



2004-2005 COLLEGE ACADEMIC SENATE  
MINUTES OF JANUARY 27, 2005  
Highland Lakes Campus

The College Academic Senate was called to order at 3:25 p.m. by Chair Gerry Faye. The following individuals were present:

Auburn Hills:	B. Konopka, G. Rockind, R. Ston, S. Blackman
Guests:	T. Boozer, S. Dry, M. Kersten-Hart, G. Mays, P. O'Connor
District Office:	L. Appelt, B. Beitler, L. Nadlicki,
Guests:	M. Doppke, G. Keith, C. Mathews
Highland Lakes:	B. Dubin, D. Fiems, B. Griggs, S. Hanna, V. Kroll, J. Lobert, C. Maze, B. Moss, M. Petrack, K. Robinson, M. Ston, G. May
Guests:	N. Boulos, N. Kassab, K. VanBuren
Orchard Ridge:	J. Berry, R. Brown, G. Faye, N. Valenti, B. Zemke
Guests:	D. Fisher, T. Walter
Royal Oak/Southfield:	D. Bartleman, L. Crews, M. Lawless, S. Linden, D. McRoberts, R. Nagler, M. Vollbach
Guests:	S. Larson, D. Mathews, S. Reif

2) Acceptance of Agenda:

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

3) Approval of Minutes:

**MOTION: To approve the minutes of December 9, 2004 as written. Seconded, passed.**

4) Leadership:

Gerry Faye announced the members who will be serving on the OR Presidential Selection Committee:

Imogene Bailey, Faculty, Orchard Ridge  
Mary Ann McGee, Faculty, Orchard Ridge  
Leslie Roberts, Faculty, Orchard Ridge  
Ildiko Thomas, Faculty, Royal Oak/Southfield  
Jayne Lobert, Faculty, Highland Lakes  
Syed Ahsan, Faculty (alternate), Auburn Hills  
Darryl Daniels, Staff, Orchard Ridge  
Diane Fisher, Staff, Orchard Ridge  
Pam Kramer, Staff, District Office  
Tony Ingram, Dean, Orchard Ridge  
Marty Smydra, President, Royal Oak/Southfield  
Lee Green, External/Community, OCC Foundation  
George Keith, Vice-Chancellor, Chair/Facilitator, District Office

The goal is to have a new president in place at OR Campus by July 1, 2005.

5) Presentation:

- Drop Date Clarification

Steve Linden reported that at the October College Academic Senate meeting Enrollment Services was asked to provide a solution for showing the drop date in the Schedule of Classes. He provided a handout that outlined online services for faculty which now has "My Class Schedule," that displays classes that are assigned to the faculty. A new column has been added "Last Date to Drop." This is the last date by which a student can drop a faculty member's class. A similar feature is available for students.

6) Old Business:

None

7) New Business:

- Motion on Academic Sanctions

Gerry Faye reported that Mary Ann McGee was out sick so this item would be on next month's agenda.

George Keith reported that preliminary discussions regarding Academic Sanctions are occurring on the campuses among the deans and counselors. September 1, 2005 is the target date for implementation of a process.

**MOTION: To send the Motion on Academic Sanctions to the Campus Senate Chairs so it can be discussed at the February Campus Senate meetings. Seconded, passed.**

- Registration Issues

This item was tabled until next month's meeting.

8) Standing Committees:

- *Curriculum/Mary Kay Lawless*

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

- *Curriculum Review/Gail Mays*

Gail Mays reported that the CRC has held organizational meetings. They are looking at creating a more effective and efficient process for curriculum review. Their first review will be Health Care Administration on February 18<sup>th</sup>.

- *Student Outcomes Assessment/Patrick O'Connor*

Pat O'Connor reported that Student Assessment of General Education (SAGE) will be held February 14-18 at all the campuses. This year classroom time will not be used, proctors will oversee the testing, and students participating will be given a bookstore voucher. A letter was sent today to a random sample of 7,500 students. Pat O'Connor asked for faculty help by reminding and encouraging students who received a letter to participate in the survey. The committee is anticipating a 20 to 25% turnout. More information regarding Assessment Week will be sent out to the faculty via e-mail.

- *Diversity/Sharon Blackman*

Sharon Blackman reported the following:

- The Martin Luther King, Jr., Convocation held on January 14, 2005, was a huge success. She thanked the Diversity Committee for doing such an outstanding job.
- February is Black History month and numerous activities will be held at all the sites. The activities should be listed on the web site.
- OCC's Cultural Diversity month will be held in April.
- Staff were encouraged to nominate an OCC employee for the Diversity Champion Honor Roll Award.

- *TMC/Gladys Rockind*

Gladys Rockind reported that there is a TMC subcommittee working on the Technology Management Plan to involve the college community. There is a TLTR scheduled at the OR campus on Friday, January 28, 2005. It will be a "Hands-on Portfolio Creation using Templates."

9) Ad Hoc Committees:

- *Enrollment Management/Mary Ann McGee*

Karen Robinson reported that the committee is working on creating a database so the college community can come together to work on planning. The purpose of the committee is to provide feedback to the Enrollment Management Task Force that is part of Strategic Planning.

- *Student Life/Lane Glenn*

Jim Berry reported the following:

- The Student Life Coordinators on the campuses are:
  - Steve Ogg – AH Campus
  - Roger Steele – HL Campus
  - Dusty Rhodes – OR Campus
  - Position to be filled – RO/SF Campus
- The OCC Student Life Committee Goals 2005-07 were distributed.
- The committee is exploring a student leadership program.
- The campuses are identifying budgets for their committees.
- On February 11<sup>th</sup> the fourth annual faculty, staff, and student talent show will be held at the OR Campus. Jake and Ellwood Blues will be featured.

- *General Education/Rick Bowden*

No report.

#### 10) Administration:

George Keith reported the following on behalf of Administration:

- The Pre-Engineering Program will be relocated from HL Campus to AH Campus for Fall 2005.
- Faculty are encouraged to sign up for the following Strategic Planning Task Forces that will begin in 2005:
  - 1.4 Develop an enrollment management plan.
  - 1.5 Conduct a comprehensive space and resources study at each campus.
  - 2.4 Develop new programs and mini-certificates.
  - 3.1 Develop and implement an institutional marketing plan.
  - 4.2 Create strategies to ensure an ethnically and culturally diverse faculty and staff.
  - 7.1 Design and conduct a management review of non-instructional services.
  - 7.2 Conduct student surveys to gather data.
- The Dean's Search process at the OR Campus is underway. There was a kick-off meeting on Monday, January 24<sup>th</sup>. Nick Valenti will be chairing the committee. Fourteen applications that met the minimum qualifications by Human Resources will be reviewed by the committee. July 1, 2005 is the anticipated start date.
- The Presidential Search Committee will have its kick-off meeting in February.
- This spring, OCC will be participating in CCSSE. The faculty are encouraged to participate in this national survey to enhance our educational programs and services.
- Leanne Nadlicki in Enrollment Services was thanked for compiling the master course file of OCC offerings that was sent to CCSSE for sampling.
- Copies of the "2005 Administration Timeline for CCSSE" were available, if interested.

11) Community Comments:

- Gerry Faye reminded faculty that one of their roles is to grade their own tests.
- Concern was discussed regarding the use of paraprofessionals in the IIC.
- Testing Centers are in the process of being identified on all the campuses.
- J. J. Berry reported that recommendations regarding roles of the IIC will be shared with the Deans' Cabinet. Any recommendations that relate to academics will be recommended at the College Academic Senate meeting.
- Gerry Faye introduced Barry Stearns as the interim Dean at OR Campus.

12) Adjournment:

Meeting adjourned: 4:20 p.m.

Respectfully submitted,

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Nick Valenti, Secretary

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Nancy K. Szabo, Recording Secretary