

**COLLEGEWIDE  
COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL (CASSC)  
TUESDAY, NOVEMBER 10, 1998  
WOLFSON CAMPUS - ROOM 2106 - 1:00 P.M.**

**MINUTES**

**CHAIRPERSON:** Ivan Figueroa

<b>MEMBERS PRESENT:</b>	Alvaro Arenciba	Ken Blye
	Joann Brown	Joseph Brown
	Wayne Bumpers	Gina Cortes-Suarez
	Joyce Crawford	Barbara Echord
	James Evans	Armando Ferrer
	Joan Gosnell	Samuel Grant
	Dale Grussing	Nora Hernandez-Hendrix
	Rosany Hernandez-Rodriguez	Alexandria Holloway
	Jocelyne Legrand	Irene Lipof
	Lillian Llamas	Suzanne Lynch
	Faye Morgan	Anthony Pappas
	Luis M. Quesada	Herbert Robinson
	Richard Rose	Giselle Siu
	Geraldine Walker-Perry	

<b>MEMBERS ABSENT:</b>	Patrice Bailey	Tony Barros
	Joanne Defalla	Arcie Ewell
	Sherry Freeman	Susan Kah
	Nilia Madan	Ana Pineda
	Manuel Rosado	Paula Sargent
	Serge Theodore	

**GUESTS:**

- Jan Gordillo
- John Greb
- MaryAnn Miller
- Cathy Morris
- Esperanza Vera

**RECORDER:** Carol McAlister

**1. Approval of Minutes of October 13, 1998 CASSC Meeting**

- The minutes of the October 13, 1998 CASSC were approved as submitted.

**2. CASSC Committees**

- A list of the College Academic and Student Support Council Committees and Functions was

distributed (Attachment I).

It was recommended that the following committees be created:

Legislative, Technology, External Testing, Academic Disciplines, Student Life, Staff & Faculty Development & Conference Day (combined) and Community Education.

More clarification on the CASSC Committees will be given at the December 8<sup>th</sup> meeting.

The Chairs of the committees will be invited to the CASSC in the future.

The Chairperson requested that CASSC members volunteer to serve on various committees.

### 3. **Coordinating Committee**

The members of the Coordinating Committee are Ivan Figueroa, Irene Lipof, James Evans, Susan Kah and Armando Ferrer.

The Coordinating Committee will review and set-up the agenda for the CASSC meetings. The agenda for the CASSC will involve routine or special items coming from the District Office of Education dealing with Academic Affairs and Student Services issues. Items will also come from the Campus CASSC Chairs, issues from faculty or discipline group meetings, Executive Committee and the Deans. The Coordinating Committee will determine if the information needs to be redirected to others for further clarification before going to the CASSC.

The District Office of Education will help in setting up and distributing the agenda for CASSC. They will also be responsible for the minutes of the Coordinating Committee and CASSC.

### 4. **Curriculum Items**

The Academic Deans will submit a proposal at the December 8<sup>th</sup> meeting on the submission of curriculum items to the CASSC.

### 5. **CASSC Member Update**

A request will be made to Mardee Jenrette for an updated list of the Campus/Collegewide CASSC with FAX numbers, E-Mail address and phone numbers.

The Support Staff Council President=s are to be added to those receiving the CASSC Minutes.

### 6. **Collegewide CASSC Membership Term**

The establishment of a two year term for Collegewide CASSC members was discussed. The

Coordinating Committee and the Council need to develop a recommendation, including a rationale. It was suggested the Campus CASSC model be used. The recommendation would be submitted to the College Provost. The College Provost would then take the request to the Faculty Commission.

## 7. CASSC Member Constituents

Faculty members of CASSC requested a list of their constituents. The Academic Deans will submit a list of all full-time faculty, by discipline, to the District Office of Education.

Support staff representatives also discussed the need for a list of their constituents.

These lists are necessary for dissemination of CASSC information to members constituents.

## 8. Update on Student Flow

A presentation on Update on Student Flow Implementation (Attachment II) was given by Janice Gill-Gordillo and John Greb. The presentation addressed the intake process, assessment, advisement, records/registration, retention and transition: career development, job placement and transition between certificates and degrees.

## 9. Alternatives to College Prep

Joyce Crawford distributed a **draft** copy of the policy titled NOTIFICATION TO STUDENTS ABOUT ALTERNATIVES TO TRADITIONAL COLLEGE PREPARATORY INSTRUCTION (Attachment III).

Dr. Crawford informed the CASSC that State law requires the College establish policies that notify students about, and place students into, adult basic education, adult secondary education, or other instructional programs that provide students with alternatives to traditional college preparatory instruction, including private provider instruction.

The Academic Deans have recommended a prominent display of information on alternative remedial options, including those options at Miami-Dade Community College. This information will be posted on each campus in the college preparatory, testing and advisement areas. The display will include specific contact information, full costs of course tuition, laboratory fees, and instructional materials of each option listed. The display will also include a disclaimer that MDCC does not endorse or recommend any alternative provider or their products. The list will consist of private providers requesting to be included. The requests must be submitted in writing to the College Office of Academic and Student Support Services.

The College catalog will also include a notification to students about alternatives to traditional college preparatory and a disclaimer.

10. **Odyssey**

A request was made that a presentation on Odyssey be made to the CASSC members in the near future.

11. **Other**

Change January 12<sup>th</sup> CASSC Meeting to January 19<sup>th</sup> Approved

Change January 5th CASSC Coordinating Committee Meeting to January 12th Approved

**COLLEGEWIDE CASSC MEETING SCHEDULE**

<b>Tuesday, December 8, 1998, 1:00 PM</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>
<b>Tuesday, January 19, 1999, 1:00 PM</b>	<b>Room 3209 NOTE the Room Change</b>	<b>Wolfson Campus</b>
<b>Tuesday, February 9, 1999, 1:00 PM</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>
<b>Tuesday, March 9, 1999, 1:00 PM</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>
<b>Tuesday, April 13, 1999, 1:00 PM</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>
<b>Tuesday, May 11, 1999, 1:00 PM</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>
<b>Tuesday, June 8, 1999, 1:00 PM</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>
<b>Tuesday, July 6, 1999, 1:00 PM</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>

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