

1. **Approval of Minutes of the June 8, 1999 Collegewide CASSC**

The minutes of the June 8, 1999 meeting were approved with the following correction:
Arencibia Alvaro to Alvaro Arencibia.

2. **Certificates of Appreciation**

Dr. Padrón thanked the members for the time and effort they had put into serving on the CASSC and their commitment to put students first at Miami-Dade Community College. Along with his recognition, Dr. Padrón distributed *Certificates of Appreciation* to the members for the past year of service to education on the CASSC.

3. **Curriculum**

• **FYI**

Revised documentation for the previously approved (June 8, 1999 CASSC Meeting) Advanced Microcomputer Architecture & Repair course was distributed.

• **Early Childhood Education**

New PSAV Program

Leslie Roberts

Lois Klezmer

Curriculum

Approved

Unanimous

FEE

To be submitted at future meeting.

• **Interpreter Training for the Hearing Impaired**

Program Changes

Paul Edwards

Approved

Unanimous

• **Aviation Maintenance**

Credit Increase from 65 to 83 Credits

Nora Hernandez Hendrix

Yoel Hernan

Approved

Approved

Unanimous

4. **CASSC Committees**

A draft of existing committees, committees to be established, committees on hold and committee to be studied was submitted by the CASSC Coordinating Committee and presented by Irene Lipof and Susan Kah. The suggested structure for the CASSC Committees will be six (6) representatives from the functional areas, two (2) representatives from related areas, two (2) representatives from CASSC, and two (2) representatives from faculty/support staff.

After review of the committees, a subcommittee was formed to refine and make recommendations for nominations for CASSC Committee membership. It was recommended the subcommittee develop a mechanism for student participation on the committees, including an alternate student representative. The members of the subcommittee are James Evans, Susan Kah, Nora Hernandez-Hendrix, Irene Lipof, Suzanne Lynch and Luis Quesada.

It was recommended that the CASSC Coordinating Committee formulate specific questions about the committees that were put on hold and discuss them with Dr. Lukenbill.

5. **Computer Competencies**

Susan Kah provided copies of the basic computer competencies (Attachment I) expected of our students. She explained, that based on these competencies, computer software products from NetG are being customized for the specific assessment of these competencies for Fall implementation. By the 17th college level credit (excluding ESL, ENS, and college preparatory courses), a student must take the computer competency test and pass (70%), or by the 31st college level credit (excluding ESL, ENS, and college preparatory courses), a student must pass CGS 1060 or an equivalent continuing education or vocational credit course, or retest with a passing score (70%) on the computer competency test.

The computer competency assessment diskette is scheduled to arrive on Friday, July 16th. A pretest has been planned for the assessment. The Testing Centers have the hardware in place and are aware of the Fall implementation schedule. The test will be reviewed and revised in the future.

The second phase of implementation will include tutorials for students to brush up their computer skills. The tutorials will be located in the Courtyards.

6. **General Education Requirements for Persons Holding an Associates Degree or Higher**

Susan Kah discussed the waiver of the new General Education requirements for students coming to M-DCC with an Associate in Arts Degree or above. After discussion, it was recommended that if a change is to be made in the current process for waiving General Education requirements, the recommendation should come to the Collegewide CASSC through the structure of the Campus CASSC.

7. **General Education Procedures**

Jan Gordillo provided the Associate in Arts Degree and Associate in Science Degree requirements beginning 98-1 (Attachment II). She suggested that changes to the General Education curriculum be made at the October and March CASSC meetings. The General Education changes include course changes (additions or deletions), course number changes, prerequisite and corequisite changes, and structure changes in General Education courses. The rationale given was that General Education is a package and considers many things together and interrelates to the AA and AS degrees. October and March also provides the

opportunity for timely updating of AGIS, the Catalog, schedules and the other mechanisms involved.

After discussion, a proposal to bring General Education changes to the October CASSC meeting for review and final approval at the November meeting, and General Education changes to the March meeting for review and final approval at the April meeting was unanimously approved.

October-General Education Presentation	March-General Education Presentation
November-Final Approval	April-Final Approval

It was recommended that a calendar be sent to Campus CASSC for General Education changes.

8. **CASSC Schedule**

The following schedule was approved for the 99/00 academic year:

September 14, 1999		Room 3315(Change to 3404-10)
October 12, 1999	(General Education Proposals)	Room 2106
November 9, 1999	(General Education Final Approval)	Room 2106
December 7, 1999		Room 2106
January 18, 2000		Room 3315
February 8, 2000		Room 3315
March 14, 2000	(General Education Proposals)	Room 2106
April 11, 2000	(General Education Final Approval)	Room 2106
May 16, 2000		Room 3315
June 13, 2000		Room 2106
July 11, 2000		Room 2106
August, 2000		No Meeting Scheduled

9. **Institutional Credit-by-Examination**

Dale Grussing initiated a discussion requesting clarification of grades earned by students taking credit-by-examination. The clarification given was grades of A, B, C or D will be assigned for college credits earned by examination. The grade reflects what the student earned. If the student earns an "F", it is the same as not taking the test and does not appear on any records. Institutional credit-by-examination will become part of the student's permanent record at the conclusion of the term in which it is awarded.

A non-refundable fee of \$15 per credit will be charged for each examination administered.

A review of the process of institution credit-by-exam was recommended. Joyce Crawford, Armando Ferrer, Dale Grussing and Luis Quesada volunteered to serve on a subcommittee to begin this process.

The meeting was adjourned at 4:00 PM.

The next scheduled meeting is September 14, 1999 in Room 3315 (Room change to 3404-10).

