



2014-2015 COLLEGE ACADEMIC SENATE  
 MINUTES OF January 29, 2015  
 Southfield Campus

The College Academic Senate was called to order at 3:17 p.m. by Chair Shawn Dry. He thanked SF Campus Senate for hosting the event and providing refreshments. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, B. Isanhart, J. Mousty, K. Sigler
District Office: Guests:	L. Nadlicki, T. Sherwood, N. Szabo C. Maze, N. Showers
Highland Lakes:  Guests:	V. Emanoil, S. Henke, G. Huff, G. Mandas, E. McAllister, K. Stilianos, M. Ston  C. Aretha, K. Bratton, R. Fox, J. Forbes
Orchard Ridge:  Guests:	C. Bennett, L. Nemitz, M. Pergeau, R. Wright  M. A. McGee, L. Michels, D. Preisler, B. Stanbrough, H. Tanaka, N. Valenti
Royal Oak/Southfield:  Guests:	S. Charlesbois-Nordan, J. Eichold, D. Johnson-Bignotti, R. Lamb, M. May, C. McKinney, K. Mengich  S. Babasyan, C. Bogan, C. Carbone, K. Davis, B. Garlock, T. Hendricks, L. Hitchcock, K. Liggett, B. Lowe, J. Matteson, V. Merriwether, M. Oery, H. Othman, P. St. Jean, M. Thomas, W. West

2) Acceptance of Agenda:  
**MOTION: To change the order of the agenda as follows: Cathey Maze will make a brief report before “Unfinished Business;” the report from Curriculum Review will be moved up on the agenda. Seconded, passed.**

3) Approval of Minutes:

**Amendment to Minutes: To add John Mousty to the list of attendees.**

**MOTION: To approve the minutes of December 11, 2014 as amended. Seconded, passed.**

4) Presentation:

- Processes to Change Educational Master Plan Objectives
  - Mary Thomas and Nancy Showers provided an overview of two new proposed processes: “Steps to Add a New Objective to the Educational Master Plan” (or add to an existing objective); and “Steps to Remove a Completed Objective from Educational Master Plan.” There will be an accompanying form on Infomart to complete when a new objective is added to the EMP (Proposal for New Educational Master Plan Objective). Shawn Dry noted that on both processes a step includes sending to Academic Senate for recommendation.

**ACTION: Send back the EMP documents (posted on Infomart) for discussion at the February Campus Senate meetings. Questions to consider: Does the process flow? Are all the steps included, and instructions clear? Is there anything missing?**

5) Announcement:

Vice Chancellor Cathey Maze announced that the Cabinet has made the decision not to proceed with a partnership with an Honors college at this time. She thanked the Senate for taking their time to look at American Honors. The process with Honors has been going on for two years now, and there hasn't been much movement. In the future, this topic can be revisited after questions about honor colleges are resolved at the institution. American Honors has been notified of this decision.

6) Unfinished Business

- Statement on Shared Governance  
Shawn Dry reported that the Statement on Shared Governance has gone through college and campus discussions and the latest version is posted on Infomart. The feedback received from Senate Leadership at the January meeting was mostly positive.

**MOTION: Motion to approve the “Statement on Shared Governance” document as it currently exists. Seconded, approved.**

Shawn Dry reported that the document will be forwarded to administration for further recommendation/approval.

- American Honors Partnership

Michelle Pergeau presented the following motion on behalf of the OR Campus Senate:

**MOTION: The Orchard Ridge Campus proposes the formation of a Senate ad hoc committee to lay out the framework for a possible in-house honors program.**

**ACTION: Michelle Pergeau will take the motion regarding a possible in-house honors program back to the OR Campus senate before it is withdrawn from the table.**

7) New Business

- HL Motion re: Delayed Disbursement

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

**MOTION: The Highland Lakes Senate moves to revoke the financial aid policy regarding the delayed disbursement of funds. Seconded.**

Discussion followed:

- This policy is in place to prevent further fraud in terms of financial aid disbursements; the college already has to repay a large amount of money to the federal government for students that never attend class.
- Delayed disbursements should help reduce the number of “N” marks given.
- The current delay is approximately one month to 6 weeks; however, this doesn’t delay their funds for tuition, books, or materials they may need as long as students purchase their supplies from the college bookstores.

**MOTION: Move to postpone this conversation until February so more information can be gathered from Financial Aid. Seconded, passed.**

**ACTION: Wilma Porter could be asked to attend a future Senate meeting.**

- Declining Enrollment

Michelle Pergeau reported that this past month the topic of declining enrollment was discussed and several questions were raised: How are other community colleges boosting their enrollment through partnerships? How is OCC trying to recruit new students? What marketing tactics are being used? Is OCC moving to a smaller college? Concern was expressed that F-1 visa students are being drawn elsewhere, by cancelling classes late (just before starting date) is not good for students, and other policy changes are hurting OCC’s enrollment.

Cathey Maze reported the following:

- IE has looked at data and it appears that we may be going back to the number of students that were enrolled in 2005. There was a 10% decline fall 2014, and a 10% decline winter, 2015, and we can expect to see a further decline.
- There is no intent to make the college smaller; it is necessary for us to become leaner, and more efficient in the future.
- Yes, the college is marketing, and we do need to look at other community colleges increases in enrollment (i.e., Schoolcraft).
- Oakland County is at only 6% unemployment right now; older students are working, and the number of students of high school age has decreased.
- We had a huge increase during the recession and this is why it looks like the “sky is falling.”

Nancy Showers reported that this is a complex problem, and OCC has joined the HLC Persistence and Completion Academy; retention also increased enrollment numbers.

**ACTION: To have a future presentation on OCC's marketing philosophy.**

8) Standing Committees/Chairs

- *Student Outcomes Assessment/ C. McKinney* (NOTE: SOAC Report is posted on Infomart)

Carlespie McKinney reported the following:

- The re-evaluation of the G.E. philosophy and its associated rubrics and outcomes is on-going.
- Faculty Assessment Day is Friday, March 20, 2015; location TBD. We welcome ideas and suggestions for the agenda. We are currently considering the idea of giving group assignments to map G.E. outcomes to CCO as an exercise to create a visual depiction of any relationships.
- The development of a SOAC handbook and revising the website has yet to begin.
- We are still one person short of a full complement. One more person from AH would resolve that issue.

- *Technology Management/ J. Matteson*

- Draft of Updated TAUR Statement

Judy Matteson reported that they presented the proposed updated TAUR agreement to the College Senate in December, and the Campus Senates in January for comments. The only explanations needed were for the technical verbiage clarification (phishing, pharming, snow shoeing, etc.).

**MOTION: To approve the updated TAUR Statement. Seconded.**

**Amended Motion: TAUR Statement to include definitions for the “malicious behaviors.” Seconded.**

A recommendation was made to use English words that everyone understands instead of technical verbiage.

**The Amended Motion passed.**

Discussion followed:

- HL – there is lack of any kind of acknowledgement of TAUR when users access the college's wifi system.
- As soon as you log into the college's wifi, you get redirected to a system outside of the firewall; you are not logged into our local network.
- Questions were raised related to liability when accessing social media through the college network or using college e-mail for educational but non-OCC related work.

**The question was called.**

**The motion failed.**

Shawn Dry announced that any questions and concerns should be sent to TMC.

- Judy Matteson asked Senate to save the date for April 17, 2015 for the Innovations Showcase at the Auburn Hills campus. If anyone is interested in presenting, please contact Judy Matteson via e-mail.

- *Academic Planning/ M. K. Thomas*

Mary Thomas reported the following:

- The committee met on January 16, 2015.
- Community Needs/Student Interest – There is a growing concern that nothing is getting reviewed ahead of time and it is not a collaborative process. There is no faculty input or conversation regarding this EMP and last meeting was August 28, 2014.
- Assessment Practices, Common Course Outcomes, General Education Outcomes, and Program Assessment – There are two faculty facilitators this semester: Cheryl Aretha and Tanya Reynolds, with the possibility of a third. There are two assessment positions “in the works” – a director and specialist position.
- ARTIS will be fully live before February 1<sup>st</sup>. All program and course assessment activities including creating and modification of plans, submission of findings and establishment of action strategies will be done on-line in ARTIS. This is a significant milestone in the college’s assessment history; one faculty and administration have been working on for years.
- Next meeting is scheduled for Friday, February 20<sup>th</sup> at 11:30 a.m. in the District Office Board Room.

- *Curriculum and Instruction/ M. K. Lawless*

Mary Kay Lawless presented the Consent Agenda.

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

The Chemistry Department was acknowledged for their addition of prerequisites by the CAS; the department was also given a standing ovation at the last CIC meeting.

- *Curriculum Review/ C. Aretha* (NOTE: This report was presented before Declining Enrollment under New Business)

Cheryl Aretha reported the following:

- The CRC met on December 5<sup>th</sup>. She provided the status of this year’s reviews.
- There was no meeting in January due to the break; the next meeting will take place on February 6<sup>th</sup>.
- Postings will be going out soon for Lead Reviewers for those programs and disciplines that will be going through review during the 2015-2016 academic year. Please consider stepping up to this important role. The schedule for programs and disciplines to be reviewed may be found on the Curriculum Review website.
- This month we will be updated on the current status of action strategies. Action strategies that flowed from the completed reviews are being provided to administration ahead of budget discussions.

- Will be working on customizing the assessment plan rubric developed by SOAC for its use in the review process.
- Will be discussing the upcoming annual evaluation of the Curriculum Review process.

9) Ad Hoc Committees/Chairs

- *WF, WP, and I Marks/ P. O'Connor* (NOTE: Report and proposals posted on Infomart)
  - Bill Isanhart reported on behalf of Pat O'Connor. He highlighted the following two proposals:
    - Proposal I: Guidelines and procedures for the assignment of I marks, starting with the 2015-16 Academic Year.
    - Proposal II: Option A & B – two different options that deal with the maximum time period a faculty member could give a student to resolve an Incomplete.
  - Gina Mandas presented the following motion on behalf of the HL Campus Senate:

**MOTION: The Highland Lakes Senate makes a motion to keep the I mark as is, with electronic contract enhancement. Seconded.**

Discussion followed:

- There were concerns from the Nursing Department with Options A & B with regards to the academic calendar; a suggestion was made to make into a year-long calendar instead.
  - The nursing students need incompletes when they break a leg, for example, in the middle of clinical and the hospital won't allow them to continue. The course may not be offered again until the following year (and a W can result in program failure, which was what was meant by "high stakes program").
- Giving a student a year to complete a course is unheard of in higher ed; the longer you give students to complete, the less likely they will.
- When a student is finishing an "I", they should be doing the work on their own.
- If the motion on the floor passes, none of the work of the committee would be considered; the committee has made improvements to the process.

**The motion failed.**

**MOTION: To approve Proposal I (everything but timeline). Seconded.**

**MOTION: To postpone further discussion and voting on the I mark proposals to make sure the document we are looking at on Infomart is the final version. Seconded, passed.**

**Note: The Proposal 1 document distributed at the CAS meeting is different than the one posted on Infomart.**

Highland Lakes campus can remake a motion at the February CAS meeting to not make any changes to the I mark, if they choose to do so.

- *Grade Appeal Process/ K. Tiell*

- Ken Sigler, on behalf of Kathy Tiell provided an overview of the revised Grade Appeal Process:
  1. Rationale for grade change appeal (based upon Wayne State University)
    - a. The application of non-academic criteria in the grading process
    - b. Evaluation of student work by criteria not directly relative to course requirements
  2. Steps in grade change appeal and rationale:
    - a. Meet with instructor
    - b. Meet with Chair/Discipline Dean
    - c. Meet with Academic Dean

Discussion followed:

- This process would eliminate the Appeal Board; students are taken out of the equation.
- This process shortens the appeal process.
- There was confusion regarding inserting a discipline chair into the process.
- The faculty member doesn't have to provide information until it goes to the dean; information is needed from both parties in order to be fair.
- The entire process seems overly complex to students.

**ACTION: Send the documents (Grade Appeal Comparison; Grade Appeal Process Ad-Hoc Committee Recommended Process; and Appendixes A, B & C) presented at the CAS meeting back to the Campus Senates for discussion. Kathy Tiell will be asked to forward the documents to the Campus Senate chairs.**

- *Leadership/*  
Shawn Dry reported that the first meeting is scheduled for tomorrow and the committee will meet if the majority of committee members can attend; if not, the meeting will be rescheduled for some time in February.
- *Michigan Transfer Agreement/ R. Henson*  
Shawn Dry presented the following motion on behalf of the Michigan Transfer Agreement Ad Hoc Committee:
  - **MOTION: The MTA committee moves to develop a process for adding OCC courses to and removing OCC courses from the Michigan Transfer Agreement Distribution Requirements list. Seconded, passed.**
  - **MOTION: To send back to the MTA committee to develop the process.**
  - **Substitute MOTION: Send to the Curriculum Instruction Committee to develop the process instead of the MTA committee. Seconded, passed.**
  - Henry Tanaka, on behalf of Renee Henson, provided the following committee report:
    - The committee met on January 16<sup>th</sup> at the RO Campus.
    - The committee continued discussion on the process for making changes (add/delete) courses from the MTA/General Education list. It was reported that

other colleges go through curriculum or the academic administrators; Registrar Steve Linden will follow-up with the curriculum committee to determine OCC's course of action on this matter.

- Discussion on MTA as a postable certificate to a student's transcript much like the MACRAO stamp continued.
- Given the timeline and information discussed and presented thus far, the committee made the decision to move forward with the process of presentation to Senate.
- Next meeting: February 20, 2015, OR Campus – Room H107/108, 1:00 – 3:00 p.m.

#### 10) Administration/C. Maze & T. Sherwood

Cathey Maze reported the following:

- Distance Learning – objective 12 of the EMP is to get approval from the HLC to offer online classes, degrees and certificates. Part one of the application has been submitted, and the process is moving forward. We are in violation of our accreditation because we are offering online 47 degrees and certificates without approval. HLC will be making a site visit; the college has asked for May 18-19, 2015. At this time, we have to prove we meet “best practices. Part two of the application is due in March, two months before the site visit, and we are working on this also.
- Areas we need to work on with HLC:
  - Standardization in the design of our courses; EMP team will work on this.
  - Mandatory faculty training
  - Mandatory student orientation
  - College-wide schedule that will allow students to earn their degree(s) within a reasonable amount of time.
  - Instituting a student evaluation process
  - We are in good shape in a lot of areas, but there is still some work to do.
- Budget worksheets will be sent out on February 16<sup>th</sup> and they are for 5 years (new process); you should be receiving an e-mail from the CFO. Peter Provenzano will be making several Financial Forecast presentations in February; faculty are being offered a special session during Discipline Day. OCC and other colleges nationwide are facing serious financial challenges. Cuts will have to be made in order to meet our shortfall; consideration of where you might be able to make cuts is appreciated.

#### 11) Community Comments

- None

#### 12) Adjournment:

Meeting adjourned: 4:56 p.m.

Respectfully submitted,

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Jessica Lizardi, Secretary

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Nancy K. Szabo, Recording Secretary



**COLLEGE CURRICULUM / INSTRUCTION COMMITTEE**  
**Academic Senate Consent Agenda**  
**January 29, 2015**  
**Southfield Campus**

**MINOR COURSE REVISIONS**

1. **CHE-1000 Introductory Chemistry:** Add prerequisite of: MAT-1100 or higher with a "C" or better within the last three years or placement into MAT-1150 or higher within the past two years, and placement into ENG 1510. Change course description. Target date for first offering is Fall 2015.
2. **CHE-1510 General Chemistry I:** Add prerequisite of: MAT-1150 or higher with a "C" or better within the last three years or placement into MAT-1540 or higher within the past two years, and placement into ENG 1510. Change course description. Target date for first offering is Fall 2015.
3. **CHE-1520 General Chemistry II:** Add prerequisite of: CHE-1510 with a "C" or better within the last five years. Change course description. Target date for first offering is Fall 2015.
4. **CHE-2610 Organic Chemistry I:** Add prerequisite of: CHE-1520 with a "C" or better within the last five years. Change course description. Target date for first offering is Fall 2015.
5. **CHE-2620 Organic Chemistry II:** Add prerequisite of: CHE-2610 with a "C" or better in the last five years. Change course description. Target date for first offering is Fall 2015.
6. **CHE-2650 Organic Chemistry Lab:** Add prerequisite of: CHE-2610 with a "C" or better within the last five years. Add Pre- or Co-requisite of: CHE-2620 (with a grade of "C" or better within the last five years if taken as a prerequisite). Change course description. Target date for first offering is Fall 2015.

**MAJOR CERTIFICATE / PROGRAM REVISIONS**  
**(5-DAY NOTICE SENT)**

1. **DHY.APP Dental Hygiene:** Change program description. Add Northeast Regional Board (NERB) Local Anesthesia Examination and NERB Nitrous Oxide Examination to the list of tests students are eligible to take upon completion of the program. Add requirement: An external rotation is required at a local hospital dental clinic during the second year of the program. Add requirement: The prospective student

applying to the dental hygiene program must pass a criminal background check. Under Basic Admission Requirements, add two additional bullet points; 1) 15 hours of job shadowing with a Registered Dental Hygienist; 2) Records review with the Program Co-Coordinator. List the ten required supportive courses under the Basic Admission Requirements. Correct title of student organization membership to: American Dental Hygienists Association. Change last paragraph to text required by the accrediting agency. Under Required Supportive Courses: Add BIO-2710 as an alternation option for BIO-1570. Add POL-1510 under Required Supportive Courses. Add footnote: Nutrition (HEA-1510) can be taken in the program before the third semester of the program but is not used for selection purposes. Total number of credits does not change. Target date for first offering is Fall 2015.