

# 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)*

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### AGENDA

Date and Campus: Thursday, April 25, 2013 – Auburn Hills Campus – 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 / March 28, 2013**
- 4)\_\_\_ **Leadership / Chair Shawn Dry**
- 5)\_\_\_ **College Senate Officer Elections for the 2013-14 Academic Year**
- 6)\_\_\_ **Presentation**
  - None
- 7)\_\_\_ **Old Business**
  - Syllabus Components
- 8)\_\_\_ **New Business**
  - Motion from Highland Lakes re: Attendance Grading / G. Mandas
  - Higher Learning Commission Update Request / Senate Leadership
- 9)\_\_\_ **Standing Committees / Chairs**
  - College Academic Master Plan / M. Pergeau
  - Curriculum / M. K. Lawless
  - Curriculum Review / C. Aretha
  - Student Outcomes Assessment / R. Lamphear
  - Technology Management / J. Matteson
- 10)\_\_\_ **Ad Hoc Committees / Chairs**
  - Teaching and Learning Conference / C. Decker
  - Intercampus Transportation / W. Conway
  - Veteran Affairs /
- 11)\_\_\_ **Administration / T. Meyer**
- 12)\_\_\_ **Community Comments**
- 13)\_\_\_ **Adjournment**

## **April 25<sup>th</sup> Motions**

### **1. By the Highland Lakes Campus Senate re: Attendance Grading**

The Highland Lakes Campus Senate moves that Senate investigate the legality of using attendance as part of grading.

**The leadership group of the College Academic Senate makes two requests of the College Administration in regard to the Higher Learning Commission.**

1. An update on our status as an institution licensed to award online degrees.
2. Information concerning the college's preparations for our upcoming HLC review, specifically how the senate can provide assistance in selecting and preparing our pathway project and the timeline for doing so.

# Oakland Community College

2012-2013 COLLEGE ACADEMIC SENATE  
MINUTES OF April 25, 2013  
Auburn Hills Campus

The College Academic Senate was called to order at 3:15 p.m. by Chair Shawn Dry. The following individuals were present:

Auburn Hills:	C. Decker, S. Dry, J. Farrah, M. Fether-Samtouni, S. Flynn, P. Hale, B. Isanhart, J. Lizardi, J. Mousty, A. Palmer, H. Tanaka
Guests:	J. Allen, E. Brennan, E. Chan, J. Craft, G. Foster, B. Hoag, J. Peart, M. Graziadei, J. Ragle, D. Swanson, S. Subbarao, G. Tres
District Office:	S. Linden, L. Nadlicki, M. Schmidt, T. Meyer
Guests:	P. Dorris, G. Harris, S. Hines, R. Holcomb, A. Lewis, C. Maze, T. McClellan
Highland Lakes:	W. Conway, T. Garcia, G. Huff, R. Lamphear, G. Mandas, T. Pryor, G. May
Guests:	C. Aretha, V. Emanoil, S. Henke, J. Lobert, L. Przymusinski, C. Roman, T. Walter
Orchard Ridge:	P. Curtis-Tweed, A. Frank, M. Kokoszka, M. A. McGee, J. Mitchell, C. Nykamp, M. Pergeau, D. Strand, R. Wright, J. Shadko
Guests:	K. Cottone, S. Dyer, V. McNiff, C. Sanford-Brown, R. Spann
Royal Oak/Southfield:	S. Charlesbois, T. Hendricks, D. Johnson-Bignotti, R. Lamb, H. Othman, S. Reif
Guests:	C. Benson, J. Jensen, M. K. Lawless, K. Mengich, A. Paulson, D. Preisler, J. Matteson, C. McKinney

2) Acceptance of Agenda:

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

3) Approval of Minutes:

**MOTION: To approve the minutes of March 28, 2013 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
  - Faculty-Friendly IT Interface (2/21/13)
    - Bob Montgomery provided an update on the status of this motion at last month's Senate meeting. Currently, he is swamped with investigating the potential compromise of student records that incurred this week. Alan Jackson has agreed to work with the Department Chairs to determine what data is needed and how it can be accessed.
  - Senate Leadership Compensation (2/21/13)
    - Presented to Chancellor's Cabinet on 2/27/13 and a complete response has not been received.
  - Excellence in Teaching and Learning Conference (2/21/13)
    - Presented to Chancellor's Cabinet on 2/27/13 and a complete response has not been received.
- College Brain Trust Update
  - Transformational Change Presentation, pages 25 and 26
    - Shawn Dry reported that this presentation was presented at the Board workshop last week. Please visit the *Changes at OCC* section on Infomart to view this presentation, including links to videos. Near the end of the presentation, an overview of the process that will be used to release the CBT reports beginning in May is also provided. The Chancellor sent out an e-mail to the college community on April 19<sup>th</sup> that included information on transformational change.

5) College Senate Officer Elections for the 2013-14 Academic Year

- The Campus Senate Chairs reported on their election results for the 2013-14 academic year (a list is on Infomart under handouts). The list will be updated to reflect the changes announced at today's Senate meeting and the new CAS officers will also be included. The CAS meeting schedules for the next academic year are also on Infomart under handouts.

Shawn Dry reminded the Senate that only elected 2013-2014 senators can run for and vote in these officer elections.

Nomination for Chair: Shawn Dry

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

Nomination for Vice-Chair: John Mitchell

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

Nomination for Secretary: Michelle Pergeau

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

The Senate applauded those that volunteered to serve on the campus and college-wide senates next academic year.

6) Presentation

- None

7) Old Business

- Syllabus Components

Shawn Dry reported that the “Syllabus Components” document was sent back to the campus senates for further discussion and the posted document on Infomart reflects the changes suggested: the exact wording from the FMA was included in section 3, the TAUR link was added, and there was language added regarding assessment. The following 3 categories are identified in the document: Essential Elements; Mandated by Federal Law; and Mandated by the Faculty Master Agreement (17.4).

**MOTION: To approve the “Syllabus Components” document as presented on Infomart. Seconded.**

Discussion followed:

- A suggestion was made to eliminate the title “Essential Elements” and call the listed items something else or do not include a heading.
- The category used to be called “Strongly Recommended.” There should be some weight assigned to this list of elements.
- Any important standard that is important to you (i.e. attendance policy) should be included in your syllabus.
- It was noted that requirements for your class are listed in section 3; a recommendation was made to include academic dishonesty in this section.

**MOTION: To remove the heading “Essential Elements” from the Syllabus Components. Seconded.**

Discussion followed:

- Important information is provided in this document and the words “Essential Elements” provides some “weight.”
- Why would not including a category title be better?
- A suggestion was made to call the category “Essential Elements for Students to Know,” or “Practical Elements.”

**The question was called.**

**The motion failed.**

**The motion to approve the “Syllabus Components” as it stands was voted on and it passed.**

8) New Business

- Motion from Highland Lakes Campus re: Attendance Grading

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

**MOTION: The Highland Lakes Campus Senate moves that Senate investigates the legality of using attendance as part of grading. Seconded.**

Discussion followed:

- Isn't it illegal to grade students based on attendance?
- It isn't good practice to assign grades based on attendance; there is no legal requirement regarding this; the grade assigned should be based on competency.
- Attendance and participation is important and should be reflected in the student's final grade.
- Students are legally dropped from class if they don't attend the first 20% of a semester - only if faculty report this. (Note: This is a financial aid issue.)
- The letters I, N, WF, and WP are considered "marks" and not "grades."
- According to a past president at the AH Campus, this topic was investigated in 2003 and it was determined that "attendance is a questionable thing to use in terms of grading."
- How would the investigation occur?
- This has nothing to do with penalizing students for not showing up for class.
- Class time is important because some students are required to complete assignments during this time.
- If we use a competency-based model, we might as well let students opt out of attending class; attendance is more than competency.

**The question was called.**

**The motion passed.**

Shawn Dry reported that Senate Leadership will decide how to move forward with investigation and report back to the Senate.

- Higher Learning Commission Update Request/Senate Leadership

Shawn Dry read the following request from Senate Leadership:

**The leadership group of the College Academic Senate makes two requests of the College Administration in regard to the Higher Learning Commission.**

1. An update on our status as an institution licensed to award online degrees.
2. Information concerning the college's preparations for our upcoming HLC review, specifically how the senate can provide assistance in selecting and preparing our pathway project and the timeline for doing so.

Dr. Holcomb provided the following update:

- Online degrees

Currently, we are only allowed to give four certificates online. The college has to go through a change in status in order to grant degrees; preliminary work is being completed at this time. If our request is approved by the HLC, we can offer online degrees.

- College's preparations for our upcoming HLC review  
The structure has changed significantly. We are looking into giving a PowerPoint presentation (possibly at all the Campus Senate meetings) to provide an overview of the new structure. Accreditation will be an ongoing process and every year the college will be required to submit a report on our process; we are still in a 10-year cycle. The college has chosen the Open Pathways model but we haven't selected a quality project. We are waiting to hear from HLC as to whether or not we have been accepted and we are waiting for the HLC to provide us a reporting website.

9) Standing Committees:

- *Campus Academic Master Plan/Michelle Pergeau*
  - Michelle Pergeau reported that the committee met in April and they continued to discuss campus initiatives to "promote student success."
  - She hasn't received any word from administration about CAMP being needed to work on the Educational Master Plan.
  - A June report will be provided to Senate.
- *Curriculum/Mary Kay Lawless*

Mary Kay Lawless reported that there wasn't a Consent Agenda to consider this month. The "Catalog Change Summary/ 2013-2014" was presented which includes curriculum changes/proposals approved by the CAS from 12-31-12 through 3-28-13. The document also includes "Proposals Approved by College Academic Senate but Not Approved by the Vice Chancellor/Chancellor."

A question was raised regarding the courses on the sunset list. Cathey Maze clarified the sunset process. In order for a course to be sunset, the course hasn't been offered in 3 years or more or if offered cancelled for low enrollment. It isn't ethical to inform a student we are going to offer a course and then not run the course. The deans have reviewed the list of courses, and they have discussed the list with their faculty. They approved the courses listed as deactivated. In order to reactivate a course that has been deactivated, the process is handled through the Curriculum Committee.

Mary Kay Lawless announced that the Curriculum Committee will continue to meet in May and June and faculty were encouraged to bring through curriculum changes.

- *Curriculum Review Committee /Cheryl Aretha*

Cheryl Aretha reported the following:

  - The committee met last week and two programs presented their data at the meeting; their reports are available on the SharePoint website.
  - Five other programs that completed the pilot will present their data at the May CRC meeting.
  - The faculty reviewers for the 2013-14 academic year will be invited to attend the CRC meetings that the 2013 reviews are presented at; they will also be invited to an orientation session before fall semester.

- Someone is needed to lead the Gerontology and Photography reviews; if interested in applying for these positions, please e-mail Cheryl Aretha.
- *Student Outcomes Assessment/Robert Lamphear*  
 Bob Lamphear reported the following:
  - The 2013 essay contest winners have been notified. Tom Pryor indicated there were 70 qualified submissions and the first round of evaluations is complete. The Essay Contest Award winners will be announced following the OCC Foundation Board meeting on May 14<sup>th</sup> about 5:30 p.m. in T Building, Room T-1, at the AH Campus. \*\*Please come and show your support for student learning.
  - The 2013-2014 prompt was determined and it is undergoing final revisions. It will be available for the Foundation Board meeting to aid in the decision to provide continued support.
  - The normally scheduled May 3 and June 7 meetings are cancelled due to conflicts. In lieu of those sessions, we will have the final SOAC meeting for the 2012-2013 academic year on Friday, May 31, 2013 from 12:30 – 2:30 p.m. at the District Office in the Board Room. Please plan on attending and bringing with you any anticipated SOAC members for 2013-2014.
  - Efforts continued in preparation for the General Education assessment planning and Common Course Outcome development commencing in fall 2013.
  - Robert Lamphear was reelected as the SOAC chair for 2013-2014.
- *TMC/Judy Matteson*  
 Judy Matteson reported the following:
  - The TMC pilot is completed. Faculty can sign-in on online services to create a D2L coursesite.
  - Adobe Connect licenses are available; an e-mail was sent out two weeks ago regarding this. Please let the TLTC know if you want to use this software this summer.

10) Ad Hoc Committees:

- *Teaching and Learning Conference/Cheryl Decker*  
 Shawn Dry reported that we are waiting to hear from administration regarding offering an ETL.
- *Intercampus Transportation/Wendy Conway*  
 Wendy Conway reported on the survey results received from approximately 458 students regarding whether or not a student's academic performance is affected because of transportation issues. The results of the survey are as follows:
  1. Do you think you may have transportation problems this semester?  
 78 students responded Yes (17.03%)
  2. Has a transportation problem ever affected your course grade?  
 111 students responded Yes (24.24%)
  3. Has a transportation problem ever caused you to fail or withdraw?  
 52 students responded Yes (11.35%)
  4. Have you ever not registered for a course because of transportation?  
 121 students responded Yes (26.42%)



IR will be asked to do a larger study. A recommendation was made to include questions relating to intercampus transportation as part of the survey in the future.

▪ *Veteran Affairs/*

Shawn Dry reported that approximately 10 volunteers have agreed to serve on the ad hoc committee; their first meeting is scheduled for April 30<sup>th</sup>.

Please note: The order of the agenda was changed to accommodate those that needed to leave early. The Chancellor addressed the Senate after the report from the Curriculum Committee.

10) Administration:

- Chancellor Meyer addressed the Senate as follows:
  - The power has been restored at the HL Campus.
  - On Monday morning, we became aware that a group of student records were potentially available via the OCC website search engine for a limited period of time over the weekend. We took immediate action to correct the accessibility on our website and we are responding to the situation as follows:
    - To help prevent information from unauthorized use, we are contacting the students via e-mail and US mail explaining the situation and offering a one-year subscription to an identity theft monitoring service which will alert students to any attempt to use their information.
    - We take our responsibility to protect student privacy very seriously and assure you we are taking corrective actions to prevent similar incidents in the future.
  - He attended the “Oakland County Economic Outlook Luncheon” today and he shared the following information:
    - According to two economists with the University of Michigan, Oakland County is expected to add 42,000 jobs between now and 2015.
    - The makeup of the jobs is different than 10 years ago. Manufacturing is recovering but at a much slower rate. The county’s success is the result of diversifying the job market.
    - One of the biggest challenges will be retaining professionals to take over jobs vacated by retiring baby boomers.
    - Our economic growth has caught the economists by surprise and they stated that the county is relying on Oakland University and OCC to provide the workforce for the future.
    - They are predicting a labor shortage in the next 3 years.
    - The pressure is on us because the need to educate students continues.
  - He highlighted information from an article on MLive: “How KVCC’s graduation transfer rates compare to other Michigan community colleges” as follows:
    - “Of Michigan’s 28 community colleges, Kalamazoo Valley Community College had the fourth-lowest graduation rate in the state, tied with Oakland Community College, according to the National Center for Education Statistics.”
    - “Oakland’s transfer rate was 29.4 percent, for a total of 40.2 percent of its full-time students either graduating or transferring – moving it to 16<sup>th</sup>.” This is way below the average.
  - He also shared the following information regarding OCC’s budget:
    - Our current expenditures are more than our budget.
    - The increase in tuition is a “wash” because of the decline in enrollment.

- There is a demand from the economy to step up to the challenges. How much curriculum can we afford?
- We have stepped up to the challenges; however, our services to students are being compromised.
- The Educational Master Plan is coming to fruition. We need to start to roll it out, wear it and use it as a measuring stick to make significant decisions.
- In order to formulate a solution for the future – we need to have effective planning.

Shawn Dry encouraged those present to look at the updated information on Infomart under *Changes at OCC*.

11) Community Comments:

- Gina Mandas announced that on Saturday, May 4<sup>th</sup> a Hunger Walk will be held at the HL Campus; the proceeds will be used to benefit the Lighthouse of Oakland County.
- Cynthia Roman announced that the Nursing Pinning Ceremony will be held on Saturday April 27<sup>th</sup> and there are 200 graduates.
- Shawn Dry announced that a fantastic member of our institution, a personal mentor, a pillar of the CAS, and someone that has provided amazing work on assessment and global education will be retiring on June 30<sup>th</sup>. Marilynn Kokoszka was asked to stand and she was applauded for her many years of dedicated service to OCC. Marilynn Kokoszka addressed the Senate and shared the following words of wisdom: “keep pushing the agenda of student learning and you will be fine.”

12) Adjournment:

Meeting adjourned: 4:42 p.m.

Respectfully submitted,

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Gheretta R. Harris, Secretary

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Nancy K. Szabo, Recording Secretary

**CATALOG CHANGE SUMMARY / 2013 - 2014**  
COLLEGE CURRICULUM / INSTRUCTION COMMITTEE  
(Per College Academic Senate Approval from 12-13-12 through 3-28-13)

<b>MINOR COURSE REVISIONS</b>
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1. **ACC-1810 Principles of Financial Accounting:** Change prerequisite to: ACC-1500 or ACC-1800 with a "C" or better within the last three years. Change course description.
2. **ACC-1820 Principles of Managerial Accounting:** Change prerequisite to: ACC-1810 with a "C" or better within the last three years.
3. **ACC-2060 Not For Profit Accounting:** Change prerequisite to: ACC-1820 with a "C" or better within the last three years.
4. **ACC-2070 Cost Accounting:** Change prerequisite to: ACC-1820 with a "C" or better within the last three years.
5. **ACC-2210 Computerized Accounting:** Change prerequisite to: ACC-1820 with a "C" or better within the last three years, and CIS-1050.
6. **ACC-2220 Taxation:** Change prerequisite to: ACC-1500 or ACC-1810 with a "C" or better within the last three years.
7. **ACC-2230 Payroll Accounting:** Change prerequisite to: ACC-1810 with a "C" or better within the last three years.
8. **APP-2170 Applied Technology:** Change prerequisite to: MAT-1050 or placement into MAT-1100 or higher; or consent of instructor.
9. **BIO-2560 Principles of Genetics:** Change prerequisite to: BIO-1530 and any of the following: BIO-1560, BIO-2540, BIO-2710, or BIO-2830; or consent of instructor. Change last sentence of course description from: "No laboratory is involved" to "This is a non-laboratory course."
10. **CRJ-1070 Introduction to Forensic Science:** Remove prerequisite.
11. **ECD-2406 Professional Issues in Early Childhood Education and Internship:** Change course code to: "ECE-2406." Change course description.

12. **ECD-2416 Administration of Early Childhood Education Programs and Internship:** Change course code to: “ECE-2416.” Change course description.
13. **EMS-1010 Basic EMT I:** Change title to: **EMT I**. Remove the word “Basic” in the title found within the course description in the second sentence. New wording will be “.....will enable them to obtain a Michigan Emergency Medical Technician (EMT) license.”
14. **EMS-1020 Basic EMT II:** Change title to: **EMT II**. Remove the word “Basic” in the title found within the course description in the second sentence. New wording will be “.....will enable them to obtain a Michigan Emergency Medical Technician (EMT) license.”
15. **EMS-1100 Basic EMT Clinical:** Change title to: **EMT Clinical**.
16. **EMS-2000 Paramedic I Including IV and Intubation:** Change pre- or co-requisite to: EMS-1400 and BIO-1650 (or BIO-2630 for those taking the BIO-2630/2640 sequence). Change course description, replacing the term “Basic EMT” with “Emergency Medical Technician (EMT)” to follow new state guidelines.
17. **EMS-2200 Paramedic II Including Pharmacology:** Change prerequisite to: EMS-2000, BIO-1650 or BIO-2630. Change Pre or Co-requisite to: EMS-2100, (or BIO-2640 for those taking the BIO-2630/2640 sequence.)
18. **EMS-2300 Paramedic III Including Cardiology:** Change prerequisite to: EMS-2000, BIO-1650 or BIO-2630. Change Pre or Co-requisite to: EMS-2100, (or BIO-2640 for those taking the BIO-2630/2640 sequence.)
19. **EMT-2700 Advanced Cardiac Life Support:** Change subject from EMT to EMS. New course code: EMS-2700.
20. **ENG-2550 British Literature I:** Change title to: **British Literature Before 1700**.
21. **ENG-2560 British Literature II:** Change title to: **British Literature After 1700**.
22. **GRD-1100 Graphic Design:** Change course description.
23. **GRD-1120 Typography in Design:** Change course description.
24. **GRD-1210 Rendering Techniques:** Change course description.

25. **GRD-1320 Digital Font Design:** Change course title to: **Digital Typography.** Change prerequisite to: GRD-1120, GRD-1850. Change course description.
26. **GRD-1401 – 1404 Field Experience:** Change course title to: **Graphic Design Internship.** Change prerequisite to: GRD-1750, GRD-1850, and GRD-2450. Change course description.
27. **GRD-2350 Studio Projects:** Change course title to: **Graphic Design Strategies.** Change course description.
28. **GRD-2450 Portfolio Preparation:** Change prerequisite to: GRD-1750, GRD-1850; or consent of instructor. Change course description.
29. **HIS-1510 World Civilizations to the Beginning of the Modern Era:** Add prerequisite of: Placement into ENG-1510 or higher.
30. **HIS-1520 World Civilizations from the Modern Era:** Add prerequisite of: Placement into ENG-1510 or higher.
31. **HIS-1550 Contemporary World:** Add prerequisite of: Placement into ENG-1510 or higher.
32. **HIS-1650-1659 Topics in History:** Add prerequisite of: Placement into ENG-1510 or higher.
33. **HIS-1660-1669 Topics in History:** Add prerequisite of: Placement into ENG-1510 or higher.
34. **HIS-1700 Michigan History:** Add prerequisite of: Placement into ENG-1510 or higher.
35. **HIS-2510 United States History to 1877:** Add prerequisite of: Placement into ENG-1510 or higher.
36. **HIS-2520 United States History from 1877 to the Present:** Add prerequisite of: Placement into ENG-1510 or higher.
37. **HIS-2610 African American History to 1877:** Add prerequisite of: Placement into ENG-1510 or higher.
38. **HIS-2620 African American History from 1877 to the Present:** Add prerequisite of: Placement into ENG-1510 or higher.

## MAJOR COURSE REVISIONS

1. **ECD-1500 Infant / Toddler Curriculum:** Change course code to “**ECE-1500.**” Change course description. Decrease number of fieldwork hours from 90 to 45.
2. **SUR-1500 Pharmacology for the Surgical Technologist:** Change prerequisite to: Acceptance to the Surgical Technology Program; or consent of instructor. Change co-requisite to: SUR-2410; or consent of instructor. Change course description.

## NEW COURSES

1. **BIO-1650 Human Anatomy & Physiology for the Emergency Medical Services Program:** This is a 5-credit course with a Group “B” Classification (25 students) – changing to 27-seat count capacity effective Fall 2013. Prerequisite: Satisfactory score on the OCC Biology Proficiency Test or a grade of “C” or better in BIO 1511 or BIO 1530 (or equivalent college transfer course) within the last 5 years; Acceptance into the Emergency Medical Services Program. There is an \$80 course fee.
2. **ECE-1424 Early Childhood Education Curriculum Content:** This is a 2-credit course with a Group “B” Classification (25 students) – changing to 30-seat count capacity effective Fall 2013. The prerequisite is: ECE-1414.
3. **ECE-1505 Early Childhood Nutrition, Health and Safety:** This is a 3-credit course with a Group “B” Classification (25 students). Changing to 30-seat count capacity effective Fall 2013.
4. **ECE-1515 Family and Community Connections:** This is a 3-credit course with a Group “B” Classification (25 students). Changing to 30-seat count capacity effective Fall 2013.
5. **ECE-1525 School-age Care and Curriculum:** This is a 3-credit course with a Group “B” Classification (25 students). Changing to 30-seat count capacity effective Fall 2013.
6. **ECO-2700 Economics of Strategy:** This is a 3-credit course with a 30-seat count capacity. The prerequisite is: ECO-2610 or ECO-2620.
7. **ENG-2400 Environmental Literature:** This is a 3-credit course with a 30-seat count capacity. Prerequisite is ENG-1510. There is a \$5 course fee.

8. **SUR-2410 Foundations of Surgical Technology I:** This is a 4-credit course with a Group “B” Classification (25 students). Changing to 30-seat count capacity effective Fall 2013. The prerequisite is: Acceptance to the Surgical Technology Program; or consent of instructor. Co-requisite: SUR-1500; or consent of instructor. There is an \$80 course fee.
9. **SUR-2420 Foundations of Surgical Technology II:** This is a 6-credit course with a 30-seat count capacity. Prerequisite: Acceptance to the Surgical Technology Program and completion of SUR-2410; or consent of instructor. Co-requisite: SUR-2430, SUR-2450; or consent of instructor. There is an \$80 course fee.
10. **SUR-2430 Surgical Procedures I:** This is a 6-credit course with a 30-seat count capacity. Prerequisite: Acceptance to the Surgical Technology Program and completion of SUR-1500 and SUR-2410; or consent of instructor. Co-requisite: SUR-2420, SUR-2450; or consent of instructor. There is an \$80 course fee.
11. **SUR-2440 Surgical Procedures II:** This is a 6-credit course with a 30-seat count capacity. Prerequisite: Acceptance to the Surgical Technology Program and completion of SUR-2420, SUR-2430, and SUR-2450; or consent of instructor. Co-requisite: SUR-2150, SUR-2350; or consent of instructor. There is an \$80 course fee.
12. **SUR-2450 Surgical Instrumentation and Equipment:** This is a 4-credit course with a 30-seat count capacity. Prerequisite: Acceptance to the Surgical Technology Program and completion of SUR-1500 and SUR-2410; or consent of instructor. Co-requisite: SUR-2420, SUR-2430; or consent of instructor. There is an \$80 course fee.
13. **SUR-2460 Capstone and Certificate Preparatory:** This is a 2-credit course with a 30-seat count capacity. Prerequisite: Acceptance to the Surgical Technology Program and completion of SUR-2150, SUR-2350, SUR-2420, SUR-2440, and SUR-2450; or consent of instructor. Co-requisite: SUR-2370; or consent of instructor. There is an \$80 course fee.

## MINOR PROGRAM / CERTIFICATE REVISIONS

1. **BUS.ABA Business Administration:** List ACC-1800 Accounting Procedures (2-cr) under the required Professional Business courses in Category I. This course was always required because it's a prerequisite to

the required course ACC-1810; however, it was not stated. The total number of required credits remains unchanged at 62.

2. **NUR.APP Nursing Applicant:** Change program description. Under Basic eligibility requirements: Remove bullet 2 – One year of high school (or equivalent) chemistry, algebra and biology with an average grade of “C” or better in each. Remove bullet 3 – Fall 2013 Admission Only: A 90% or better on the Math Proficiency Test. Change bullet 4 to read: HESI admission assessment (A2) exam completed at OCC. Score in the 75<sup>th</sup> percentile or higher on both the Reading Comprehension and Math exams, achieved in the same testing session. One retake permitted; fee each attempt.
3. **NUR.RNE.APP Second Year Nursing Completion – Modified Career Ladder:** Add the following bullets under **Basic admission requirements:** 1) Documentation of 1500 hours of work experience as an LPN. 2) BIO-1570 (or BIO-2710); BIO-2630 and BIO-2640 within a 5-year period; 3) HESI Admission Assessment Exam (A2). Specify a grade of “C” or better on the BIO courses. Correct the address listed for the accrediting commission.
4. **NUR.TPN.APP Transitional LPN to ADN Track:** Change the second bullet under Basic admission requirements to read: Completion of BIO 1570 (or BIO 2710), BIO 2630, and BIO 2640 with a grade of ‘C’ or better within five years of the start of the fall nursing courses. The five-year period dates from the session during which the course was taken and closes at the first session in which the student is enrolled in the nursing program. Add a fourth bullet: Documentation of a minimum of 1500 hours of work experience as an LPN. Add HESI Admission Assessment Exam (A2). Change deadline date for application from May 1<sup>st</sup> to March 1<sup>st</sup>. Correct the address listed for the accrediting commission.
5. **RSP.AASX Respiratory Therapy:** Change program description to include new admission and selection criteria: 1) Completion of the HESI A2 exam with a 75% score or higher on the math and English test; 2) A weighted GPA ranking on seven of the required supportive courses: ENG-1510; ENG-1520 or ENG-2200; BIO-1570 or BIO-2710; BIO-2630; BIO-2640; CHE-100 or CHE-1510; and MAT-1100 or higher where repeated courses and transferred courses will lower the total score; 3) Change application deadline from May 1<sup>st</sup> to December 15<sup>th</sup>.

## MAJOR PROGRAM / CERTIFICATE REVISIONS

1. **CRJ.PET.AAS Criminal Justice – Police Evidence Technology:** Remove CIS-1080 (3-cr), add CRJ-1070 (3-cr) to list of Major Requirements. Total number of required credits does not change.



2. **ECD.AAS Early Childhood Development:** Change program code and title to: **“ECE.AAS Early Childhood Education.”** Change program description. Add following criteria: A “C” (2.0) or better grade is required in all program major requirements and required supportive courses to qualify for graduation in the program; To successfully complete the required internships and possibly fieldwork, depending on the site, students must provide documentation that they meet the following requirements: 1) Responsible and suitable character to meet the needs of children; 2) No history of abuse or neglect of children or the elderly; 3) No felony record in last 10 years; 4) Mentally, physically, medically, and cognitively able to care for children. Changes to Major Requirements: Move ECE-1500 Infant/Toddler Curriculum (4-cr) from Suggested Electives to Major Requirement, add ECE-1505 Early Childhood Nutrition, Health, and Safety (3-cr), ECE-1515 Family and Community Connections (3-cr), ECE-1525 School-age Care and Education (3-cr). Changes to Required Supportive Courses: Remove COM-1290 Interpersonal Communication (3-cr), add ENG-1520 Composition II (3-cr). Changes to Suggested Electives: Remove ACC-1800 Accounting Procedures (2-cr), ACC-1810 Principles of Financial Accounting (4-cr), BUS-2030 Business Law I (3-cr), CNS-1160 Personal Assertiveness (2-cr), PSY-2810 Psychology of Adjustment (3-cr), PSY-2830 Experimental Psychology (4-cr). Increase total number of required credits from 62 to 63.
3. **EMS.APP Emergency Medical Services:** Change program description. Replace Basic EMT with Emergency Medical Technician (EMT), replace Intermediate (Specialist) with Advanced EMT to follow new state guidelines. Reduce the number of required credits from 73 to 72. Remove extended degree reference. Change program code from EMS.AASX to **EMS.AAS** for degree. Specify that students must attend an EMS orientation. Add bullet under Paramedic program requirements to grant credit for EMS-1010, EMS-1020 and EMS-1100 if they provide a notarized copy of a valid Michigan EMT license and/or current National Registry certification. Add notation for extra cost for National Registry application. Correct phone number for EMS program contact. Add EMS-2700 (2-cr) under Major Requirements. Add the option of BIO-1650 (5-cr) instead of BIO-2630 (4-cr) & BIO-2640 (4-cr) under Required Supportive Courses.
4. **EMS.FFP.AASX Firefighter / Paramedic Technology:** Reduce number of required credits from 79 to 78. Add EMS-2700 (2-cr) under Major Requirements. Add the option of BIO-1650 (5-cr) instead of BIO-2630 (4-cr) & BIO-2640 (4-cr) under Major Requirements.
5. **EMS.INT.CT Intermediate EMS:** Change program code to **EMS.ADV.CT**. Change program title to: **Advanced EMT**. Replace “Basic EMT” with ‘EMT’ in the program description. Delete last sentence of program description. Add the option of BIO-1650 (5-cr) instead of BIO-2630 (4-cr) & BIO-2640 (4-cr)

under Required Supportive Courses. Add EMS-2700 (2-cr) under Required Supportive Courses. Decrease number of total credits from 32 to 31.

6. **EMS.PAR.CT Paramedic:** Add the option of BIO-1650 (5-cr) instead of BIO-2630 (4-cr) & BIO-2640 (4-cr) under Required Supportive Courses. Add EMS-2700 (2-cr) under Required Supportive Courses. Decrease number of total credits from 54 to 53.
7. **SUR.APP Surgical Technology:** Change program description. Changes to Major Requirements: Remove – SUR-1510 (5-cr), SUR-1600 (6-cr), SUR-2400 (3-cr), SUR-2540 (2-cr). Add – SUR-2410 (4-cr), SUR-2420 (6-cr), SUR-2430 (6-cr), SUR-2450 (4-cr), SUR-2440 (6-cr), SUR-2460 (2-cr). Changes to Required Supportive Courses: Add – MAT-1100 (4-cr). Total number of required credits increased from 66 to 82, making this an extended degree program.

## NEW PROGRAMS / CERTIFICATES

NONE

## NEW PROGRAM OPTIONS

NONE

## CERTIFICATES OF ACHIEVEMENT REVISIONS NEW CERTIFICATES OF ACHIEVEMENT

1. **EMS.CA Basic EMS:** Change program code to: **EMS.EMT.CA**. Change program title to: **EMT**. Replace “Basic EMT” with “EMT” in the program description to meet new state guidelines.
2. **HLS.LV1.CA Homeland Security Certificate of Achievement:** Add HLS-1004 Terrorism Analysis (3-cr) to Major Requirements. Move HLS-1001 School Safety and Homeland Security (3-cr) and HLS-1002 Homeland Security and First Responders (3-cr) to a new category “Required Supportive Courses.” Add HLS-1003 Intro to Intelligence in Homeland Security (3-cr) and HLS-1020 – 1039 Special Topics (1-4 cr) to Required Supportive Courses. Students must select two additional courses from the list. Number of required credits changes from 15 to 14 – 20 depending on credit value of Special Topics courses that may be selected.

## GENERAL EDUCATION OUTCOMES

1. **ENG-2400 Environmental Literature:** Add GE Outcome: Social Responsibility.
2. **SPA-1511 Spanish for Healthcare Personnel I:** Add GE Outcome: Effective Communication.
3. **SPA-1531 Spanish for Healthcare Personnel II:** Add GE Outcome: Effective Communication.

## GENERAL EDUCATION DISTRIBUTION LIST ADDITIONS

1. **ENG-2400 Environmental Literature:** Add course to the GE Distribution List under the category: Fine Arts / Humanities.

## PROPOSALS APPROVED BY COLLEGE ACADEMIC SENATE BUT **NOT** APPROVED BY THE VICE CHANCELLOR / CHANCELLOR

1. **AET-2801 – 2830 Special Topics in Alternative Energies:**  
New Course / Senate Approval Date: 3-28-13
2. **ART-2000 Experimental Animation II:**  
New Course / Senate Approval Date: 3-28-13
3. **ATF-2001 – 2030 Special Topics in Fluid Power Technology:**  
New Course / Senate Approval Date: 3-28-13
4. **ATM-2401 – 2430 Special Topics in Machine Tool Technology:**  
New Course / Senate Approval Date: 3-28-13
5. **ATW-2001 – 2030 Special Topics in Welding and Fabricating Technology:**  
New Course / Senate Approval Date: 3-28-13

6. **CAR-1801 – 1830 Special Topics in Collision Auto Repair:**  
New Course / Senate Approval Date: 3-28-13
7. **CIM-2001 – 2030 Special Topics in Computer Integrated Manufacturing Technology:**  
New Course / Senate Approval Date: 3-28-13
8. **EEC=2001 – 2030 Speical Topics in Electrical/Electronics Technology Core:**  
New Course / Senate Approval Date: 3-28-13
9. **ENG-1510 Composition I:**  
Major Course Revision / Senate Approval Date: 12-13-12
10. **ETT-2801 – 2830 Special Topics in Electrical Trades Technology:**  
New Course / Senate Approval Date: 3-28-13
11. **MEC-2801 – 2830 Special Topics in Mechanical Technology:**  
New Course / Senate Approval Date: 3-28-13
12. **PHO-2803 Special Projects in Digital Video:**  
New Course / Senate Approval Date: 3-28-13
13. **ROB-1801 – 1830 Special Topics in Robotics/Automated Technology:**  
New Course / Senate Approval Date: 3-28-13
14. **SPA-1511 Spanish for Healthcare Personnel I:**  
Minor Course Revision – Title Change / Senate Approval Date: 2-21-13
15. **SPA-1531 Spanish for Healthcare Personnel II:**  
Minor Course Revision – Title Change / Senate Approval Date: 2-21-13
16. **TER-2801 – 2830 Special Topics in Environmental Systems Technology:**  
New Course / Senate Approval Date: 3-28-13

<b>COURSE SUNSET / INACTIVATION</b> <b>Effective Fall 2013</b>
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1. AET-2615 Heat-pump Technology
2. APM-8270 Compound Angles
3. APS-8100 Machine Shop Theory
4. APT-8110 Use of the Framing Square
5. APT-8310 Industrial Safety

6. ARB-2620 Intermediate Arabic II
7. ARC-2150 Construction Specifications and Proposal Writing
8. ART-1700 Islamic and Asian Art
9. ART-2703 Sculpture Construction
10. ATF-1430 Hydraulic Components and Circuits
11. ATF-1480 Pneumatic Components and Circuits
12. ATM-1180 Tool Machinist Techniques I
13. AUT-2120 Auto Fuel and Emission Systems
14. AUT-2300 Computerized Automotive Systems
15. CHI-2610 Intermediate Chinese I
16. CHI-2620 Intermediate Chinese II
17. CIM-1100 Introduction to Computer Integrated Manufacturing/Management
18. CIS-1002 Computing Tools for Small Business
19. CIS-2250 COBOL Software Development
20. CIS-2717 Expert and Knowledge-Based Systems
21. CIS-2960 Network+ Certification Test Prep
22. CTT-1000 Introduction to Construction Trades
23. CTT-1010 Construction Plot Plans and Site Layout
24. CTT-1030 Placing Concrete and Foundations
25. CTT-2000 Commercial Construction
26. CVL-1500 Soil and Foundations
27. DHE-1250 Diesel Engine Fuel Injection Systems
28. ECT-2010 Data Acquisition Studies II
29. ECT-2020 Basics of IP Telephony
30. EMT-2250 Advanced EMT II and III Clinical
31. ESL-1110 Fundamentals of Pronunciation: The Sounds of North American English
32. GER-2620 Intermediate German II
33. IPD-1010 Industrial Design Drawing I
34. IPD-1510 Model Making Techniques
35. IPD-2520 Industrial Sculpture I
36. IPD-2530 Industrial Sculpture II
37. ITA-2610 Intermediate Italian I
38. LST-2280 Landscape Illustration
39. LST-2440 Landscape Perspectives
40. MEC-2030 Machine Repair I
41. MEC-2040 Machine Repair II
42. MEC-2060 Fluid Power
43. MHA-1700 Understanding Developmental Disabilities
44. MMC-2100 Multimedia Authoring
45. MUS-1685 Music History: Jazz
46. MUS-1830 Vocal Literature
47. MUS-1850 Piano Literature
48. MUS-1900 Music Teaching Techniques
49. PER-1642 Kayaking I
50. PER-1802 Skiing Beginning

51. PER-1803 Skiing Intermediate
52. PER-2010 Camping, Camp Counseling and Outdoor Recreation
53. PHY-2520 Engineering Physics III
54. PSY-1510 Applied Psychology
55. QAT-1020 Statistical Process Control
56. RET-1220 Retail Sales Promotion
57. RET-1510 Retail Buying
58. RET-2200 Fashion Merchandising and Coordination
59. RET-2250 Textiles and Non-Textiles
60. RET-2260 History of Costume and Ready-to-Wear
61. RUS-2610 Intermediate Russian I
62. RUS-2620 Intermediate Russian II
63. SFA-2600 Surgical Foundations
64. SFA-2650 Surgical Anatomy
65. SFA-2710 Principles of Surgical Assisting
66. SFA-2730 Bioscience
67. SFA-2750 Clinical Practicum
68. SUR-1510 Foundations of Surgical Technology
69. SUR-1600 Surgical Procedures
70. SUR-2380 Surgical Specialty Elective
71. SUR-2540 Transition to the Surgical Technologist Role
72. THE-1800 American Comedy

<p style="text-align: center;"><b>PROGRAM SUNSET</b> <b>Effective Fall 2013</b></p>
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1. CIS.MMC.CT Multimedia Communication Certificate
2. CTT.CF.CA Concrete Fundamentals Certificate of Achievement
3. CTT.FC.CA Finish Carpentry Certificate of Achievement
4. CTT.RC.CA Rough Carpentry Certificate of Achievement
5. ECT.MST.CT Mechatronics Systems Technology Certificate
6. MFG.AAS Manufacturing Technology
7. MFG.CT Manufacturing Technology Certificate
8. MTT.CT Machine Tool Certificate
9. SFA.CA Surgical First Assistant Certificate of Achievement

## COURSE FEE MODIFICATION (Effective Fall 2013)

1. SUR-1500 Pharmacology for the Surgical Technologist – Current Fee: \$40, New Fee: \$80
2. SUR-2150 Clinical Practicum I – Current Fee: \$40, New Fee: \$80
3. SUR-2350 Clinical Practicum II – Current Fee: \$40, New Fee: \$80
4. SUR-2370 Clinical Practicum III – Current Fee: \$40, New Fee: \$80
5. SUR-2400 Biomedical Technology – Current Fee: \$40, New Fee: \$80

**COLLEGE CURRICULUM / INSTRUCTION COMMITTEE**  
**Academic Senate Consent Agenda**  
**April 25, 2013**  
**Auburn Hills Campus**

<b>NEW COURSES</b>
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1. **ECT-2801 – 2830 Special Topics in Computer Support Engineering:** This is a series of 30 courses with a variable credit value between 1 – 4 credits. There is a 30-seat capacity. The prerequisite is: Consent of instructor. There is a \$70 course fee. Target date for first offering is Summer 2013. Course description:

“Students will be introduced to emerging topics in the field of Computer Support Engineering. Refer to current Schedule of Classes for topics. Course / lab fees.”