

Oakland Community College

2013-2014 COLLEGE ACADEMIC SENATE
MINUTES OF April 24, 2014
Highland Lakes Campus

The College Academic Senate was called to order at 3:21 p.m. by Chair Shawn Dry. The Chair thanked those present for attending the last full week of the semester. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, B. Isanhart, B. Konopka, J. Mousty, A. Palmer
Guests:	D. Bayer, P. O'Connor
District Office:	L. Nadlicki, N. Szabo
Guests:	T. Boozer, C. Maze
Highland Lakes:	C. Aretha, W. Conway, V. Emanoil, S. Henke, G. Huff, R. Lamphear, G. Mandas, T. Pryor
Guests:	K. Guzzi, E. McAllister, C. Roman, T. Sherwood, K. Stanley, K. Stilianos
Orchard Ridge:	A. Frank, A. Jackson, V. McNiff, J. Mitchell, C. Nykamp, M. Pergeau, R. Wright
Guests:	D. Choiniere, R. Tennison
Royal Oak/Southfield:	C. Benson, S. Charlesbois, R. Lamb, B. Stanbrough, S. Reif
Guests:	M. K. Lawless, J. Matteson, K. Mengich, C. McKinney, D. Preisler, M. A. Sheble

2) Acceptance of Agenda:

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

3) Approval of Minutes:

MOTION: To approve the minutes of March 27, 2014 as written. Seconded, passed.

4) Leadership: (Note: Senate Leadership Report is posted on InfoMart)

- Educational Master Plan Steering Committee
 - First meeting to be held on April 25.

- Steering committee members: Chair – Nancy Showers, Executive Director of Institutional Research, Quality and Planning; administrative leads for each EMP implementation team; and the CAS Chair.
- Will ask about adding information to implementation team Infomart pages (meeting dates, meeting minutes, updated team member list).
- Data-Related Progress
 - Institutional Research Project Process shared on Infomart (IR Project Process Flow). Discussion followed:
 - Prefers the term “requestor” instead of “customer.”
 - Faculty would like to provide feedback before completion (last step).
 - What sources of information will IR use to create reports?
 - Cathey Maze reported that this is a process IR has used at the college for a very long time. The process is not new; it is being shared with a wider audience.
 - The recommendations will be forwarded to Nancy Showers.
 - Working with IT to develop procedure to request raw data from Colleague using Informer.
- ENG 1060 Placement Implementation
 - List of courses ENG 1055 placement students may take available on Infomart. Please note: the list on Infomart was updated with the latest version after the April CAS meeting.
 - Began with list used by counselors, then disciplines on list consulted to adjust.
 - Cathey Maze reported that after students take their COMPASS test, they are given an orientation letter, along with a list of course alternatives for students that place in ENG 1055, and they must see a counselor to register. The list will also be available in the catalog, all front-line employees will be trained, and Graphics is creating a flyer for the campuses that outlines the ENG 1055 placement policy for fall 2014, along with a list of courses ENG 1055 students may take.
 - There is a footnote on the list that states: only face-to-face versions of these courses will be available to ENG 1055 students.

ACTION: The Interim Vice Chancellor of Academic and Student Affairs will find out if hybrid courses are restricted for ENG 1055 placement students as well.

- Program Sun-Setting Ad Hoc Committee Report
 - Report shared at March college and April campus meetings. The report was a suggestion of criteria – not recommendations that should be used; every program is not the same.
 - Representatives of CIC, CRC, and SOAC will be tasked with developing a front-end process to determine when a program might be eligible for deactivation and/or sun-setting.
 - The ad hoc committee is thanked for its work.
 - Recommendation – A process needs to be created; use the CIC process for setting up a new program as a model. We need to give students a timely notice when a course/program is sunset.

- **Results of Campus Senator Elections**
The Campus Senate Chairs reported on their election results for the 2014-15 academic year (posted on overhead). 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 list will be posted on Infomart under handouts. Please note: with the new Senate structure, the administration senators are unfilled.
- **Elections for College Chair, Vice Chair, and Secretary**
Shawn Dry reminded the Senate that only elected 2014-2015 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.

Shawn Dry thanked the Senate for voting him to continue as chair. He reported that he really enjoys his job and representing the Senate in the different committee meetings. It has been a very contentious year and he looks forward to hearing from you on ways to move forward. His e-mail box is always open for suggestions and he looks forward to a good year.

Nomination for Vice-Chair: Gina Mandas

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

Nomination for Secretary: Jessica Lizardi

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) **Committee of the Whole/ Revised Definition of Student Success**

MOTION: To move into the Committee of the Whole. Seconded, passed.

The revised definition of Student Success was discussed.

MOTION: To move out of the Committee of the Whole. Seconded, passed.

7) **Unfinished Business**

- **Academic Senate and Academic Planning Proposal**

Shawn Dry reported that the "Academic Senate and Academic Planning" proposal was presented at the March CAS meeting and reviewed by the Campus Senates on April 10th. The purpose of the proposal is to incorporate the CAS into academic planning. He clarified that the standing committee members do not have to be a member of the CAS.

MOTION: To approve the "Academic Senate and Academic Planning" proposal. Seconded, passed.

Shawn Dry reported that in May, Senate Leadership will work on a mission statement and yearly task list for the standing committee. The posting for the committee chair was sent out by the Interim Vice Chancellor's office.

8) New Business

- SOAC Motion re: MTA Ad Hoc Committee

Bob Lamphear provided rationale for creating an MTA ad hoc committee; he presented the following motion on behalf of SOAC:

MOTION: The Student Outcomes Assessment Committee moves that the Academic Senate create an ad hoc committee to determine alterations to degree and/or certification requirements due to the Michigan Transfer Agreement. Seconded, passed.

Shawn Dry asked those present to solicit members and forward their names via e-mail if interested in serving on the committee.

9) Standing Committees/Chairs

- *College Academic Master Plan/M. Pergeau*
No report.
- *Curriculum/M. K. Lawless*
Mary Kay Lawless presented the Consent Agenda.

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

Mary Kay also reported that the "Catalog Change Summary / 2014-2015" is posted on Infomart; any questions regarding the document should be sent to her. The Curriculum Committee was thanked for their hard work throughout the year.

- *Curriculum Review/C. Aretha*
Vince Lamb reported the following:
 - CRC did not meet for a regular meeting in April because of a conflict with the department chairs' retreat.
 - Several members met on April 4th for an informal work session to discuss a summer workshop, ideas for the Curriculum Review website being developed, and to work on draft documents that will be posted on the site.
 - The committee will meet again the end of May.
 - Updates were provided for the following:
 - Complete and CRC approved reviews
 - Currently under consideration by the CRC to be voted on soon
 - Coming soon
 - Reviews for the 2014-2015 academic year
 - CRC member faculty list for the 2014-2015 academic year
 - Other CRC activities:

- We will be using electronic signatures on the review forms and action strategy forms starting with the next set of reviews.
 - Lead reviewer feedback surveys have been sent out and we are receiving responses. This feedback, along with other evaluation mechanisms, will drive discussion in May and throughout the summer as we work to improve the review process.
- *SOAC/R. Lamphear*
Bob Lamphear reported the following:
 - The 2013-2014 Essay Contest Award winners will be presented their awards following the OCC Foundation Board meeting on May 13, 2014 at the OR campus. The 2014-2015 essay prompt was determined and is undergoing final revisions.
 - Assessment Day in March was attended by 107 full-time and adjunct faculty. As a result of one of these sessions, training sessions on using Google Docs will be held in the fall. Planning for Fall 2014 assessment day is underway.
 - A study will be conducted this summer to review correlations between the established Common Course Outcomes and the General Education Outcomes; results will be presented in the fall.
 - Some Student Learning Coordinators postings remain unfilled for 2014-2015. Please coordinate with your disciplines and deans to fill these important roles.
 - There are no more scheduled SOAC meetings for this academic year.
 - Carlespie McKinney was elected as the SOAC chair for the 2014-15 academic year.

Bob Lamphear was applauded for his years of service as the SOAC chair.

- *Technology Management Committee/J. Matteson*
Judy Matteson reported the following:
 - Desire2 Learn and Adobe Connect software licenses have been recommended for the summer semesters.
 - The Distance Learning committee has been charged to work on changing the online accreditation status with the HLC; they are working with CBT consultants on this task.

10) Ad Hoc Committees/Chairs

- *Data/J. Mitchell*
John Mitchell reported that the data committee will hold one more meeting in May to look at the information that has emerged.
- *Program Sun-Setting/K. Sigler*
No report – committee work is done.
- *Veteran Affairs/T. Pryor*
Tom Pryor reported the following:
 - The work of the committee is winding down; they are working on a mentoring program for veterans, and final recommendations.
 - Deb Bayer was thanked for her outstanding support as a committee member.

- In order to be labeled as a “Veteran friendly institution,” the committee recommends the following actions:
 - The college needs to hire or appoint a dedicated liaison or director for centralizing and coordinating veterans’ services.
 - OCC needs to accept military credits following the American Council on Education (ACE) guidelines, and understand how to evaluate military transcripts such as ART, SMART, and CCAF.
 - OCC needs to join the Servicemember Opportunity Colleges (SOC).
 - The college should identify specific counseling faculty to work with student veterans (connection to outside services).
 - OCC needs to work with the VA to provide work-study students on each campus.
- *WF, WP, and I Marks/P. O’Connor*
Patrick O’Connor reported the following:
 - The ballot was sent out on Monday, April 21st to vote for a “WS mark.”
 - If you are e-mailing your vote from home, please send an e-mail with your vote to Pat O’Connor instead of using the voting buttons.
 - The results from the survey regarding use of the “I mark” are being reviewed; this topic will be discussed at the May campus senate meetings.

11) Administration/C. Maze & T. Boozer

- Cathey Maze thanked Tom Boozer for stepping-in as the Interim Vice Chancellor of Academic and Student Affairs. Tom will be missed by all.
- A decision was made to print copies of the catalog this year for our 50th anniversary even though the information in it will not be completely accurate due to the number of changes to the front-end; this will be our final printed version.
- An online catalog will have the most accurate information, and it will be well-managed.
- The first meeting of the e-Catalog committee is scheduled for Monday, April 28th. There are representatives from TMC and Curriculum on the committee, and membership is open to others that want to be part of the process.
- The Distance Learning implementation team is working really hard with CBT to change our online accreditation status with the HLC; planning to submit our application by July 1st. HLC will then set up a site visit after they review our application (January, 2015 at the earliest). The purpose of their review is to verify everything that was reported in the application. She thanked the Distance Learning team for all their work.
- Continuing Education
 - A consultant named Linda Wells is working on putting together the business plan model of a continuing education effort and workforce development.
 - When it is time, the Senate and faculty will be involved in a conversation to talk about the content of courses or workshops that would be part of a continuing education effort.
 - The administration has begun to talk to OCCFA about the possibility of allowing faculty to meet part of their load requirements by teaching continuing education courses.
- American Honors – Steve Reif

- American Honors is an honors program offered at select community colleges across the country. They are setting up partnership agreements and recruiting good students that will go on to 4-year institutions. They also provide an affordable path to a four-year degree. Students completing the honors program have been accepted at Stanford, Cornell and other top schools.
- All coursework associated with the honors program will be developed by our faculty, will go through the standard curriculum process, and will be controlled by OCC after development and delivery. There will be required standards and/or outcomes in order to satisfy the agreements American Honors has with its transfer institutions.
- Coaches from American Honors will be on-site every week to meet with their students and work with us.
- Questions from the Senate re: American Honors (answers provided)
 - HLC is very supportive of American Honors.
 - George Boggs' position with American Honors does not constitute a conflict of interest and he did not advocate this for OCC.
 - Students that complete our honors program will be given access to other tier one institutions and American Honors will advocate for these students and for scholarships for them at 4-year colleges.
 - The college has been working on an honors program for the past year and a half; an e-mail was sent out soliciting participation.
 - There is a time limit for entering the agreement with American Honors. They are looking for regional representation and if we do not partner with them, they will go to a different community college. OCC would be the flagship for southeastern Michigan.
 - American Honors is a profit company; there will be an increased cost for our students to participate and this amount will have to be negotiated. Tuition for Pell grant recipients will not be affected.
 - Students deserve the very best opportunities we can provide. It is an incredible professional experience to teach an honors course
 - The vote taken by the committee in April was to recommend forming the partnership with American Honors; the recommendation will be sent to Chancellor's Cabinet and they will decide what points need to be addressed at Senate.
 - There is a chance that we could lose the opportunity; if the partnership doesn't work out we can get out. If full-time faculty do not want to participate, we can't join.
 - OCC doesn't offer anything for exceptional students; part of the EMP is to develop an honors program.

Shawn Dry called the discussion.

After the lengthy discussion, Shawn Dry indicated that there are still a lot of questions that remain. Possibly, a larger college forum can be held to discuss this topic. Is American Honors the right organization for OCC to work with to make this happen?

12) Community Comments

- Bob Lamphear reported that there was a report at the Department Chairs' retreat about "OCC Transfer Data." He asked if the report could be made available to others; Cathey Maze's office will check with Kelly Perez-Vergara (presenter of the information).

- Cathey Maze reported that there are searches going on for a CFO and for two of our vacant dean positions. Some deans will be moving to other campuses on June 1st.
- Wendy Conway reported that OCC math students participated in a National Math League competition. We had 161 OCC math students participate. We came in 2nd in the mid-west, with 2 students scoring in the top 20 students in the mid-west. We came in 22nd out of 190 competing nationally. Great job for our students and the math faculty, who go out of their way to train students, recruit for the event, run the competition and fund the prizes through the OCC Foundation. Special thanks are due to Julie Gunkelman for coordinating our participation in this event with AMATYC, the American Mathematical Association of Two Year Colleges. An example of how OCC math students are currently earning honors. Please note: this report was obtained from Wendy Conway after the CAS meeting because time ran out prior to the community comments section of the agenda.

13) Adjournment:

Meeting adjourned: 5:27 p.m.

Respectfully submitted,

Michelle L. Pergeau, Secretary

Nancy K. Szabo, Recording Secretary

COLLEGE CURRICULUM / INSTRUCTION COMMITTEE
Academic Senate Consent Agenda
April 24, 2014
Highland Lakes Campus

MINOR COURSE REVISIONS

1. **CIS-1050 Personal Computer Productivity Tools (Microsoft Office):** Change title to: **Personal Computer Productivity Tools**. Target date for first offering is Fall 2015.

OTHER BUSINESS

1. Catalog Change Summary 2014 - 2015