

Oakland Community College

2012-2013 COLLEGE ACADEMIC SENATE
MINUTES OF January 24, 2013
Highland Lakes Campus

The College Academic Senate was called to order at 3:19 p.m. by Chair Shawn Dry. He welcomed everyone to the first Senate meeting of the winter semester. The following individuals were present:

Auburn Hills:	C. Decker, S. Dry, J. Farrah, M. Fether-Samtouni, B. Isanhart, B. Konopka, J. Mousty, A. Palmer, H. Tanaka
Guests:	J. Allen, D. Bayer, J. Craft, G. Foster, M. Kersten-Hart, K. McMullen, N. Showers
District Office:	L. Appelt, S. Linden, L. Nadlicki, M. Schmidt
Guests:	P. Dorris, S. Hines, R. Holcomb, A. Lewis, C. Maze
Highland Lakes:	W. Conway, T. Garcia, J. Helminski, G. Huff, R. Lamphear, G. Mandas, L. Mastin, D. Nosanchuk, T. Pryor, M. Ston
Guests:	J. Baldwin, R. Bragg, C. Genei, J. Lobert, E. McAllister, T. Ofeimu, L. Przymusinski, J. Robertson, E. Rodzik, C. Roman, K. Schulte, T. Walter
Orchard Ridge:	P. Curtis-Tweed, A. Frank, A. Jackson, M. Kokoszka, J. Mitchell, C. Nykamp, M. Pergeau, D. Strand, R. Wright, J. Shadko
Guests:	K. Perez-Vergara
Royal Oak/Southfield:	S. Charlesbois, T. Hendricks, D. Johnson-Bignotti, R. Lamb, H. Othman, B. Stanbrough, S. Reif
Guests:	L. Crews, T. Ingram, J. Matteson, K. Mengich

2) Acceptance of Agenda:

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

3) Approval of Minutes:

MOTION: To approve the minutes of December 13, 2012 as written. Seconded, passed.

4) Leadership: (Note: Leadership Report is posted on Infomart)

- CASSC and CPC Update
 - Meetings cancelled until further notice due to administrative restructuring.
- Status of Motions Passed by Senate
 - B.A. and Guest Student Prerequisite Waiver (10/27/11)
 - Waiver will likely not be completely removed.
 - Certain disciplines and programs are being identified for waiver removal.
 - Cathey Maze reported that the Vice Chancellor's office is leaning toward leaving the waiver in place for general education courses but removing it for certain professional or program courses. They are working on rewriting this policy.
 - Waitlist Placement Shared with Students (3/22/12)
 - Vice Chancellor response that occasional correctional adjustments would generate excessive student inquiries and administrative work.
 - List of "Course Waitlist Concerns and Suggestions" were shared with the Registrar. Steve Linden responded as follows to the suggestions made by members of the CAS:
 - The first two suggestions are not likely to be implemented.
 - They are looking into providing more information and clearer instructions in relation to the waitlist concerns in the fall 2013 schedule of classes.
 - The reason the waitlist ends before the drop/add period is because of issues with a faculty member's course load.
- Discussion followed:
 - A recommendation was made to communicate as much information as possible to students so they can make good choices.
 - If there aren't any instructors available to add an additional section, students on the waitlist should be informed in time so they can register for a different class.
 - It is very frustrating for students not to know their placement on the waitlist.
 - The Senate looks forward to hearing progress on attempted solutions.
- Mandatory Orientation for First-Time Students (10/25/12)
 - Waiting on College Brain Trust recommendations and administrative action.
- College Academic Master Plan Update
 - College Brain Trust recommendations received in November 2012.
 - Waiting on administrative action.

5) Presentation

None

6) Old Business

- Motion from Karen Lee re: Standardized Catalog Format

Oakland Community College

2012-2013 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, January 24, 2013 – Highland Lakes Campus – Student Center

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 / December 13, 2012**
- 4)___ **Leadership / Chair Shawn Dry**
- 5)___ **Presentation**
 - None
- 6)___ **Old Business**
 - Motion from Karen Lee re: Standardized Catalog Format – K. Lee
- 7)___ **New Business**
 - Motion from HL Campus re: CCSSE Data – G. Mandas
 - Honors Program – S. Reif
- 8)___ **Standing Committees / Chairs**
 - College Academic Master Plan / M. Pergeau
 - Curriculum / M. K. Lawless
 - Curriculum Review Committee / K. Lee
 - Student Outcomes Assessment / R. Lamphear
 - TMC / J. Matteson
- 9)___ **Ad Hoc Committees / Chairs**
 - Teaching and Learning Conference / C. Decker
 - Intercampus Transportation / W. Conway
- 10)___ **Administration / T. Meyer**
- 11)___ **Community Comments**
- 12)___ **Adjournment**

January 24th Motions

1. By Karen Lee re: Standardized Catalog Format

Karen Lee moves that the College Academic Senate charge one of its standing committees with the task of developing a standardized college catalog format (e.g., BUS.ASA) for the purpose of conveying to students the requirements for earning a college credential.

2. By the Highland Lakes Campus Senate re: CCSSE Data

The Highland Lakes Campus Academic Senate moves that the Office of CSL (Curriculum & Student Learning) assess the effectiveness and usefulness of CCSSE data for OCC and provide an analysis of its historical use.

Shawn Dry reported that the following motion was lodged at the December CAS meeting:

MOTION: Move that the CAS charge one of its standing committees with the task of developing a standardized college catalog format (e.g., BUS.ABA) for the purpose of conveying to students the requirements for earning a college credential.

Shawn Dry also reported that Karen Lee is withdrawing the motion from the floor because the Registrar's office is going to pursue this activity.

7) New Business

- Motion from HL Campus re: CCSSE Data

Gina Mandas presented the following motion on behalf of the HL Campus Senate:

MOTION: The Highland Lakes Campus Academic Senate moves that the Office of CSL (Curriculum & Student Learning) assess the effectiveness and usefulness of CCSSE data for OCC and provide an analysis of its historical use. Seconded.

Discussion followed:

- There were concerns at the HL Campus about the data used and its effectiveness. Were the cohort schools a good reflection of OCC?
- CCSSE is an evaluative tool. Is it a good vehicle to accomplish this?
- What will the data be used for and what are the next steps?
- Early on recommendations were made to not contract with CCSSE; this method was chosen by the Chancellor.
- IR was asked to provide some background to clear up some of the questions.

Friendly Amendment: Remove "Office of CSL" (Curriculum & Student Learning) and change to "administration." Seconded.

Discussion followed:

- "Administration" is a broad term.
- If the motion is passed, it will be sent to the Chancellor and he can decide who to forward it to.

The "friendly amendment" passed.

The question was called.

The motion as amended passed.

- Honors Program

Steve Reif reported that a letter was sent to OCC Faculty on January 16th announcing OCC is developing a college-wide honors program to provide selected students with more challenging educational experiences to enhance their learning and academic success. He has taken the initial steps of:

1. Previewing approximately 25 honors programs at community colleges throughout the U.S.
2. Joining the National Collegiate Honors Council.
3. Making contact with several Michigan community colleges with long-standing honors programs regarding their best practices.

Faculty interested in helping to create a more rigorous and challenging educational environment of ambitious OCC students were asked to contact Steve Reif via e-mail (sjreif@oaklandcc.edu) or by phone. This will be a work in progress and it may take 3 – 5 years before the complete program is in place. Faculty input is needed in order to bring this to fruition.

Shawn Dry noted that there is a directive in the CAMP that refers to this and he encouraged faculty to jump in and get involved.

8) Standing Committees:

- *Campus Academic Master Plan/Michelle Pergeau*
Michelle Pergeau reported that in order to keep the momentum going, CAMP is working on campus initiatives to move towards student success. Information regarding CAMP is available on Infomart. CAMP will not be meeting in February due to attendance at Discipline Day.
- *Curriculum/Mary Kay Lawless*
Marilynn Kokoszka reported there isn't any action from the Curriculum committee to report.
- *Curriculum Review Committee /Karen Lee*
Shawn Dry reported on behalf of Karen Lee that the "Curriculum Review 5 Year Cycle" is posted on Infomart. The list identifies the year the review will take place (2013-14; 2014-15; 2015-16; 2016-17; or 2017-18), the program/discipline scheduled for review, and the division. Postings for next year's reviews are forthcoming.
- *Student Outcomes Assessment/Robert Lamphear*
Bob Lamphear reported the following:
 - SOAC gave final approval to the Scientific Literacy rubric.
 - SOAC reviewed the Global Understanding and Responsibility rubric and forwarded feedback to Marilynn Kokoszka.
 - Marty Orłowski presented an updated schedule, which anticipates finalized rubrics and direct/indirect assessment measurements from the faculty facilitators by the end of the 2012-13 academic year.
 - Additional ideas for the 2013-14 Essay Contest were presented.

Bob Lamphear also provided a PowerPoint presentation on "The World of Assessment." He highlighted the following:

- There are various levels of assessment at OCC and four different levels of assessment are being addressed:

- Institutional Level - SOAC →	←Direct/Indirect Measures
- Discipline/Program Level →	←Gen Ed/Program Assessment Plan
- Course Level →	←Common Course Outcomes

Student Learning Coordinators will help coordinate the assessment activities for their disciplines.

- A revised draft of the 6 steps of the “GE Student Learning Assessment Process” were also outlined.
- The information will be sent to the SOAC representatives on the campuses and posted on Infomart.

- *TMC/Judy Matteson*
Judy Matteson reported the following:
 - The committee is brainstorming the technical feasibility to broadcast CAS meetings. Would the audience participating be able to view as well as vote?
 - The RO CIS Department piloted 20 sections of an online course evaluation. The data produced a very large Excel file so they are back to the drawing board to find gathering data more manageable.
 - On March 8th there will be an all-day Desire2Learn user group meeting at OR Campus; food will be provided for the event by Desire2Learn. Other schools are invited to attend.
 - The 9.4 version of Desire2Learn will be upgraded to version 10.1 during the semester break starting May 2, 2013.

9) Ad Hoc Committees:

- *Teaching and Learning Conference/Cheryl Decker*
Cheryl Decker gave a PowerPoint presentation entitled, “Teaching and Learning Conference – Ad Hoc Committee Report, January 24, 2013.” She highlighted the following:
 - Committee Formed
 - FMA (2013-2015)
 - Goal: Focus on the Classroom
 - Content Development
 - Themes – “ETL – Focus on the Classroom”
 - Topics
 - Attendees
 - Formats: Option #1 – Option #3
 - Budget
 - Success
 - Next Steps
 - Special thanks ... Ad Hoc Committee Members

The presentation is posted on Infomart. Shawn Dry asked the Senate Chairs to discuss these recommendations at their February Campus Senate meetings and provide input. This will be an agenda item at the February CAS meeting.

- *Intercampus Transportation/Wendy Conway*
Wendy Conway reported that they will be sending a survey out to MAT and ENG disciplines to find out if there is data that supports whether or not a student’s academic

performance is affected because of transportation issues. The results of the survey will be shared with the CAS.

10) Administration:

- Vice Chancellor Holcomb addressed the Senate. He welcomed the new Associate Deans and Deans that started their new position on January 1st as follows:
 - Tom Boozer, Interim Dean of Math and Sciences (HL)
 - Deb Bayer, Dean of Public Services and Crest (AH)
 - Robert Spann, Dean of Campus Affairs (OR)
 - Lori Przymusinski, Associate Dean of Nursing and Health Professions (HL)
 - Dennis Choiniere, Associate Dean of College Readiness (OR)
- He also acknowledged Dave Mathews' new position as President of the Auburn Hills Campus and he thanked Gordon May for serving as Interim President.
- He thanked the search committees for working at lightning speed to fill the positions and for their thoroughness and professionalism they offered to the committees.
- The Vice Chancellor's area has been working on the CAMP; the document will be reviewed several times and data sets will be shared with a larger group in order to move forward.
- There are more dean searches underway – Dean of English, Literature and Communications, and Dean of Math and Sciences.
- Please inform the Vice Chancellor's office if updates/changes are needed on the "Changes @ OCC" website that provides information regarding the academic reorganization.

11) Community Comments:

- Bob Lamphear announced that Faculty Assessment Day (FAD) was changed to Friday, March 22, 2013 at the Auburn Hills campus; a schedule will be available soon.
- Sally Hanna invited everyone to attend the Martin Luther King, Jr. Convocation scheduled on Wednesday, January 30 at OR Campus in the Smith Theatre from 6:30-8:00 p.m. Aaron P. Dworkin, Founder and President of the Sphinx Organization will be the speaker and the Detroit Children's Choir will be performing.

12) Adjournment:

Meeting adjourned: 4:35 p.m.

Respectfully submitted,

Gheretta R. Harris, Secretary

Nancy K. Szabo, Recording Secretary