance is used to provide feedback on these recommendations, a public commentary session will be held at the CAS for each of the redesign reports. The administrative report will be reviewed this month, student services in March and academic programs in April. The work of the redesign teams is not going to be recreated. The feedback from the CAS will be given to Chancellor’s Cabinet and the originating re-design team for inclusion in their deliberations. She asked the Senate to keep the comments brief and to the point.

Recommendations:

- AH Campus – The Pontiac Center should close. No one can enter into the building except for the employees that work there. It is costing the college \$350,000 to maintain OCC's presence in Pontiac and for 10 employees (8 full-time, 2 part-time) to occupy the building. The Pontiac Center staff could be relocated to AH Campus – G-230. The lease at the PC is up in 2012.
- OR Campus – It is important for OCC to have a presence in Pontiac.
- HL Campus noted that two recommendations were added to the report that was not reflective of the team regarding the Childcare Centers. The CASC had the authority to add recommendations to the final report.
- AH Campus – page 53 of the report addresses implementing a new stream-lined Night Administrator payment process. A recommendation was made to possibly change the hours of the management staff/administrator for the day they work night administration. This would eliminate the additional pay and paperwork.
- AH Campus – a faculty member reported that they were very impressed by the level of investigation that took place and the process that occurred to make the recommendations. There was also a wide diversity of people included in the process.
- RO/SF Campus – the recommendation for electronic timesheets was a good recommendation; to eliminate the mail route from RO to SF Campus was not a logistic recommendation. Clarification – to reduce duplication of mail stops to 1 or 2 per building at the campuses was the recommendation.
- AH Campus – page 64 of the report recommends giving the mnemonic (SECT) to Campus Facility Managers to streamline the room change process. This recommendation is not a good idea because it allows too many chances for error.
- OR Campus – a recommendation was made that OCC look at outside sources for childcare services.

Mary Ann McGee indicated that additional feedback/comments regarding the report can be forwarded via the Infomart website. The Chancellor has repeatedly commented that this is an open and transparent process.

6) Old Business:

- Implementation for ENGP Motion

Mary Ann McGee reported that a memo regarding placement policy changes was sent out to all faculty before Discipline Day. Each discipline and program was asked to review their courses to determine what ENG placement level a student needs to register for their course. Feedback from the disciplines has been well received regarding implementing the ENG placement policy. If the discipline decides that students can be successful in a course with a lower placement level than ENG 1510, the next step is for them to apply for an exemption to the placement policy through an expedited process that will be managed by the College Curriculum Committee.

7) New Business:

- Dissemination of “Student Code of Conduct”

Mary Ston reported that a disciplinary instance occurred at one of the campuses and the published “Student Code of Conduct” was not easily accessible on the website or in print media.

MOTION: That the administration disseminate the OCC “Student Code of Conduct” both electronically (make easily accessible on the website) and in print format. Seconded.

Discussion followed:

- AH Campus reported that the current “Student Code of Conduct” was recently reviewed to make sure the information is relevant.
- A recommendation was made that the “Student Code of Conduct” be posted in all the classrooms.

The motion passed.

Mary Ann McGee will present this motion at CASSC for implementation.

8) Standing Committees:

- *Academic Master Plan/Shawn Dry*
Shawn Dry reported the following:

- The next round of campus reports is due March 1st and he has already heard from two campuses.

- *Curriculum/Mary Kay Lawless*

Mary Kay Lawless presented the Consent Agenda:

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

Mary Kay Lawless reported that the committee lost a vital meeting on Monday due to a snow day. She discussed the deadline dates with Graphics and the following dates need to be followed for guaranteed inclusion in the 2011 catalog:

March 7 & 14 – last dates for major catalog changes

March 21 – last date for minor catalog changes

If you need to know what is considered a minor/major catalog change, please contact Leanne Nadlicki.

- *Curriculum Review Committee /Karen Lee*

Shawn Dry reported on behalf of Karen Lee as follows:

- Karen Lee presented the new CRC (SLRC) process at the February Senate Leadership meeting. Senate Leadership requested changes to the document and the process will be reviewed at the March Senate Leadership meeting before feedback is requested from the CAS. In order to streamline the processes, the new charge would require the CAS renaming and recharging both CRC and SOAC.

- *Student Outcomes Assessment/Leslie Roberts*

A report from SOAC was available on the distribution table. Leslie Roberts highlighted the following information:

- SOAC moved support for the joint CRC/SLRC and SOAC proposal to recharge SOAC and CRC along program and general education lines.
- SOAC moved support for the redesign of FAD proposal which will be implemented in 2012.
- SOAC reminds faculty of the March 1 due date for the GE annual assessment data/form.
- Faculty Assessment Days will be held March 25 – 26 at AH; Program Assessment Day (PAD) will be held Friday, April 15 at AH.
- If interested in being an essay reader, please contact Bob Lamphear.

- *TMC/Judy Matteson*

Judy Matteson provided the following updates:

- Faculty will be receiving a survey regarding “What is technology competency?”
- The committee found a CIS student to receive scholarship money from the League of Innovation.
- Save the date – April 1, 2011 there will be a Faculty Showcase at the SF Campus in the morning. If interested in presenting, please contact the academic technologist on your campus.
- The CMS (Course Management System) subcommittee has identified which learning systems they want to evaluate, and a rubric for an RFP will be sent out the end of March. In fall 2011 there will be a pilot CMS for instructors.

10) Ad Hoc Committees:

- *General Education Outcomes/*

Gail Mays reported the following:

- The committee is working on integrating outcomes and gen ed outcomes on the distribution list.
- In March, 3 or 4 concepts will be presented to Senate.
- In order to be included on the GE distribution list, the course has to go through the Curriculum Committee.

11) Administration:

- Chancellor Meyer reported the following:

- OCC has record enrollment this semester. The college is working in a more efficient way with fewer resources. He commended all those present for a great job well done.
- OCC can manage during difficult times. We don't need legislative action because we are in control of our destiny.
- The re-design recommendations submitted by CASSC demonstrates we are working together as a college community.
- “The world is run by those who show up.”
- He wished everyone a “good break.”

12) Community Comments:

- Eileen Brennan presented a poster display on Achieving the Dream (AtD). This display was presented by the OCC team attending the Achieving the Dream Strategy

Institute in early February at the Success Fair. She highlighted the following items on the poster entitled: “Achieving the Dream through Alignment:”

- Student Thoughts on Success
- How do we Achieve Student Success through Alignment?
- Examples of College Engagement including the Staff Survey: Student Success Initiatives Inventory
- There are new student representatives on Senate and they do not have access to Infomart. Mary Ann McGee asked the Senate Chairs to send the student rep contact information (e-mail address) to her and she will make sure they receive the Senate information. Senate documents are also posted on SharePoint.
- Linda Churchill encouraged all faculty to take attendance in their classes.

13) Adjournment:

Meeting adjourned: 4:05 p.m.

Respectfully submitted,

Marilynn F. Kokoszka, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
February 24, 2011
Auburn Hills Campus

MINOR COURSE REVISIONS

1. **ARB-1510 Beginning Arabic I.** Change course description. Target date for first offering is Fall 2011.
2. **ARB-1530 Beginning Arabic II.** Change course description. Target date for first offering is Fall 2011.
3. **CHI-1510 Beginning Chinese I.** Change course description. Target date for first offering is Fall 2011.
4. **CHI-1530 Beginning Chinese II.** Change course description. Target date for first offering is Fall 2011.
5. **FRE-1510 Beginning French I.** Change course description. Target date for first offering is Fall 2011.
6. **FRE-1530 Beginning French II.** Change course description. Target date for first offering is Fall 2011.
7. **GER-1510 Beginning German I.** Change course description. Target date for first offering is Fall 2011.
8. **GER-1530 Beginning German II.** Change course description. Target date for first offering is Fall 2011.
9. **HUM-1900 Introduction to the Film.** Change course title to “**Introduction to Film.**” Add prerequisite: English Placement Level of ENG-1510. Remove notation of “Equivalent: THE-1900 (2007-2008). Change course description. Target date for first offering is Fall 2011.
10. **ITA-1510 Beginning Italian I.** Change course description. Target date for first offering is Fall 2011.
11. **ITA-1530 Beginning Italian II.** Change course description. Target date for first offering is Fall 2011.
12. **JPN-1510 Beginning Japanese I.** Change course description. Target date for first offering is Fall 2011.
13. **JPN-1530 Beginning Japanese II.** Change course description. Target date for first offering is Fall 2011.
14. **MUS-1710 Oakland Community College Chorale.** Add prerequisite: Consent of instructor. Change course description. Target date for first offering is Fall 2011.
15. **MUS-1720 Oakland Community College Chorale.** Add prerequisite: MUS-1710. Change course description. Target date for first offering is Fall 2011.
16. **MUS-1730 Oakland Community College Chorale.** Add prerequisite: MUS-1720. Change course description. Target date for first offering is Fall 2011.

17. **MUS-1740 Oakland Community College Chorale.** Add prerequisite: MUS-1730. Change course description. Target date for first offering is Fall 2011.
18. **RUS-1510 Beginning Russian I.** Change course description. Target date for first offering is Fall 2011.
19. **RUS-1530 Beginning Russian II.** Change course description. Target date for first offering is Fall 2011.
20. **SPA-1510 Beginning Spanish I.** Change course description. Target date for first offering is Fall 2011.
21. **SPA-1530 Beginning Spanish II.** Change course description. Target date for first offering is Fall 2011.

MAJOR COURSE REVISIONS

1. **HLS-1006 International Strategies in Homeland Security.** Decrease the number of credits from 4 to 3. Target date for first offering is Fall 2011.
2. **RSP-2360 Clinical Practice III.** Decrease number of credits from 8 to 6. Change prerequisite to: Acceptance into the program and completion of RSP-2326 & RSP-2350. Change last sentence of course description decreasing the number of supervised clinical experience hours from 32 to 24. Target date for first offering is Winter 2012.

NEW COURSES

1. **FFT-2560 Legal Considerations for the Fire Service.** This is a 3-credit course with a Group "A" Classification (35 students). Target date for first offering is Fall 2011.

Course Description: This course introduces federal, state and local laws that regulate the fire service, national standards influencing the fire services, standard of care, tort, liability and a review of relevant court cases. The course will focus on legal issues confronting the fire service today, with an emphasis on Michigan law for tort liability. Topics include fire service liability issues, the jurisdiction of MIOSHA over fire departments, the applicability of the Federal Fair Labor Standards Act, search and seizure, employment discrimination, sexual harassment and third party liability.

2. **HLS-1003 Introduction to Intelligence for Homeland Security.** This is a 3-credit course with a Group "A" Classification (35 students). Target date for first offering is Fall 2011.

Course Description: This course will define and discuss the United States intelligence community and national intelligence strategy. Topics include the intelligence process, collection, analysis, strategy, and impact on local, state, tribal, and federal authorities.

3. **RSP-2260 Cardiopulmonary Pathophysiology.** This is a 2 credit course with a Group "B" Classification (25 students). Prerequisite: Acceptance into the program and completion of RSP-2230. Corequisite: RSP-2250 or consent of instructor. Target date for first offering is Winter 2012.

Course Description: “This course is a detailed study of disease affecting the cardiovascular and pulmonary systems. Emphasis is placed on a detailed study of the etiology, clinical manifestations, treatment, complications, and prognosis for most cardiopulmonary disorders. Diagnostic respiratory care procedures related to the diagnosis, monitoring and treatment of cardiopulmonary disorders will be covered in detail.”

4. **RSP-2370 Registry Review Seminar.** This is a 2 credit course with a Group “B” Classification (25 students). Prerequisite: Acceptance into the program and completion of RSP-2326, RSP-2350 or consent of instructor. Corequisite: RSP-2360 or consent of instructor. Target date for first offering is Winter 2012.

Course Description: “This course provides advanced practitioner students with an opportunity to review and demonstrate their summative mastery of the cognitive areas relating to the national board examinations. Students’ assessment skills will be needed to recommend diagnostic tests, special procedures and modification of therapy.”

MINOR PROGRAM REVISIONS

1. **FFT.AAS Firefighter Technology.** Add new course FFT-2560 (3-credits) in under “Major Requirements” as an option instead of FFT-1560 Aircraft Firefighting and Rescue (3-credits). Total number of required credits does not change. Target date for first offering is Fall 2011.

MAJOR PROGRAM REVISIONS (10-Day Notice Sent)

1. **RSP.APP Respiratory Therapy.** Increase total number of required credits from 83 to 85. Add two new courses (RSP-2260 / 2-cr and RSP-2370 / 2-cr) to the list of Major Requirements. Decrease the number of credits on RSP-2360 from 8 to 6 as approved. Target date for first offering is Fall 2011.

GENERAL EDUCATION OUTCOME ADDITIONS

1. **HUM-1520 Arts and Literature Renaissance through Modern.** Add General Education Outcome of **Aesthetic Awareness** to this course. Target date for first offering is Fall 2011.
2. **SLS-1000 American Sign Language I.** Add General Education Outcome: **Effective Communication**. Target date for first offering is Fall 2011.
3. **SLS-1010 American Sign Language II.** Add GE Outcome: **Effective Communication**. Target date for first offering is Fall 2011.
4. **SLS-1020 American Sign Language III.** Add GE Outcome: **Effective Communication**. Target date for first offering is Fall 2011.

GENERAL EDUCATION DISTRIBUTION LIST ADDITIONS

1. **HUM-1520 Arts and Literature Renaissance through Modern.** Add course to the **Fine Arts / Humanities** category of the General Education Distribution List. Target date for first offering is Fall 2011.

2. **SLS-1000 American Sign Language I.** Add course to the **Fine Arts / Humanities** category of the General Education Distribution List. Target date for first offering is Fall 2011.
3. **SLS-1010 American Sign Language II.** Add course to the **Fine Arts / Humanities** category of the General Education Distribution List. Target date for first offering is Fall 2011.