

Oakland Community College

2010-2011 ACADEMIC SENATE COUNCIL

“The name of this body is the College Academic Senate of Oakland Community College. The Senate, the principal academic policy-making body of the College, facilitates open communications for the entire academic community, develops a dynamic curriculum responsive to student and community need, supports academic freedom, and fosters personal empowerment and professional integrity.” (Preamble, College Academic Senate Constitution)

AGENDA

Date and Campus: Thursday, September 23, 2010 – AH Campus, Student Center G-240

Time: 3:15 p.m. – 5:00 p.m.

PRESENTATIONS ARE LIMITED TO 10 MINUTES UNLESS THE BODY MOVES OTHERWISE.

- 1)___ **Call to Order**
- 2)___ **Acceptance of Agenda**
- 3)___ **Approval of Minutes of June 24, 2010**
- 4)___ **Leadership / Chair Mary Ann McGee**
- 5)___ **Presentation**
 - Welcome – R. Holcomb
- 6)___ **Old Business**
 - Motion from HL Campus re: “N Grades”
- 7)___ **New Business**
 - Motion to renew the charges of the General Education Outcomes Ad Hoc Committee
 - Motion re: Offering Online Associate Degrees – R. Holcomb
 - Motion from RO/SF Campuses re: Student Print Allowance – E. Abbey
- 8)___ **Standing Committees / Chairs**
 - Academic Master Plan/ S. Dry
 - Curriculum/M. K. Lawless
 - Curriculum Review Committee/K. Lee
 - Student Outcomes Assessment/L. Roberts
 - TMC/J. Matteson
- 9)___ **Ad Hoc Committees / Chairs**
 - General Education Outcomes/
- 10)___ **Administration / T. Meyer**
- 11)___ **Community Comments**
- 12)___ **Adjournment**

Oakland Community College

2010-2011 COLLEGE ACADEMIC SENATE
MINUTES OF September 23, 2010
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, S. Dry, J. Farrah, P. Harris, B. Konopka, J. Mousty, J. Newman, A. Palmer, E. Scott, H. Tanaka, K. Tiell, P. Dolly
Guests:	K. Aud, C. Decker, P. Hale, L. Huber, M. Kersten-Hart, S. Linden, J. Mertz, S. Miller, D. Schack, D. Souter, S. Subbarao, D. Swanson
District Office:	L. Nadlicki, M. Schmidt, T. Meyer
Guests:	C. Drummond, R. Holcomb, B. Montgomery, A. Powell, C. Tanner
Highland Lakes:	T. Garcia, S. Hanna, S. Henke, J. Lobert, G. Mandas, C. Maze, K. Robinson, M. Ston,
Guests:	D. Baker, N. Boulos, R. Lamphear
Orchard Ridge:	T. Baracco, M. Kokoszka, M.A. McGee, D. Nowack, C. Nykamp, M. Pergeau, D. Strand
Guests:	J.J. Berry, A. Walaskay
Royal Oak/Southfield:	E. Abbey, R. Lamb, C. Sanford-Brown, J. Parent, B. Stanbrough, S. Reif
Guests:	D. Johnson-Bignotti, C. Benson, S. Charlesbois, J. Jensen, M. K. Lawless, K. Lee, D. Mathews, J. Matteson

- Acceptance of Agenda:

MOTION: To add “Tutoring Support” under Old Business.

MOTION: To change the order of the Standing Committee reports and allow TMC to report first.

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

3) Approval of Minutes:

MOTION: To approve the minutes of June 24, 2010 as written. Seconded, passed.

4) Leadership:

- Chair Mary Ann McGee reported the following:
 - She welcomed everyone to the first CAS meeting of the new school year.
 - There is a lot to celebrate – the passage of the millage, and the many new faces here and on campus.
 - Jayne Lobert will be replacing Vicki Kroll on the Highland Lakes Campus Senate.
 - She reminded Senate that ad hoc committees are constituted for one year and they have to be reconstituted every year.
 - GE Outcomes ad hoc committee requested at the June CAS to be reconstituted this academic year.
 - Liberal Arts Review ad hoc committee finished their charge last year but some type of committee will be reconstituted and new members will have a chance to serve.
 - Financial Aid (N Grades) ad hoc committee finished their work last year as well.
 - Distance Learning ad hoc committee submitted a final report last year that is being reviewed.
 - She introduced Dr. Holcomb, the new Vice Chancellor of Academic and Student Affairs and he was welcomed to his first CAS meeting. She indicated she was very happy that the position is filled with a permanent employee.

5) Presentation

- Welcome

Dr. Holcomb thanked the Senate for the warm welcome he has received. He reported the following:

- His area is working on the redesign initiative and Achieving the Dream (AtD) – movement towards student success. He is very happy with the thought process that has been going on in order to move the institution forward.
- Four individuals from each campus are needed to serve on a Student Services Support committee. If interested, please contact the Vice Chancellor's office.
- The Academic Redesign process will be starting soon. The members of the teams have been identified and faculty are included in the process. A meeting will be scheduled at the beginning of October to start the review of degrees, courses and programs.

6) Old Business:

- Motion from HL Campus re: “N Grades”

The report on “N Grades” was lodged at the June CAS meeting for further discussion by the Campus Senates at their September meeting.

Mary Ston presented the following motion on behalf of the HL Campus Senate:

MOTION: Students who have missed the first 20% of class meetings in any course should be given a grade of “N” for that course at that time instead of at the end of the semester. Seconded.

Discussion followed:

- In order to minimize the impact of the “no show” students on the college, the student and the financial aid department, N grades need to be identified by faculty earlier in the semester.
- If the N grades could be issued near the beginning of the semester rather than at the very end then steps could be taken to adjust or remove a student’s financial aid sooner.
- Is this a recommendation for faculty or mandatory for faculty?
- It can be cumbersome for faculty to keep track of attendance – foresees a lot of arguments from students.
- Currently the N grade exists and is listed in the Catalog and Student Handbook.
- If we impose the N Grade, what impact does this have on a financial aid student at that time? According to a Financial Aid Manager, a hold would be placed on the student’s account and they can’t register for classes until they have repaid their financial aid.
- Passing of this motion would save the institution money that students aren’t using appropriately.
- If implemented, the changes to this policy would be communicated to faculty, students, and staff like any other policy change – e-mails, OCC Catalog, Schedule of Classes, etc.
- What will the requirements be for online classes?
- An N grade can be changed by filing a change of grade form.
- This would help prevent students from adding a second semester of debt.

The question was called.

The motion passed.

- Tutoring Support

Chancellor Meyer welcomed everyone to the start of a great academic year. Enrollment is up almost 3% which is near record enrollment. He thanked everyone for accommodating as many students as they can. He also thanked everyone for their support in passing the millage (it almost passed 2 to 1). Passing the millage was recognition for all the hard work done by the college for the citizens of Oakland County.

The demographic in Oakland County is getting older. The average age of the student body is 29 years old.

Even though the millage passed, the millage campaign is continuous. OCC is facing a 30 million shortfall if the economy stays the same. Therefore, we can no longer afford to do anything that is not efficient.

Chancellor Meyer charged the Senate to come up with a fair policy to allocate tutoring resources among the campuses. For example, a student has to earn a C or better in order to receive tutoring services.

ACTION: The Senate Chair asked the Campus Senates to discuss this topic at their Campus Senate meetings in October. At the college-wide Senate meeting in October, the Senate can determine whether or not an ad hoc committee needs to be established to organize the conversation. The Chancellor was asked to put the charge in writing.

7) New Business:

- Motion to renew the charges of the General Education Outcomes Ad Hoc Committee

Mary Ann McGee reported that the GE Outcomes Ad Hoc Committee made a request at the June CAS to extend their work for this academic year.

Marilynn Kokoszka reported that the ad hoc committee plans to work on the following initiatives this academic year:

- To support the Curriculum Committee pilot, the committee will review the GE Distribution List in preparation for course inclusion.
- Pilot the assessment form for gen ed outcomes. The CAS approved the form and they would like to shepherd it through the process.
- Present models for the distribution list. The criteria has been approved but not tested.

MOTION: To renew the charges of the General Education Outcomes Ad Hoc Committee for the 2010-11 academic year. Seconded, passed.

- Motion re: Offering Online Associate Degrees

Mary Ann McGee reported that the Senate discussed the TMC report at the end of last year but there wasn't any resolution. Senate Leadership discussed the report at their retreat this summer and a subcommittee was formed to take a position about a change of status with the HLC in reference to online degrees.

Dr. Holcomb presented the following motion:

MOTION: The approval to pursue a change of status with the Higher Learning Commission to include offering online associate degrees starting Fall 2011 semester. Seconded.

Dr. Holcomb also provided background information as follows:

- Currently, students can take online courses and receive an Associate Degree in Liberal Arts or an Associate in General Studies.
- Since online education has been discussed, a new definition from HLC states that if 50% of the course work can be taken online - it is considered an online program.
- Additional certificate programs and degrees qualify under the new definition.
- We are not compliant with MCCVLC because we are offering online courses locally and they aren't listed on their website.
- If we do not apply for a change of status, we will need to reduce the number of online course offerings.
- The college is responsible for everything we do whether it is on purpose or by accident.

Discussion followed:

- The application for change of status doesn't interfere with discipline approval for offering online courses.
- If Senate passes the motion, the report from TMC dated April 2010 will be reviewed, services evaluated, improvements designed and implemented as OCC endeavors to create a virtual learning presence.
- The motion is to file a change of status with the HLC. It will be up to the HLC to tell us whether or not we have the right to offer online degrees.

The question was called.

The motion passed.

- Motion from RO/SF Campuses re: Student Print Allowance

Eric Abbey presented the following motion on behalf of the RO/SF Campuses:

MOTION: To request the Chancellor's Cabinet to reverse the decision to revoke the \$15 student print allowance.

Secondly, to evaluate the process by which the decision was derived and, to convene a task force with student, faculty and staff representation to research and make recommendations to resolve the issue. Seconded.

Discussion followed:

- Darlene Johnson-Bignotti presented information from library and ASC faculty supporting the motion as follows:
 - The \$15 print allowance for students had been in effect for 5 years.
 - Effective August 30th a pay for print system went into effect – the reason given was the dual print system was a violation of the vendor's licensing agreement. Faculty and staff were notified about 2 weeks before the beginning of the fall semester.
 - This change violates OCC's mission statement – not accessible or affordable.
 - Students found out via facebook about this change – they didn't have any time to prepare for not being able to print syllabi or other coursework.

- The print change was not made based on shared governance and this was a major policy change.
- The instructors didn't have enough warning to adjust their assignments.
- The new system breaks down daily and the card dispensers run out of cards.
- HL Campus put forth a similar motion but merged it with the one from RO/SF.
- AH and OR Campus support the RO/SF motion as well.
- This decision disrespected the work of the redesign team that was working on this.

The motion passed.

Mary Ann McGee will forward the information to Chancellor Meyer.

8) Standing Committees:

▪ *Academic Master Plan/Shawn Dry*

Shawn Dry presented the "College Academic Master Plan Committee 2010-2011 Tasks:"

- Monitor college academic planning and implementation and adhere to a reporting schedule. In particular, the committee will encourage campuses to continue or begin the process of aligning their campus plans with the college's strategic plan.
- Investigate the relationships between strategic and academic planning and facilities and information technology planning. The committee will make recommendations to the College Senate after completing its investigation.

▪ *Curriculum/Mary Kay Lawless*

Mary Kay Lawless reported that the Curriculum Committee had a kick-off meeting on Monday, September 20th – Campus Curriculum Committee members, Campus Presidents and Campus Deans were in attendance. They discussed the curriculum process and ways of improving. The committee will look into updating the Users Handbook and forms. Those that have gone through the curriculum process were asked to provide feedback.

The dates of the Curriculum Committee meetings are posted on Infomart. The March 24th CAS meeting is the last Senate meeting catalog changes will be presented at in order to be included in next year's catalog.

▪ *Curriculum Review Committee /Karen Lee*

Karen Lee reported that the Curriculum Review Committee will be piloting as the SLRC (Student Learning Review Committee) this year. Their first committee meeting is scheduled for Friday, October 1st. They will also be reviewing programs and disciplines. The committee is looking for additional membership.

• *Student Outcomes Assessment/Leslie Roberts*

A report from SOAC was available on the distribution table and it is posted on Infomart as well.

• *TMC/Judy Matteson*

Judy Matteson provided the following updates:

- The copyright page will be: www.oaklandcc.edu/copyright
- The pilot with collaborative software is continuing with Adobe Connect.

- Next summer contracts for both course management systems will end – 90% in Blackboard and 10% in Educator (approximate).
- A subcommittee will be created and membership will be solicited to select a new course management system. Their charge will be to:
 - Survey everyone
 - Look at other institutions
 - Look at what is available
 - Pick the best
 - Pilot instructors
 - Set up a timeline for the conversion

10) Ad Hoc Committees:

- *General Education Outcomes/*
Marilynn Kokoszka reported that the committee hasn't met yet; they were waiting to be reconstituted. An e-mail will be sent to faculty inviting them to attend.

11) Administration:

- No additional report.

12) Community Comments:

- Sally Hanna reported that the Diversity Committee is having a speaker on Friday, October 8, 2010 from 9:30 – 10:30 a.m. at OR Campus in the Smith Theatre. Senate was invited to listen to Richard Bernstein discuss his Life Experiences in the Classroom.
- Cathey Maze reported on behalf of the Global Education committee:
 - The FIPSE Grant has been extended until May 31, 2011.
 - 10,000 will be awarded to each campus through the grant to fund speakers and performances that deal with international issues. Faculty, deans and student life have been asked to recommend possible events that would suit their campus.
- Mary Ston thanked the administration for making sure that enough faculty were hired to teach fall semester.
- Jessica Newman asked Senate to encourage their students to volunteer on Saturday, October 23 from 9:00 a.m. to 12:00 p.m. for "Make A Difference Day" (students can volunteer for a service project). Posters with more information will be displayed on the campuses.

13) Adjournment:

Meeting adjourned: 4:40 p.m.

Respectfully submitted,

Marilynn F. Kokoszka, Secretary

Nancy K. Szabo, Recording Secretary