

PROCEEDINGS
COLLEGE CURRICULUM/INSTRUCTION COMMITTEE
June 19, 1995, Board Room, District Office, 3:30 p.m.

- I. Meeting was called to order at 3:50 p.m. Members present: Terry Cremeans, Dan Jaksen, Dick Knapp, Mary Alice LoCicero, Deborah Niemer, Carolyn Harrison, Carlos Olivarez, Maurice McCall and Ron Spainhour. Others present: Richard Thompson and Judy Hickmott.
- II. Minutes of May 22, 1995, were approved and today's agenda was accepted.
- III. INITIAL ASSESSMENTS - The Committee unanimously approved a motion to discuss six initial assessments after the quorum of membership arrived. After lengthy discussion, the Committee approved the initial assessments for the Universal Transfer Agreement (UTA), but requested a needs assessment for all. (NOTE: The UTA does not replace the original MACRAO agreement - the student would now have two options.) The needs assessment should indicate what the impact would be on the Institution and what potential harm it would cause to existing students. The following were presented by Richard Thompson:
 - A. Concept presented for major changes to be made in the graduation requirement for Fine Arts/Humanities General Education, allowing the student to select from the MACRAO Humanities List. This would change the number of credits to be taken in the Fine Arts/Humanities and the Social Science area in the following degrees:
 1. Associate in Liberal Arts
 2. Associate in Science
 3. Associate in Business Administration
 - B. Major Program Revisions - changes in General Requirements in the Fine Arts/Humanities allowing the student to select from the MACRAO Humanities List changing the number of credits to be taken in the Fine Arts/Humanities and the Social Science Area in the following Programs:
 1. Liberal Arts and Science Programs/Pre-Engineering (ENG)
 2. Pre-International Commerce (INT)
 3. Liberal Arts and Science Programs/Fine-Arts (FIN)
- IV. OTHER BUSINESS:
 - A. User Handbook - Judy Hickmott presented the Committee members with a handout of revisions made to the Handbook at the May 8 meeting. Time only permitted a review of the flowchart (attached). The Committee unanimously approved the revisions on the flowchart. The Handbook will be looked at again at a later date.
 - B. We will not meet again until late September. Members will be notified.
- V. Meeting adjourned at 4:50.

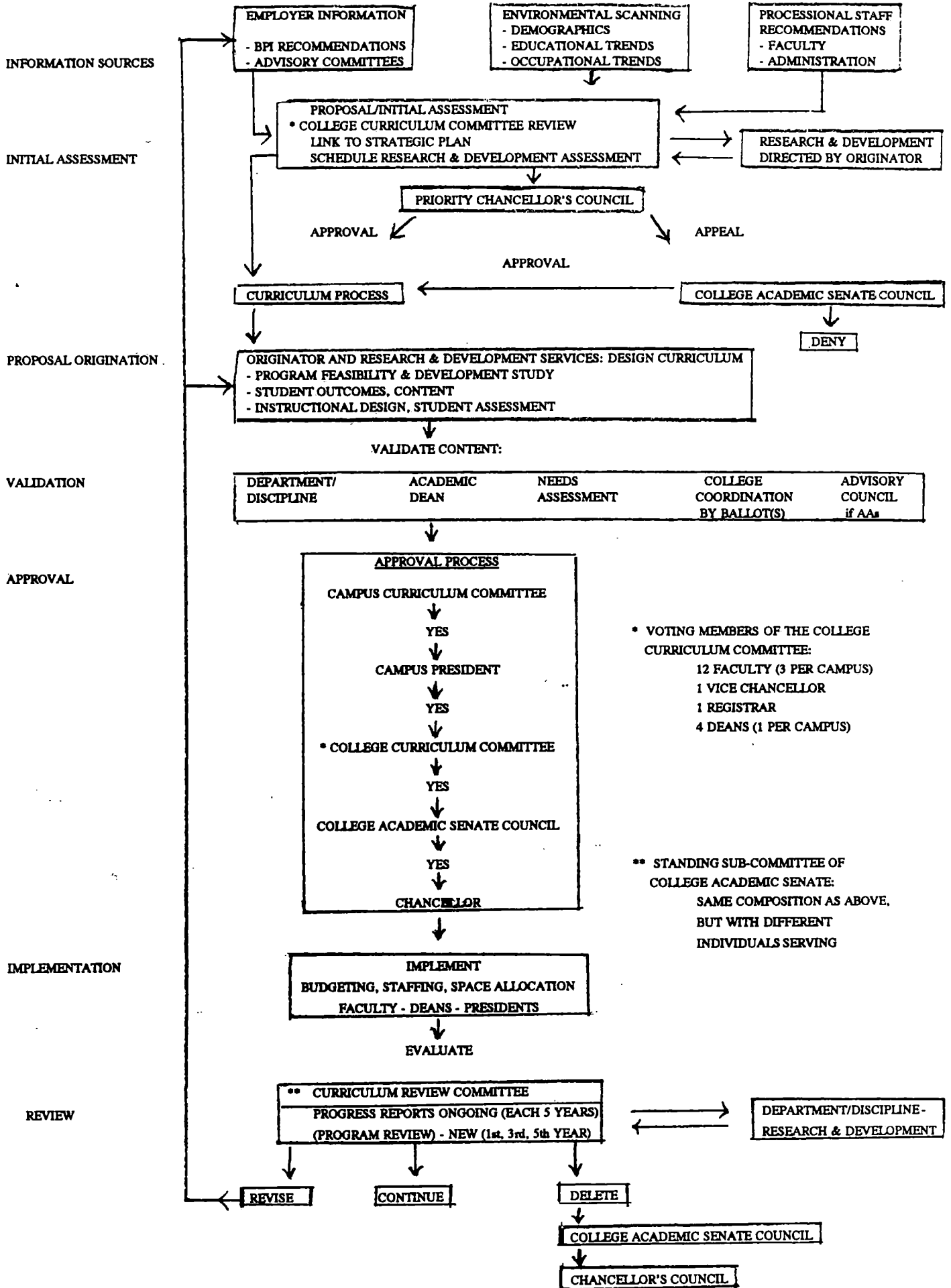
Submitted,



Judy Hickmott
Recording Secretary

Attach.

PROGRAM/MAJOR COURSE DEVELOPMENT PROCESS



#4

Mathematics/Science 8
 This area is defined as courses on the Mathematics/Science General Education list or courses with the same prefixes with numbers higher than those listed (except GSC 240.1-4). One course must be an approved lab/science. These courses must be taken in more than one academic discipline.

Physical Education 1
 A minimum of one credit hour must be completed from the physical education courses listed in the General Education list.

POL 151 3

Social Science 8
 This area is defined as courses on the Social Science General Education list or any other courses with the same prefix (ANT, ECO, FSS, GEO, HIS, POL, PSY, SSC, SOC; except POL 151). These courses must be taken in more than one academic discipline.

Necessary Electives to total 62
 Electives must be chosen from courses numbered 100 through 299.

Because transferability of credits varies with colleges and universities, programs, and departmental majors, students are urged to discuss their program plans with an OCC counselor and transfer institution.

Associate in Science Degree
 (Also see page 45.)

Candidates for the Associate in Science Degree must satisfy the Requirements for an Associate Degree as well as the following specific minimum requirements:

English 151, 152 6

Fine Arts/Humanities 8
 This area is defined as courses listed in the Fine Arts/Humanities General Education area. In addition to those listed the following courses may be elected:

- ART 255, 256, 260, 262, 266;
- ENG 276, 282;
- FRE 261, 262;
- GER 261, 262;
- JPN 261, 262
- SPA 261, 262.

Courses must be taken in more than one academic discipline.

Mathematics 171 4

Physical Education 1
 A minimum of one credit hour must be completed from the physical education courses listed in the General Education list.

POL 151 3

Science 16
 This area is defined as any combination of courses from BIO (153 and up), CHE (151 and up), GSC (153 through 161), or PHY (154 and up).

Social Science 6
 This area is defined as courses on the Social Science General Education list or any other courses with the same prefix (ANT, ECO, FSS, GEO, HIS, POL, PSY, SSC, SOC; except POL 151). These courses must be taken in more than one academic discipline.

Necessary Electives to total 62
 Electives must be taken from courses numbered 100 through 299.

Because transferability of credits varies with colleges and universities, programs, and departmental majors, students are urged to discuss their program plans with an OCC counselor and transfer institution.

Associate in General Studies Degree

(Also see page 45.)

Candidates for the Associate in General Studies Degree must satisfy the Requirements for an Associate Degree as well as the specific minimum requirements below:

Communication/English 3

This area is defined as courses listed on the Communications/English General Education list or any other course with the same prefix, excluding the course used to satisfy the Written Communications requirement.

Fine Arts/Humanities 6

This area is defined as courses on the Fine Arts/Humanities General Education list. In addition to those listed, the following courses may be elected:

- ART 256, 260, 262, 266;
- ENG 276, 282;
- FRE 261, 262;
- GER 261, 262;
- JPN 261, 262
- SPA 261, 262.

Mathematics/Natural Science 7

- Any MAT course 3
- Any course from BIO*, CHE*, FSN, GSC*, LSC*, PHY*, PSC* 4
- POL 151 3

#7

Mathematics/Science 8
 This area is defined as courses on the Mathematics/Science General Education list or courses with the same prefixes with numbers higher than those listed (except GSC 240.1-4). One course must be an approved lab/science. These courses must be taken in more than one academic discipline.

Physical Education 1
 A minimum of one credit hour must be completed from the physical education courses listed in the General Education list.

POL 151 3

Social Science 8
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Associate in Science Degree
 (Also see page 45.)

Candidates for the Associate in Science Degree must satisfy the Requirements for an Associate Degree as well as the following specific minimum requirements:

English 151, 152 6
Fine Arts/Humanities 8 to 9

Courses Selected From The MACRAO Humanities List

~~General Education~~. In addition to those listed the following courses may be elected:
 ART 255, 256, 260, 262, 266;
 ENG 276, 282;
 FRE 261, 262;
 GER 261, 262;
 JPN 261, 262
 SPA 261, 262.

Courses must be taken in more than one academic discipline.

Mathematics 171 4
Physical Education 1

A minimum of one credit hour must be completed from the physical education courses listed in the General Education list.

POL 151 3
Science 16

This area is defined as any combination of courses from BIO (153 and up), CHE (151 and up), GSC (153 through 161), or PHY (154 and up).

Social Science 8 to 9

This area is defined as courses on the Social Science General Education list or any other courses with the same prefix (ANT, ECO, FSS, GEO, HIS, POL, PSY, SSC, SOC; except POL 151). These courses must be taken in more than one academic discipline.

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 FRE 261, 262;
 GER 261, 262;
 JPN 261, 262
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Mathematics/Natural Science 7

Any MAT course 3
 Any course from BIO*, CHE*, FSN, GSC*, LSC*, PHY*, PSC* 4
 POL 151 3

#8

MACRAO,
MACRAO AGREEMENT
&
UNIVERSAL AGREEMENT

Background (MACRAO and the MACRAO Agreement)

The Michigan Association of College Registrars and Admissions Officers (MACRAO) are the custodians of the transfer process. A number of years ago they drafted the MACRAO Agreement which was intended to help simplify the transfer process for students who wished to transfer from the community college to a senior institution by stating per the provisions of the MACRAO Agreement if the student satisfied the general education requirements at the community college they would also be satisfied at the senior institution.

Approximately 16 senior institutions signed the agreement (some with provisos) and students who completed the Associate in Liberal Arts, Science, or Business Administration degrees at OCC receive graduating transcripts stamped "MACRAO APPROVED". Over the years participation by senior institutions eroded and for the past 5 years members of a sub committee of MACRAO have labored to upgrade the original agreement, to correct some of its initial deficiencies, and to expand the subscribership to the process as a result. The product of their efforts is the "Universal Transfer Agreement" (see attachment).

Background (Universal Agreement)

Key to understanding this new agreement and its implications for OCC (and all other signatories) are the following observations:

1. The current agreement (the MACRAO Agreement) goes only one way. It facilitates transfer from community colleges to senior institutions.
2. The Universal Agreement operates all ways (from junior to junior, junior to senior, senior to senior, and senior to junior). It is truly universal.
3. While the Universal Agreement is a supplement to the current agreement, it is in the long term meant to replace the MACRAO Agreement.
4. Further, the Universal Agreement anticipates follow-on agreements in business and engineering.
5. The "shape" of the new agreement is comprised of blocks of 6 (in the case of the communication portion) and 8 credit hours (for humanities, math/science and social sciences).

MACRAO (cont'd)

6. New "wrinkles" embedded within the agreement include:
- a. No studio or performance courses being included within the humanities portion of the agreement (in anticipation of the business and engineering agreements - business and engineering accrediting agencies do not allow studio courses).
 - b. "C" as the minimum grade assigned to transferable courses.*
 - c. Not allowing American Government to serve as a graduation requirement and apply to the Social Science requirement.*

***NOTE: ITEMS "B" AND "C" DO NOT IMPACT OCC AS WE HAVE RECENTLY ADOPTED "C" AS THE MINIMUM TRANSFER GRADE AND AMERICAN GOVERNMENT IS NOT A PART OF OUR SOCIAL SCIENCE REQUIREMENT.**

Suggested Action

It is important that the Senate consider and form its position on the Universal Agreement at its May or June meeting as the Chancellor will be asked to commit the institution as to its participation in the agreement in August of 1995.

Respectfully Submitted



Richard Thompson
Secretary, College Senate
5-10-95

MAJOR PROGRAM REVISION CHECKLIST

This check list will assist the Originator in avoiding any unnecessary delays as the proposal moves through the curriculum development process. Items on this check list are not necessarily in sequential order and will differ from proposal to proposal depending on the unique circumstances of each proposal.

- a. Consult with appropriate Academic Dean
- b. Discuss proposed program revisions with the Registrar.
- c. Complete all required information on Major Program Revision Initial Assessment Form (Form 5.2)
- d. Lodge Initial Assessment proposal on Campus Curriculum Committee agenda
- e. Obtain Campus Curriculum Committee input/approval
- f. Incorporate appropriate revisions based on Campus Curriculum Committee input (if appropriate)
- g. Obtain all necessary signatures prior to submission of the Initial Assessment Form (Form 5.2) to the College Curriculum Committee
- h. Lodge Initial Assessment on College Curriculum Committee agenda.
- i. Obtain College Curriculum Committee input.
- j. Carry out recommendations of the College Curriculum Committee e.g. needs assessment, advisory committee input, balloting requirements, etc.
- k. Complete balloting of Discipline and/or Department (or similar department/area) based on Campus Curriculum Committee advice.
- l. Incorporate appropriate revisions (if necessary) based on balloting and input from colleagues.
- m. Obtain all necessary signatures prior to submission of the Major Program Development Form (Form 5.3) to the College Curriculum Committee.
- n. Lodge Program revision proposal on College Curriculum Committee agenda.
- o. The curriculum procedure requires that the College Curriculum Committee secretary distribute copies of all approved major program revisions to the college voting members ten days prior to the Academic Senate meeting.

FORM 5.2
MAJOR PROGRAM REVISION INITIAL ASSESSMENT FORM

NOTE: Items 1 through 12 must be completed by the Originator prior to submission of this form to the College Curriculum Committee. Refer to page 19 in the Users Handbook for Curriculum Development for specific directions in completing this form.

CURRENT PROGRAM INFORMATION

1. Program title: Associate in Business Administration
2. Program Code: BUS
3. Indicate the total number of credits needed to obtain a degree and/or certificate in the current program.
62 Degree
___ Certificate
4. Attach a copy of the current program description as it appears in the College Catalog.

PROPOSED PROGRAM CHANGES

5. Proposed program title: _____
6. Proposed program (curriculum) code: _____
7. Attach a copy of proposed program revision as it will appear in the College Catalog.
8. On a separate sheet summarize existing evidence that illustrates the need for the program. Highlight the uniqueness of the proposed program that is not already addressed in the program and/or other programs at OCC.
9. On a separate sheet fully describe the intended student learning objectives that the proposed program will achieve.
10. State the specific College Strategic Direction or campus strategic objective that the program supports.
College Strategic Direction: 1
Campus Strategic Objective: _____
11. Indicate the number of credits needed to obtain a degree and/or certificate in the proposed program.
62 Degree
___ Certificate
12. What are the revised costs and revenues that the program will incur?

Cost/Revenue	Annual Amount
a. Personnel (including faculty and staff support)	\$ _____
b. Cost of facilities (space, equipment and other capital items)	\$ _____
c. On-going costs (software upgrades, training, supplies, etc.)	\$ _____
d. Revenue (annual student credit hours times current per credit tuition rate)	\$ _____

13. Is the program related to any existing (active or inactive) OCC program?

No
 Yes, if yes explain the distinctions between the two programs.

Changes in General Education Requirements

SIGNATURES

The following approvals are necessary prior to submitting this form to the College Curriculum Committee for action.

_____	_____
Originator	Date
_____	_____
Department Chair/Discipline Chair	Date
_____	_____
Campus Curriculum Chair	Date
_____	_____
Academic Dean	Date
_____	_____
Campus President	Date

NOTE: Submit this form to the College Curriculum Committee Secretary in care of the Registrar's Office at District Office, in order to ensure its placement on the College Curriculum Committee's agenda.

COLLEGE CURRICULUM COMMITTEE ACTION

The College Curriculum Committee recommends

Yes	No	Date	
___	___	___	This proposal requires a needs assessment (Refer to Office of Institutional Planning & Analysis)
___	___	___	Advisory Committee input is needed.
___	___	___	This proposal requires Chancellor's Council Priority
___	___	___	Recommend full development of major program revision

Comments:

The College Curriculum Committee recommends that the following groups be balloted with regard to this proposal.

College Curriculum Committee Chair Date

UNIVERSAL TRANSFER AGREEMENT

Universal General Education Core

- 6 semester hours/9 quarter hours of English Composition
- 8 semester hours/12 quarter hours of Natural Science/Mathematics
- 8 semester hours/12 quarter hours of Social Science
- 8 semester hours/12 quarter hours of Humanities

1. There must be a laboratory experience as part of the natural science/mathematics category.
2. The sending school determines which courses go into each category of the Universal Transfer Core.
3. Courses used in the Universal Transfer Core must carry a grade of "C"(2.0) or better.
4. In the case of a student transferring to a community college, the Universal Transfer Core would apply only to those degrees designated as transfer degrees.
5. Receiving institutions may require additional General Education course work in addition to the 30 semester hour/45 quarter hour Universal Transfer Core provided it is a mandatory graduation requirement for all students from that institution.
6. Signatory institutions must participate as both senders and receivers (two-way agreement).
7. Provisos will be allowed only if the exception affects the 30 semester hour/45 quarter hour Universal Transfer Core.
8. This is a transfer agreement only. It does not supersede the terminal/degree granting institution's General Education package nor does it supersede the home institution's General Education package (a student cannot use this agreement to replace his/her home institution's General Education requirement).

(universa.pre)

GENERAL GUIDELINES FOR TRANSFER AGREEMENTS*

1. Only ~~North Central Association~~ regionally accredited institutions or those with ~~NCA~~ Candidate status may participate.
regional
2. Developmental, vocational, technical, or studio courses will not be included in these agreements.
3. Each receiving institution will determine transferability of individual courses. Participating institutions shall maintain their respective policies in relation to transfer of classes in which a grade lower than "C" was earned or classes taken on a credit/no credit basis. Receiving institutions may invoke their individual policy in relationship to applicability of credit received through nationally recognized testing programs such as CLEP, AP, DANTES, etc. Therefore, there is no guarantee all courses/credits comprising the transfer package will be granted toward graduation by the receiving institution and the student may be required to make up those lost credits in areas other than General Education, Business Pre-Core, or the Pre-engineering Core.
4. Completion of courses/credits for any of the agreements does not guarantee admission to any institution or program.
5. The sending institution may use credits completed at other regionally accredited institutions toward completion of the requirements for any of the agreements.
6. These agreements guarantee that 30 semester hours/45 quarter hours of requirements have been completed. The receiving institution may require additional credits or courses if it does so for its own students and if these credits are graduation requirements for its internal students.
7. The student must request his/her record be audited for the "Universal Transfer Agreement," and/or the "Business Transfer Agreement" stamp. Fees and procedures shall be established by the institution that stamps the student's transcripts.
8. Provisos to any of the agreements will be permitted only if the proviso is an exception and so states specifically. Provisos will not be allowed to make comments, explanations or reinstatements of institutional positions.
9. The MACRAO Executive Committee or its designated agent will be given the authority by each signing institution to determine if the institution is in compliance.

* These guidelines do not pertain to the current MACRAO Articulation Agreement. (Preamble.IIA)

Proposal:

In order to comply with the provisions of the Universal Transfer Agreement (UTA) the general education component within the degrees eligible for the UTA MACRAO endorsement be altered as follows:

Exclusion of studio courses (performance courses) from the humanities portion of the general education component only of the Associate in Liberal Arts Degree (including its programs, Fine Arts, Pre-Engineering and Pre-International Commerce), the Associate in Science Degree, and the Associate in Business Administration Degree. (Under this proposal studio courses would still be acceptable for satisfying the humanities component of the General Studies degree as well as the humanities component of all the Applied Arts and Science degrees of the College as these degrees are not UTA MACRAO-sensitive.)

To require 8 hours (or more) in the humanities portion of the general education component in all of the UTA MACRAO sensitive degrees cited in the preceding paragraph (see the following list for specific criteria).

The Liberal Arts degree's humanities requirement to read: 11 to 12 credit hours from the General Education list in the catalog.

The Pre-International Commerce program's humanities requirement to read: 19 credit hours (16 hours in a foreign language plus 3 hours in humanities from the General Education list in the Catalog).

The remaining degrees or programs' (Pre-Engineering, Science, and, Business Administration) humanities requirement to read: 8 -9 credit hours from the General Education list in the Catalog.

To require 8 hours (or more) in the social science portion of the general education component in all of the degrees cited in the preceding paragraphs (see the following list for specific criteria).

The Associate In Business Administration degree's social science requirement to read: 12 credit hours (ECO 261 & 2 plus 6 additional hours in social science from the General Education list in the Catalog).

The Associate in Science degree's social science requirement to read: 8 -9 credit hours from the General Education list in the Catalog.

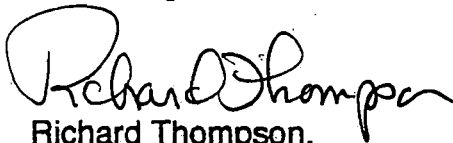
The Engineering program's social science requirement to read: 8-9 credit hours selected from the General Education list in the Catalog.

The Pre - International Commerce program's social science requirement to read: 9 credit hours (ECO 261-2 plus 3 credits in social science selected from the General Education list in the Catalog).

The Liberal Arts degree's social science requirement to read: 8-9 credit hours of social science selected from the General Education list in the Catalog.

The changes in the number of hours required for the humanities and social science portions of the general education components of the degrees cited above reflect the intent of the author to change as little as possible the current structures of the degrees. The addition of the hyphenated hour totals (8-9) is an attempt to allow flexibility of student selection as to how the various general education elements are met.

Respectfully Submitted for the ad hoc MACRAO Universal Agreement Committee of the College Academic Senate Council



Richard Thompson,
Secretary, College Academic Senate Council