

**COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL (CASSC)**  
**TUESDAY, MAY 18, 1999**  
**1:00 PM**  
**WOLFSON CAMPUS - ROOM 3209**

## MINUTES

**CHAIRPERSON:** Ivan Figueroa

<b>MEMBERS PRESENT:</b>	Alvaro Arenciba Tony Barros Joann Brown Gina Cortes-Suarez Barbara Echord Arcie Ewell Joan Gosnell Nora Hernandez-Hendrix Alexandria Holloway Jocelyne Legrand Lillian Llamas Nilia Madan Herbert Robinson Richard Rose Giselle Siu Geraldine Walker-Perry	Patrice Bailey Ken Blye Wayne Bumpers Joyce Crawford James Evans Armando Ferrer Dale Grussing Rosany Hernandez-Rodriguez Susan Kah Irene Lipof Suzanne Lynch Faye Morgan Manuel Rosado Paula Sargent Serge Theodore
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<b>MEMBERS ABSENT:</b>	Joanne DeFalla Samuel Grant Ana Pineda	Sherry Freeman Anthony Pappas Luis Quesada
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<b>GUESTS:</b>	Jeffrey Lukenbill Cathy Morris Esperanza Vera	MaryAnn Miller Pat Schwartz
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**RECORDER:** Carol McAlister

**1. Approval of Minutes of April 13, 1999 College CASSC Meeting**

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The minutes of the April 13, 1999 meeting were approved with the following changes:  
 Manuel Rosado from absent to present at the April 13<sup>th</sup> meeting.

Item #2. **International Education Committee**  
 Dr. Echord will forward the request to Dr. Lukenbill.

Item #3.     **Placement Criteria**  
**Change the term cut score to placement score .**

There was over-all support to raise the *placement* score in MAT 0024 to 65.

William Palow distributed and explained the proposal for raising the *placement* score for MAT 0024 from 48 to 65. The *rationale* for the proposal was *that the* proposed score of 65 indicates mastery of at least the four operations of addition, subtraction, multiplication and division *of* whole numbers, fractions and decimals and numerals.

Item #5.     **CASSC Committees**

Dr. Echord informed the Council that she will be sending out *a list of* the existing committees as they are presently structured. The committees are being charged *with accomplishing* the work previously discussed.

2.     **Curriculum (Criminal Justice)**

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Deferred to the June 8<sup>th</sup> College CASSC Meeting.

3.     **Registration 1999-1**

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Armando Ferrer gave an update on registration for the 1999-1 term. The Odyssey registration system will be implemented on July 6<sup>th</sup>. The intent is to start registration with small numbers, have a smooth flow and gradually increase the volume. To begin the process, the College will have limited registration using small test groups of student assistants and part-time employees. Gradually, other select test groups such as SLS students may be used. Implementation for the new STAR System and WEB registration is scheduled for July 6<sup>th</sup>. Registration by appointment will begin on August 2<sup>nd</sup>.

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Classes for Fall term begin on August 25, 1999. Fall term name remains the same. Fall term will be 1999-1. Winter term name will be Spring term. Spring term will be 1999-2. Spring/Summer term name will be Summer A (6 week and 12 week classes) and Summer B (6 week classes). Summer A term 6 week classes will be 1999-3. Summer A term 12 week classes will be 1999-3/4. Summer B term will be 1999-4.

**Dr. Jeffrey Lukenbill's Visit**

Dr. Lukenbill expressed his appreciation to the Council for their efforts in the development of the College CASSC both organizationally and structurally. He informed the Council that the Faculty Commission recommended the group continue to serve one additional year to ensure the necessary time for continuity of the CASSC model. A rotation schedule will be devised for both elected and appointed members of the CASSCs. Dr. Lukenbill will appoint the standing committees to the CASSC. All new committees will be appointed by function.

This will be a year of change. Today, May 18<sup>th</sup>, five new Board members were sworn in and the College is hiring a new Vice Provost. New procedures will be established, Baccalaureate Programs will be submitted to the legislature, and the College will have Performance Based Funding. Dr. Lukenbill also addressed Workforce Development, Odyssey, Program Review, the transfer role, the Honors Program and Occupational Programs. The College will address development of mechanisms for student success. In conclusion, Dr. Lukenbill expressed the opinion that we must keep our balance and reflect our priorities.

4. **Quorum Issue**

James Evans addressed the Council on the quorum issue. In Dr. Lukenbill's memo dated April 6, 1999 to members of the College and Campus CASSC's, the Faculty Commission has defined a quorum as 2/3's of the voting membership. The College CASSC has 37 members plus the chairperson. A quorum would be 25 voting members. It was recommended by Dr. Lukenbill and approved that the Council use 3/4's of the voting membership as the quorum for General Education proposals.

5. **Odyssey Update**

Pat Schwartz gave an update on the implementation of Odyssey (Attachment I). She reminded the Council that the systems are all interrelated. Personnel/Payroll was implemented on 12/14/98, Facilities on 4/24/99 and Finance on 5/01/99. Training for the Finance component is currently being offered collegewide.

The Student System has several components. The Course Dictionary, Institution File, Fees and Tuition components were converted. Classes, Student ID's, Inactive Students, Active Students, Demographics, External Institutions, Student Term Records, and Transcripts are on Schedule. The final conversion is scheduled for 07/02/99.

The Financial Aid and Student System implementations are scheduled for 7/06/99.

6. **College CASSC Meeting Time**

It was moved and seconded that the College CASSC Meeting start time be changed from 1:00 PM to 1:30 PM.

Motion Approved  
3 Opposed  
1 Abstained

The 1:30 PM start time becomes effective for the next regularly scheduled College CASSC Meeting on June 8<sup>th</sup>.

### **Faculty Commission Feedback**

Irene Lipof reviewed the feedback from the Faculty Commission Meeting. The term of service of the current College CASSC members will officially begin with the 1999/00 academic year; all current members will be invited to continue in their roles.

The recommendation made by the College CASSC, that in the event a member is unable to attend a meeting, he/she should select a substitute who is a member of the same discipline group and also is a member of one of the Campus CASSCs was accepted. The College CASSC chairperson must be notified of the substitutions. The substitute will have the same privileges of a regular member for that meeting.

When CASSC member selections are made, in the 1999/00 academic year, the Economics Discipline will be moved to the Business Cluster from the Social Science Discipline group.

Dr. Lukenbill charged the CASSCs with inviting, as needed, all resource persons with relevant knowledge and expertise to meetings as a non-voting member, and to expand the means by which the CASSCs communicate with constituents.

### **COLLEGEWIDE CASSC MEETING SCHEDULE**

Tuesd	Tuesday, June 8, 1999, 1:30 PM	Room 2106	Wolfson Campus
Tuesday,	July 6, 1999, 1:30 PM	Room Room 2106	Wolfson Campus