

**COLLEGEWIDE
COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL (CASSC)
TUESDAY, DECEMBER 8, 1998
WOLFSON CAMPUS - ROOM 2106 - 1:00 P.M.**

MINUTES

CHAIRPERSON: Ivan Figueroa

MEMBERS PRESENT:

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| Alvaro Arenciba Ken Blye Gina Cortes-Suarez Joanne DeFalla Armando Ferrer Dale Grussing Rosany Hernandez-Rodriguez Susan Kah Irene Lipof Suzanne Lynch Faye Morgan Manuel Rosado Sargent Serge Theodore | Tony Barros Joann Brown Joyce Crawford Arcie Ewell Sherry Freeman Nora Hernandez-Hendrix Alexandria Holloway Jocelyne Legrand Lillian Llamas Nilia Madan Herbert Robinson Paula Geraldine Walker-Perry | |
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MEMBERS ABSENT:

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| Patrice Bailey Wayne Bumpers James Evans Samuel Grant Ana Pienada Richard Rose | Joseph Brown Barbara Echord Joan Gosnell Anthony Pappas Luis Quesada Giselle Siu | |
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GUESTS:

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| Rhonda Berger Judith Garcia Greb Janice Gordillo Marie Nock Esperanza Vera | Gwen Bentley John Cathy Morris Rosario Roman | |
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RECORDER: Carol McAlister

1. Approval of Minutes of November 10, 1998 Collegewide CASSC Meeting

- The minutes of the November 10, 1998, Collegewide CASSC were approved as submitted.

2. **Enrollment Management**

- Armando Ferrer's Enrollment Management team was given the charge to develop marketing plans for the College. The first meeting of the Enrollment Management team will be in January. An update will be given at the January 19, 1999 CASSC.

3. **Curriculum Flow**

- The Academic Deans were given the charge of developing a mechanism for curriculum flow. Susan Kah distributed a draft proposal of "Miami-Dade Community College Curriculum Approval Process" for Vocational (P.S.A.V.) and College Credit Courses (A.A. and A.S.) and Experimental Courses, Supplemental Courses, Recreation and Leisure Courses.

The "Miami-Dade Community College Curriculum Approval Process" draft was approved with refinement, 22 in favor and 1 abstained. The refinement includes revision to #3 in the proposal and inclusion of time lines and dates for the flow of curriculum

Prior to approving the draft proposal, several concerns/comments were addressed by the membership:

- A. Some discipline committees may be too large to meet with to resolve curriculum issues.
- B. The possibility of sub-groups or decision making groups within the Discipline Committees, be formed for curriculum issues. The curriculum flow mechanism needs to be discussed within the Disciplines.
- C. It was suggested that faculty be brought in on the Discipline Committee structure. Dale Grussing volunteered to give input. It was thought several faculty should be included in the Discipline committee structure..
- D. Activity Hour was suggested for the Discipline Committees to meet. A concern was expressed that possibly meeting time would exceed Activity Hour. It was suggested they share on compressed video.
- E. A request was made for the first meeting of the Discipline Committee to be called by the Deans at their respective campuses. It was suggested that the Academic Deans attend the Discipline Committee meetings.
- F. Timelines, dates and rewriting of the following were suggested on the draft document: (Revise #3) The Academic Deans Group may accept the proposal and forward it to the campus CASSC's or return it to the Discipline Committee or School for further review and revision.

- G. Curriculum changes are often driven by State mandates. It was felt that individuals are not informed of this information and that the Disciplines will be in need of this information. A request was made for a process to receive the State information. Dr. Crawford said the information will come to CASSC.
- H. The suggestion was made for the support of resource people for curriculum such as Dr. Echord.
- I. The curriculum flow process should enable the curriculum to come to the Collegewide CASSC for action.

4. **AGIS Update**

An update of the AGIS was given by Jan Gordillo. The AGIS system will possibly have the 98-1 General Education courses in place by December 14, 1998. The current AGIS system will only be in use until July, 1999, when it will be replaced by Odyssey.

The AA Program Sheets have been distributed. The AS and PSAV Program Sheets target date is January, 1999. Masters will be sent to the campuses for duplicating. It was suggested these masters be sent to the Academic and Student Deans, but, a final decision has not been reached. The District Dean will follow up on this item.

5. **CASSC Committees**

At the November 10, 1998 Collegewide CASSC, individuals volunteered to serve on CASSC Committees. The committee volunteers were reviewed at the Coordinating Committee Meeting. Dr. Lipof gave an update of the appointments recommended by the Coordinating Committee. Dr. Lipof will also contact the committees to determine if they are still meeting and the committee membership. Dr. Lipof will give the Collegewide CASSC an update at the January 19, 1999 meeting. The Collegewide CASSC has requested that a definition of the purpose and intent for the committees be formulated.

Dale Grussing made the motion "That on non-functioning committees, that the previous Chair in consultation with the Coordinating Committee, establish a functioning committee to be confirmed by the Collegewide CASSC." The motion passed unanimously.

6. **Equating Selected MDCC Vocational Credit Courses to Academic Credit Courses**

Rosario Roman distributed the "Equating Miami-Dade Community College vocation credit courses to Miami-Dade Community College Credit Courses" procedure (Attachment II). This procedure is in the M-DCC Technical Manual of Procedures, Volume V, under Procedure # 81590, approved by the Academic Affairs Committee on 9-29-94, and revised on 5-1-98. The procedure provides the mechanism and authority to equate internal comparable vocation credit to postsecondary vocational (A.S.) courses.

The procedure explains who is involved in this process: (a) teaching faculty in a particular discipline who determine that the vocational credit competencies match 75% of the course competencies found in the equivalent college credit course that is to be equated; (b) departments at the different campuses involved with offering the college credit courses; (c) Academic Deans who approve the list of selected M-DCC courses to be equated; and (d) the District Director of Admissions and Registration who writes the technical procedure which is distributed collegewide.

It also specifies the requirements, i.e. students must meet college admissions requirements for A.S. and 15 college credit level course work must be completed in residence at M-DCC prior to the awarding of college credit. A note is posted on the transcript to explain the source of the credits awarded.

For vocational credit courses not equated, there are mechanisms available to recognize students prior-learned competencies, i.e. credit by exam, or advanced placement under prescribed departmental procedures. For vocational programs completed at the DCPS Vocational Technical Centers, M-DCC has articulation agreements which award college credit varying in number, depending on the program.

A need may exist to update this procedure.

7. **College Training & Development/Technology**

An overview on the current and future plans for technology training was presented by Marie Nock and Rhonda Berger of College Training and Development. College Training & Development (CT&D) is one unit offering workshops collegewide. Workshops are offered for full-time, part-time and student employees at the College. A CT&D Catalog was distributed describing the various workshops offered, including the prerequisites and time frames for the workshops. Technology Workshops are offered in basics, applications, Web, Teaching with Technology and Graphics. In February, a self-registration system will be offered to the employees of the College .

8. **Distance Education**

A presentation was given by Judy Garcia and Rhonda Berger on Distance Education.

In 98-1, the Virtual College offered 10 courses. In 1999, 16 courses will be offered as well as the development of web courses as funding permits.

Next semester, beginning in early February, Distance Education Training Workshops will be offered through College Training and Development to teach faculty to create on-line courses. There will be approximately 36 hours of workshops that will guide teachers through the experience of on-line learning as a student, and then instruct them in instructional design and web-page creation, as well as on-line interactive testing and web-course development.

Faculty working on Distance Education projects in 1999 will be experimenting with several different

web-course design tools (WebCT, Learning Space, ToolBook Assistant/Librarian, and others). These tools will be evaluated during Spring/Summer, 1999. One of the web tools will then be selected (by the faculty, the Distance Education staff, College Training & Development trainers, and Distance Education technicians) to be fully supported by Distance Education (workshops, technician, server, etc.). The purpose of selecting and supporting only one web tool is to ensure that all classes have the same look and feel, and that adequate training and technical support is available.

The goal of the Virtual College is to offer on-line programs (AA and AS degrees), as well as a variety of continuing education and community education workshops and classes. The intent is to have well designed and content rich new courses up by Fall, 1999.

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9. Other Business

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The Chair encouraged punctuality of the CASSC members for the Collegewide CASSC Meetings. He also requested that priority should be given to issues that members of the CASSC are charged with completing.

Change of date for the May 11 Collegewide CASSC to May 18, 1999. The room has been changed to Room 3209.

COLLEGEWIDE CASSC MEETING SCHEDULE

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| Tuesday, January 19, 1999, 1:00 PM | Room 3209 NOTE Room Change | Wolfson Campus |
| Tuesday, February 9, 1999, 1:00 PM | Room 2106 | Wolfson Campus |
| Tuesday, March 9, 1999, 1:00 PM | Room 2106 | Wolfson Campus |
| Tuesday, April 13, 1999, 1:00 PM | Room 2106 | Wolfson Campus |
| Tuesday, May 18, 1999, 1:00 PM NOTE the Date Change | Room 3209 NOTE Room Change | Wolfson Campus |
| Tuesday, June 8, 1999, 1:00 PM | Room 2106 | Wolfson Campus |
| Tuesday, July 6, 1999, 1:00 PM | Room 2106 | Wolfson Campus |

cassmin.dec