

**COLLEGEWIDE  
COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL (CASSC)  
TUESDAY, JANUARY 19, 1999  
WOLFSON CAMPUS - ROOM 3208 - 1:00 P.M.**

**MINUTES**

**CHAIRPERSON:** Ivan Figueroa

<b>MEMBERS PRESENT:</b>	Alvaro Arenciba	Patrice Bailey
	Ken Blye	Gina Cortes-Suarez
	Joyce Crawford	Joanne DeFalla
	Barbara Echord	Armando Ferrer
	Sherry Freeman	Joan Gosnell
	Dale Grussing	Alexandria Holloway
	Susan Kah	Jocelyne Legrand
	Irene Lipof	Lillian Llamas
	Suzanne Lynch	Nilia Madan
	Faye Morgan	Paula Sargent
	Giselle Siu	Geraldine Walker-Perry

<b>MEMBERS ABSENT:</b>	Tony Barros	Joann Brown
	Wayne Bumpers	James Evans
	Arcie Ewell	Samuel Grant
	Nora Hernandez-Hendrix	Rosany Hernandez-
Rodriguez	Anthony Pappas	Ana
Pineda		Herbert Robinson
Manuel Rosado		

Richard Rose	Serge Theodore
--------------	----------------

<b>GUESTS:</b>	Janice Gordillo	MaryAnn Miller
	Cathy Morris	Esperanza Vera

**RECORDER:** Carol McAlister

1. Approval of Minutes of December 8, 1998 Collegewide CASSC Meeting

-

The minutes of the December 8, 1998, Collegewide CASSC were approved as submitted with the following changes:

- (1) Correction of spelling of **Gosnell**
- (2) Item 3 **Curriculum Flow**  
The Campus CASSCs are too large to meet with to resolve curriculum issues, to read the following: **Some discipline committees may be too large to meet with to effectively propose revisions to curriculum.**
- (3) Item 5 **CASSC Committees**  
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." Add the following: **The motion was passed unanimously.**

## 2. **Proposed Changes to Guidelines for Membership and Selection of the Collegewide CASSC**

The attached proposals (Attachment I) for changes to the Guidelines for Membership and Selection of the Collegewide CASSC were submitted by the Chair. The following proposals were accepted unanimously:

- (1) **Proposed Change of Term of Service**: Each term will be two years in length for faculty, and support staff with one year break before an individual is eligible to be elected or appointed again. Students will serve one year.
- (2) **Proposed Addition/Additional Recommendations**: Attendance is expected of members. However, if a member of the Collegewide CASSC is unable to attend a meeting, the member should send a substitute who is a member of their discipline or group, and a Campus CASSC member. The substitute will have the privilege of a regular member for that meeting.

The rationale for the above proposals was to better facilitate continuity and knowledge of Collegewide CASSC members to complete their assigned responsibilities for the College.

These proposals will now be forwarded to the Faculty Commission.

## 3. **Attendance Policy**

-

The need to consider an attendance policy at the Collegewide CASSC Meetings was discussed. No decision was reached.

## 4. **Curriculum Approval Process**

-

Susan Kah reviewed the changes approved on the Curriculum Approval Process document at the December 8, 1998 Collegewide CASSC. It was suggested a change be made to item three to read **will** accept the proposal and forward it to the Campus CASSCs, etc. (Attachment II).

**5. Draft Curriculum Development & Revitalization Process**

The Draft Curriculum Development & Revitalization Process (Attachment III) was presented by Susan Kah as a representative of the Academic Deans. This document is to be presented to the Campus CASSCs for input. By February 1, 1999, all corrections, changes, input, etc. are to be returned to the Academic Deans. The updated document will be forwarded to the CASSC.

**6. Curriculum Approval**

Curriculum changes for the AA & AS degree programs will be considered beginning at the March 9th Collegewide CASSC Meeting.

To facilitate timely printing of curriculum materials and for updating the College Catalog, a special curriculum meeting, if needed, has been scheduled on March 30, Room 2106, Wolfson Campus. This meeting will start at 8:30 AM and possibly be the entire day. The CASSC requested that a calendar of curriculum flow be presented at the next meeting.

**7. Faculty by Discipline**

-

A request was made by Irene Lipof for the names of all faculty, collegewide, by discipline. Two campuses have submitted this information. Dr. Echord volunteered to follow-up on the request to have this information from all campuses.

**8. E-Mail**

-

E-mail lists will be supplied by Jackie Zelman. Ivan Figueroa will follow-up on this information.

**9. Odyssey Presentation**

-

A suggestion was made to have an Odyssey presentation for the Collegewide CASSC. It was thought that possibly the presentation could be before a regular scheduled Collegewide CASSC. Ivan Figueroa will contact Pat Schwartz to determine the date of the presentation.

**10. CASSC Committee Update**

An update of the CASSC Committees was given by Irene Lipof. It was determined that the Technology Committee should be revitalized.

A list of members of the Career Development, Advisement & Job Placement Committee, Honors Committee, Intake-Marketing, Recruitment, Pre-Admissions Counseling Committee, College Admissions & Registration Procedures Committee and Financial Aid Committee was distributed.

The CASSC Committee reviewed a list of current membership of subcommittees that are currently meeting (Attachment IV). The committee discussed whether additional subcommittees should be considered and reviewed a list of committee members that should be involved. After discussion the

committee approved the recommendation to submit a list of members that should be added to the current subcommittees to the College Provost for consideration.

#### **11. Implementing the New General Education Requirements**

Janice Gordillo proposed that there be flexibility in applying the new general education curriculum for the 98-1 and 98-2 semesters. The AGIS indicating the new requirements was not ready until the second week of December 1998 and program sheets including the correct curriculum were not readily available. Armando Ferrer explained that at the North Campus, 98-1 students and over 50% of 98-2 were advised and registered before the new 98-1 AGIS was available. Other CASSC members explained errors in their advisement. It was felt that the campus advisement departments could systematically control substitutions if graduation certification personnel were permitted to appropriately approve the correct substitutions only for affected 98-1 and 98-2 students. The CASSC voted to approve flexibility in substituting appropriate old to new curriculum courses. A memorandum will be provided to the Academic Deans from the CASSC regarding this issue and the Academic Deans agreed to issue a memorandum to those concerned.

#### **COLLEGEWIDE CASSC MEETING SCHEDULE**

<b>Tuesday, January 19, 1999, 1:00 PM</b>	<b>Room 3209 NOTE 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>TENTATIVE MEETING ON MARCH 30, 1999, 1:00 PM - 4:30 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 18, 1999, 1:00 PM NOTE the Date Change</b>	<b>Room 3209 NOTE Room Change</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>

casscjan.min