



OAKLAND
COMMUNITY
COLLEGE

2006-2007 COLLEGE ACADEMIC SENATE
MINUTES OF APRIL 26, 2007
Orchard Ridge 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:	T. Boozer, S. Dry, J. Farrah, P. Hale, B. Konopka, G. Mays, A. Palmer, A. Racka, G. Rockind, D. Schack, P. Dolly
Guests:	J. Brown-Williams, S. Miller, M. A. Sheble, R. Ston, H. Tanaka
District Office:	J. Harper, L. Nadlicki, C. Brantley
Guests:	S. Bevier, G. Harris, C. Kozell, T. McCauley, B. Montgomery, S. Reif
Highland Lakes:	M. Choden, B. Dubin, E. Fett, D. Fiems, S. Hanna, J. Lobert, J. Lloyd, L. Mastin, M. Ston, G. May
Guests:	N. Boulos, V. Kloosterhouse, C. Maze
Orchard Ridge:	D. Fisher, L. Gage, M. Kokoszka, M. A. McGee, L. Roberts, S. Thornton, N. Valenti, T. Walter, J. Shadko
Guests:	T. Baracco, J. Berry, A. Frank, T. Ingram, S. Kruger, V. McNiff, L. Nemitz, D. Nowack, M. Pergeau, A. Walaskay, S. Wells
Royal Oak/Southfield:	G. Fournier, T. Hendricks, D. Johnson-Bignotti, D. Rowe, C. Sanford-Brown, A. Sargeant, B. Stanbrough, D. Adams
Guests:	J. Jensen, S. Grunfeld, S. Labadie, J. Matteson

2) Acceptance of Agenda:

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

3) Approval of Minutes:

MOTION: To approve the minutes of March 22, 2007 as written. Seconded, passed.

4) Leadership:

Chair Mary Ann McGee welcomed new members of the Senate Council that were elected at their last Campus Senate meetings. The Campus Senate Chairs were asked to introduce the new members of their Council for 2007-08 as follows:

AH Shawn Dry introduced: Sharon Miller; the two new students were not present

HL Bryan Durbin introduced: Elaine Fett; Joe Helminski

DO Janet Harper announced the voting members: Herself; Gary Haw; Trish Harris; Julie Jurmo

OR Marilyn Kokoszka introduced: Tony Baracco; Sherri Wells

RO/SF Darlene Johnson-Bignotti introduced: Eric Abbey; Saul Grunfeld

Mary Ann McGee announced that the proposed “Academic Senate Meeting Schedules” were established by Senate Leadership for 2007-08 and copies were available on the distribution table. Because there are five Thursdays in November, there will be Campus Senate meetings and a College Senate meeting held in November and no Senate meetings in December. In order to schedule a meeting around the break week in March, OCCFA was courteous and changed one of their meeting dates to accommodate the Senate.

5) College Senate Elections for the 2007-08 Academic Year

Mary Ann McGee reminded the Senate that only newly elected council members for next academic year can vote in the election.

Nomination for Chair: Mary Ann McGee

MOTION: To close nominations and approve by acclamation. Seconded, passed.

Nomination for Vice-Chair: Mary Ston

MOTION: To close nominations and approve by acclamation. Seconded, passed.

Nomination for Secretary: Nick Valenti

MOTION: To close nominations and approve by acclamation. Seconded, passed.

6) Presentation

None

7) Old Business:

- Motion re: On-line Distance Education

Gladys Rockind presented the following motion from the On-line Distance Education ad hoc committee that was lodged at last month’s meeting:

MOTION: To add a section to the printed schedule listing on-line courses, together, by discipline, duplicating the same information as in the comprehensive schedule. Seconded.

Discussion followed:

- The AH Campus voted unanimously in favor of the motion. The on-line courses should be listed together in the “Schedule of Classes” so they are easily accessed.

- The HL Campus commented that students are more likely to look for on-line classes on-line. Why is time being invested in old technology?
- DO was in favor of the motion but questioned why more money would be put into a printed schedule that is becoming obsolete.
- The OR Campus remarked that several errors already occur in the printed “Schedule of Classes” and adding more information could cause more errors.
- The RO/SF Campus took a neutral position regarding the motion.
- The College has a passive approach to marketing – still in the 20th Century.
- It is a marketing piece for the community to see on-line offerings.
- A survey completed by IR indicated that the percentage of withdrawal rates in on-line courses vs. face-to-face is about the same.

The question was called.

The motion passed.

8) New Business:

- General Education Update
 - Two motions

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

MOTION: Substitute “outcomes” for “attributes” in all college discussions and publications.

Discussion followed:

- It is easier to assess “outcomes” than “attributes.”
- “Outcomes” is a more nationally common term.

The motion was seconded and passed.

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

MOTION: Revise the OCC General Education Philosophy.

She read the Current Statement and Proposed Statement. She also stated that the committee is making progress in developing a revised “List of Outcomes” and is working on integrating those outcomes and the distribution list.

MOTION: To lodge the motion above for further discussion at the Campus Senate meetings. Seconded, passed.

- Plagiarism/Academic Dishonesty Discussion
 - Cathey Maze highlighted the following handouts on the distribution table: “Recommendations for Plagiarism Guidelines,” an e-mail from the American Library

Association community college listserv, describing faculty reactions to Turnitin, and a list of “Michigan Turnitin Subscriptions – 3/12/07.” She reported that the current college policy on plagiarism is published in the “Student Handbook,” however; guidelines are not established for plagiarism consequences. A subcommittee of the Deans’ Cabinet (Lloyd Crews, Cathey Maze, and Mary Anne Sheble) reviewed the topic and developed the “Recommendations for Plagiarism Guidelines.” The guidelines are intended to provide consistency and give support to faculty when plagiarism occurs.

Discussion followed:

- The Deans recommended that the College subscribe to Turnitin. This would provide faculty with the technology to detect plagiarism. It would be up to the individual instructor to use the software.
- Plagiarism guidelines/consequences should be published in the Student Handbook/OCC Catalog.
- Many universities have this type of guidelines in their catalog – it shows the college takes plagiarism seriously and there are consequences involved if it is used.
 - Purchase of the plagiarism software can be requested through CPC. The annual subscription cost is not prohibitive.
 - Campus deans should be notified of plagiarism incidents and the incident will be recorded in the student’s file.
- Faculty can make suggestions for changing the guidelines and consequences.

MOTION: To lodge the handout (“Recommendations for Plagiarism Guidelines”) for further discussion at the Campus Senate meetings. Seconded, passed.

- College Academic Senate Election Process

Mary Ann McGee reported that Senate Leadership discussed the election process. Each Campus Senate has their own process for electing Campus Senate members. There was discussion regarding proposing/creating an earlier nomination process for the College Senate Officers before the election which would allow those nominated and the college community time to reflect. She asked the Senate to send her recommendations/suggestions regarding this topic. A committee can be formed or an open discussion can be held in the fall to discuss the topic or recommendations.

9) Standing Committees:

- *Academic Planning/Shawn Dry & Jayne Lobert*
Shawn Dry presented “Oakland Community College Academic Master Plan – Draft Document.” The document is divided into three sections as follows: Section A: Fundamental Assumptions; Section B: Driving Question; and Section C: Academic Goals. The Committee recommends that the College spend its energy and money pursuing the following four goals for the next five years: Goal 1: Curriculum; Goal 2: Student Success Skills; Goal 3: Student Engagement; and Goal 4: External Communities.

Jayne Lobert highlighted “Questions for the Academic Senate and College Planning Council.” In the process of developing the OCC Academic Master Plan draft document, the Committee identified a set of issues (3) that require further input and direction from

the Senate and CPC. The Committee believes these are critical questions that need to be addressed before the Academic Master Plan can achieve its full potential to serve the College.

Discussion followed:

- There needs to be a lot of discussion about the issues before there is a meaningful product.
- The Board is moving ahead on a plan. There needs to be a product to give to the Board.
- The AMP needs to be about student learning.
- Instruction is meaningless unless students are learning.

The documents will be e-mailed to the Campus Senate Chairs. They will be asked to distribute the documents to their campuses and encourage constituents to review them and submit comments back to their Chairs for consideration during Campus Senate meetings on May 10th.

The committee was commended for their hard work on the documents presented.

MOTION: To lodge the documents identified above for further discussion at the Campus Senate meetings. Seconded, passed.

There will be time on the May CAS agenda for a committee of the whole discussion.

- *Curriculum/Mary Kay Lawless*

Marilynn Kokoszka presented the Consent Agenda which listed one minor course revision for HEA-1510 Nutrition.

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

Marilynn Kokoszka reminded the Senate to review “OCC College Curriculum Handbook/Process – “Talking Points” for Clarification/Definition/Revision” which was attached to last month’s Consent Agenda. The committee is asking for feedback on the document. Marilynn Kokoszka will provide additional copies if requested.

- *Curriculum Review/Gail Mays*

Gail Mays reported that the CRC completed three reviews on April 13th as follows: CIS; Graphic Design; and French Discipline. The recommendations from the committee were available on the distribution table. The committee will complete three more reviews in June.

- *Student Outcomes Assessment/Vicki Kloosterhouse*

No report.

- *TMC/Gladys Rockind*
Gladys Rockind announced that TMC did a survey regarding usage of academic technology on Discipline Day. Feedback will be provided to the Senate when it is available.
- *College Administrative Services Council/Mary Ston*
Mary Ston reported that CASC did not meet this month.

10) Ad Hoc Committees:

- *Student Life/Lloyd Crews*
No report.
- *General Education Attributes/Gail Mays*
No report.
- *Higher Learning Commission/Mary Ann McGee*
Mary Ann McGee reported that she attended the HLC annual meeting last week and the focus was on student learning. Next month some of the individuals that attended the meeting will be asked to provide an overview of the discussions that went on at the HLC. There is no option to not do assessing. There will be an accreditation update in May also.
- *On-line Distance Education/Gladys Rockind*
No report.
- *Registration*
Mary Ann McGee reported that Steve Linden will be calling the first meeting and it will most likely be held sometime in May after registration.
- *ASAP Proposal*
Mary Ann McGee reported that the first meeting of this committee will also be held in May after registration.

11) Administration:

Clarence Brantley asked the Senate to focus on the following issues:

- AMP – This is the foundation of where OCC is going with Strategic Planning. The committee was commended on the effort that has been put forth working on the documents. However, OCC has problems implementing and executing and we need to move forward and provide accountability for getting things done (moving to the next step.) The AMP needs to be finalized.
- Assessment at OCC – Some peers are not stepping up to the plate. Individuals should be reminded that assessment needs to be done on an on-going basis.
- Marketing OCC's existence needs to become a priority.

12) Community Comments:

- Mary Ann McGee reminded the Senate that all the meetings of the CAS (including sub-committees and ad hoc committees) are open to the college community if you choose to attend.

- Janet Harper encouraged faculty members to please turn their grades in on time so the students will not suffer consequences as a result of late grades.
- Ann Walaskay made an announcement regarding the “Library Internet Print Management System.” An information sheet was available on the distribution table.
- Bev Stanbrough announced that each campus will be having open forum sessions regarding Virginia Tech. Faculty and staff were encouraged to attend.
- Gordon May announced that there will be a PTK Induction Ceremony tomorrow night at HL Campus. It is important to the students for faculty to attend.
- Larry Gage emphasized appreciation for the response of concern and subsequent guidelines that were sent out as a result of the Virginia Tech tragedy.

13) 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
April 26, 2007
Orchard Ridge Campus

MINOR COURSE REVISIONS

1. HEA-1510 Nutrition
Change course description. Add Course/Lab fee. Target date for first offering is Fall 2007.

MAJOR COURSE REVISIONS

NONE

NEW COURSES

NONE

GEN-ED COURSE ATTRIBUTES

NONE

GEN-ED DISTRIBUTION LIST

NONE

MINOR PROGRAM REVISIONS

NONE

MAJOR PROGRAM REVISION (10-day notice sent)

NONE

NEW PROGRAMS/DEGREES (10-day notice sent)

NONE

NEW PROGRAM OPTIONS (10-day notice sent)

NONE

CERTIFICATE REVISIONS (10-day notice sent)

NONE

NEW CERTIFICATES (10-day notice sent)

NONE

NEW CERTIFICATES OF ACHIEVEMENT (10-day notice sent)

NONE

OTHER BUSINESS

NONE