



OAKLAND COMMUNITY COLLEGE®

2015-2016 COLLEGE ACADEMIC SENATE
MINUTES OF March 24, 2016
Orchard Ridge Campus

The College Academic Senate was called to order at 3:15 p.m. by Chair Shawn Dry; he thanked the campus for the beverages they provided for today's meeting. The following individuals were present:

Auburn Hills:	S. Dry, J. Farrah, K. Sigler, E. Stotts, G. Tres
Guests:	D. Bayer, M. Goldin
District Office Guests:	J. Shadko, T. Sherwood, N. Szabo
Highland Lakes:	R. Bragg, V. Emanoil, R. Henson, E. McAllister, K. Schulte, K. Stilianos
Guests:	K. Bratton, A. Wedler, N. Wong
Orchard Ridge:	T. Baracco, C. Bennett, A. Jackson, L. Michels, C. NyKamp
Guest:	R. Brown, M. A. McGee, V. McNiff, M. Pergeau, D. Preisler, P. Schade, B. Shaw, B. Stanbrough, R. Tennison, D. Young
Royal Oak/Southfield:	C. Benson, S. Charlesbois-Nordan, J. Eichold, D. Johnson-Bignotti, V. Lamb, G. Mandas, M. May, C. McKinney, C. Nancy, S. Schmidt
Guests:	C. Carbone, B. Garlock, T. Hendricks, M. K. Lawless, B. Lowe, J. Matteson, N. Mirza-Atkinson, L. Monroe, M. Thomas

2) Acceptance of Agenda:

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

3) Approval of Minutes: (Note: Approved minutes are posted to the Academic Senate's Infomart site)

MOTION: To approve the minutes of February 25, 2016 as written. Seconded, passed.

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

- Elementary-Level Developmental Courses (information from administration)

- A number of developmental courses have been identified as elementary in reference to the level of content addressed within them: CIS 1000, ENG 1055, MAT 1045, and MAT 1050.
- Elementary-level courses will no longer be eligible for financial aid beginning in fall 2016.
- The deans reported the following:
 - There will be no sections of MAT 1045 offered after 2016-17; the number of MAT 1050 courses offered has been reduced in anticipation of lower enrollment.
 - ENG 1055 – 10 sections will be offered college-wide in 2016-17 and this number will be decreased as well.
- Revised Criteria for Faculty Online Training
 - In response to the Senate’s January motion regarding online training, the administration has provided a revised set of criteria for determining the order in which faculty will take the training.
 - The campus Senate groups discussed the revised criteria at their March 10 meetings and developed a set of questions and recommendations for the administration.
- Senate Elections
 - Campus Senator elections will be held on or completed by the April 14 campus meetings.
 - College Senate officers will be elected during the April 28 college meeting at Southfield; you have to be a campus senator in order to run for a college senate officer position.
- Special BOT Meeting Update - March 22, 2016
 - Tim Sherwood gave a presentation on curriculum.
 - There was a presentation about tuition policy – no hard proposals were shared. Three philosophical ideas were presented for the BOT to think about:
 - Eliminate the out-of-state tuition category; include categories for in-district and out-of-district students only. There was no discussion about tuition rates; only ideas were shared.
 - Rather than charging tuition based on number of credit hours, charge tuition based on number of contact hours.
 - Eliminate course fees altogether but there will still be a registration fee. Tim Sherwood reported that the costs to run classes would be budgeted and come out of tuition dollars; funds would be allocated by the departments to make up the lab fees.
 - The presentations will be available on the BOT Infomart site in the near future.

ACTION: The Campus Senates were asked to review the presentations for discussion at their April campus meetings.

5) Presentation

- Program Course Sequencing – specific initiative of Guided Pathways
Rhonda Brown provided SAMPLE program maps (there is no formal process or template to follow) for the following 5 programs:
 - Associate Degree in Science – Pre-Medicine/Pre-Dentistry option; students could complete the degree in 2 years (includes attendance the first summer semester).

- Paralegal (PLG.APP/PLG.AAS) – Associate in Applied Science; includes milestones along the way; students could complete the degree in 2 full years (includes attendance during 2 summer semesters).
- Culinary Arts (CUL.AASX) – Extended Degree – Associate in Applied Science; more than 73 credit hours are needed to earn extended degree and milestones are included; students could complete the degree in 2 full years (includes attendance during 2 summer semesters).
- Construction Management (CMS.AAS) – Option II – Associate in Applied Science; includes milestones; students would complete their general education courses first and then move into the CMN courses; students could complete the degree in 2 years (includes attendance the first summer semester).
- Pre-Medicine/Pre-Dentistry MTA – Transfer Plan without ASC degree; includes miscellaneous information; students could complete the necessary transfer courses (30 credits) in 2 semesters; faculty members provided input in creating this plan – 90% of their students transfer to get a bachelor’s degree.

Discussion followed:

- The counselors will be working with program planning faculty to make sure these courses are offered specific semesters. Options will be offered for full-time students/half-time students; there will be 2 parallel plans (two tracks to follow).
- OR – If we hand a student a plan, the college will be obligated to make sure the coursework is offered during the intended semester.
- Tim Sherwood – This information is designed to inform our scheduling in order to meet student needs.

Nahrein Atkinson provided a DRAFT of information that could be included in the catalog for the following programs:

- Mental Health/Social Work – Code: MHS.APP; program description; list of requirements for acceptance to the program; career information; full-time academic program map (semesters 1 – 6) with milestones included.
- Cosmetology – Management Option – Code: COS.MGT.AAS; program description; career information; program map (semesters 1 – 3) with milestones included.

The counselors were thanked for making the presentation.

ACTION: The Campus Senates can discuss this presentation further at their April campus senate meetings, if desired.

6) Unfinished Business

- ENG 1510 Placement
 - Adjustments to ENG 1060 Placement List
Shawn Dry reported that at the February Senate meeting the “Current List of Courses Requesting to Retain ENG 1060 Placement Prerequisite As of 2/25/16” was approved by the Senate. When Cathey Maze received the list some disciplines did not take into consideration that all or nearly all courses transferring as college-level credit (i.e., not as a developmental course) should have college-level English placement. She is currently reviewing the list for transfer courses and engaging with the disciplines if there are discrepancies.

- Data on Number of Students Impacted by ENG 1510 Placement
Tim Sherwood reported the following (information received from IR): Incoming FITIACs (first-time in any college) – 1510 placement vs. lower level of placement: Out of 4,000 students, 70% placed into ENG 1510; 30% placed into developmental ENG.
Question: How many students (current and returning students, not just FITIACs) have not taken English? There is a different placement track for ESL students.

ACTION: Shawn Dry will ask Cathey Maze to provide additional data for ELS, current and returning students.

- Communication of New Policy
Tim Sherwood reported that they are working on a plan with External Affairs to communicate the new ENG 1510 placement policy to students. Cathey Maze will provide the details as soon as they are developed.
Discussion followed:
 - The counseling departments are already seeing students that are going to register for fall 2016; this information needs to be communicated as soon as possible to new and existing students.
 - How will this change impact enrollment that is already low?
 - If the tuition policy is changed to contact hours, this could be very costly (detrimental) for Nursing students; Shawn Dry reported there is information in the BOT presentation regarding this.
 - To increase communication to students, a recommendation was made to send an e-mail via the alert system because students do not always read their e-mail in their OCC student e-mail account.
- Adjustment to Scheduling of ENG 1060 Courses
Tim Sherwood reported that additional ENG 1060 courses can be added as required if the demand should manifest.

7) New Business

- Academic Amnesty Ad Hoc Committee
Shawn Dry reported that Tim Sherwood asked the Senate to review the current Academic Amnesty policy and see if it can be improved at the end of last year. A recommendation was made in the fall (after some of the existing ad hoc committees are resolved) to create an ad hoc committee to investigate academic amnesty issues.
Discussion followed:
 - Academic Grading Policy (in catalog) – current students who performed bad can request “old grades” be removed from their current GPA; courses eligible for amnesty must have been completed at least five-years prior to the submission of a petition. Academic Amnesty is the ability to remove 24 credits from a student’s GPA calculation as long as they meet the criteria and this can only be granted one time.
 - Currently, a student can select which courses to receive amnesty for; possibly consider removing all the courses in one semester instead of selecting 24 credits.
 - Possibly, reduce the amount of time from “at least five-years prior” to “at least three-years prior.”

- How many of these requests are processed a year? – approximately 8 – 10 student requests a year.
- This seems like a low number of students to create an ad hoc committee for.
- Faculty are in charge of academic standards; the policy should be reviewed, not necessarily changed.
- Administration is asking for our opinion and input on an academic issue.
- By Senate not choosing to create an ad hoc committee aren't we saying the policy is fine as is?
- We should review the policy; the HLC will be visiting soon.

MOTION: To create an ad hoc committee to investigate the college's Academic Amnesty policy. Seconded, passed.

Shawn Dry will send out a call for volunteers to serve on the ad hoc committee.

8) Standing Committees/Chairs

- *Academic Planning/ M. K. Thomas*

Mary Kay Thomas reported the following:

- EMP #1 – Will be renamed “College Readiness” – ongoing work includes orientation, guided pathways, early alert, new placement tools, development of related policies, communication of updates/changes, dev math revision, dev English revision, development of key elements of ‘college readiness.’
- EMP #6, #7, #8, and #9 – May recommend consolidation into one EMP.
- EMP #10 (Enrollment) - Most steps are complete (e.g., Win-Win, Financial Literacy, Detroit Scholarship Fund). Early alert part of #1. Consider new objective as next step for #10 around ‘Outreach.’ Additional objective around ‘Retention and Completion’ as well.
- EMP #11 - Enhanced dual enrollment still underway (Pontiac). OEC, Oakland ACE, OTEC (Oakland Technical Early College – starting in Fall 2016) are ongoing. Evaluation/assessment still being developed. College Readiness programs (2) need to be evaluated. Evaluate lessons learned (e.g., structure) in development of these programs.
- EMP #12 (Distance Learning) - Reapply for approval Fall 2016. Many pending discussions/decisions.
- Potential new additions of EMP surrounding internationalization and retention/ completion.
- Still soliciting ideas for short term EMP's to add to the new EMP cycle.
- Committee members are still needed; if interested in serving, please e-mail mkthomas.

ACTION: Agenda item for April Campus Senate meetings – Discussion of short-term objectives to add to the EMP that can be completed within one year.

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

Mary Kay Lawless reported that there is no consent agenda. The committee will be meeting on April 11th from 3 – 4:30 p.m. at DO in the Board Room; all are welcome to attend to see the curriculum process in action.

- *Curriculum Review/ P. Schade*
Peter Schade reported on the activities of CRC as follows:
 - Fire Fighters Technology, Physics and Robotics have been sent to the committee for review/vote.
 - The March meeting was cancelled; documents were e-mailed to members for final edits: final review letter; and minimum voting standards.
 - The next meeting is scheduled on April 8th.

- *Student Outcomes Assessment/ C. McKinney*
Carlespie McKinney reported the following:
 - Report from Office of Institutional Effectiveness
 - Action Strategy Summary based on the student learning assessment process
 - Discussed suggestions to increase participation by adjuncts.
 - Discussed Assessment Day – April 1st at OR Campus
 - Re-evaluation of GE Outcome rubrics
 - Make-up day will be in May [exact day TBD]
 - Reaffirmed the GE Philosophy as stated on the website (aligns with HLC requirements).
 - Discussed upcoming election for chair of SOAC.
 - Need two more persons from HL and one from OR to have a full complement of members.

- *Technology Management/ J. Matteson*
Judy Matteson reported the following:
 - She collected the “D2L problems/suggestions/concerns” and provided answers (resolution column on document). The document is posted on Infomart. Three major problems were identified as follows:
 - Copying from one course to another – bug.
 - Renaming the courses – connected with Datatel and Colleague.
 - Automatic turn on – turn off – new standard as some instructors have been known to not turn on or turn off courses.
 - The completion of an application to teach online will be considered by TMC in the fall.

ACTION: Additional D2L issues from the Campus Senates can be added to the document on Infomart and will be addressed.

9) Ad Hoc Committees/Chairs

- *MTA – Liberal Arts/ S. Dry*
Shawn Dry reported the following:
 - The AA and ALA proposals were balloted by the campus curriculum committees (completed on Monday, March 21st). The results are as follows: Associate of Arts degree (AA) – 114 voted; Yes = 79 or 69%; No = 35 or 31%. Associate in Liberal Arts degree (ALA) – 120 voted; Yes = 81 or 67.5%; No = 39 or 32.5%. The proposals will be brought to the College Curriculum and Instruction Committee on Monday, April 11th. If approved, they will be listed on the Consent Agenda for the April CAS meeting.

- *MTA – Business/ T. Hendricks*
Tom Hendricks reported that the business faculty will be meeting as a group on Assessment Day and they will bring forward a recommendation as soon as it is available.

10) Administration/C. Maze & T. Sherwood

Jackie Shadko reported the following:

- The Recruitment Task Force has morphed into a proposed new objective for the EMP to be called Outreach. The larger strategic goal: To identify, attract, enroll, retain, and graduate an optimal number of students to meet community need and student interest. Two proposed new EMP objectives that would address these desired outcomes are:
 - Persistence and Completion (Guided Pathways and the Persistence and Completion Academy); and
 - Outreach (Enrollment Management).The objectives will parallel activity with the purchase of software from Ellucian called Recruiter (purchased to replace the online application). With it we will have tools to be more intentional about enrollment strategies. The hope is to have a skeleton plan to coincide with the launch of Ellucian Recruiter in June. Updates to the Senate will be provided when available.
- Detroit Promise (informally part of EMP #11): work is being done by Jan Brown Williams and Bev Stanbrough at RO/SF; previously called the Detroit Scholarship fund. OCC has been involved with this initiative for 3 years; if students graduate from a Detroit Public School (DPS), Detroit Promise will provide tuition for these students to attend OCC or our sister community colleges in the tri-county area. These students have performed very well at OCC.

Tim Sherwood reported the following:

- The Associate of Science degree needs to be included on the April Consent Agenda as well.
- The Persistence and Completion Engagement subcommittee is working on better engagement of our students.
- Three Senate leaders (Judy Matteson, Peter Schade, and John Mitchell) will be attending the HLC 2016 Annual Conference in Chicago next month. They will be attending workshops to learn about the accreditation process and represent the CAS.
- We need to be knowledgeable about accreditation and working together we can get through this.

11) Community Comments

- Shawn Dry thanked Chad NyKamp for running the microphone in the absence of the Vice Chair.

12) Adjournment:

Meeting adjourned: 4:35 p.m.

Respectfully submitted,

Vincent Lamb, Secretary

Nancy K. Szabo, Recording Secretary