

COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL (CASSC)
TUESDAY, OCTOBER 12, 1999
1:30 P.M.
WOLFSON CAMPUS - ROOM 2106

MINUTES

ACTING CHAIR: Irene Lipof

MEMBERS

PRESENT:	Alvaro Arencibia	Nora Hernandez-Hendrix
	Patrice Bailey	Alexandria Holloway
	Ken Blye	Susan Kah
	Tony Barros	Jocelyne Legrand
	Wayne Bumpers	Suzanne Lynch
	Joann Brown	Nilia Madan
	Gina Cortes-Suarez	Faye Morgan
	Joyce Crawford	Luis Quesada
	Barbara Echord	Herbert Robinson
	Joanne DeFalla	Manuel Rosado
	James Evans	Richard Rose
	Arcie Ewell	Paula Sargent
	Armando Ferrer	Serge Theodore
	Joan Gosnell	Geraldine Walker Perry
	Dale Grussing	

MEMBERS

ABSENT:	Ivan Figueroa, Chair (Sent Notification)	Samuel Grant
	Dulce Beltran (Sent Notification)	Rosany Hernandez-Rodriguez (Sent Notification)
	Sherry Freeman	Lillian Llamas (Sent Notification)
		Giselle Siu (On Leave)

GUESTS:	Margarita Cuervo	Ron Grimming
	Guillermina Damas	Larry LaClair
	Alex Gancedo	Cathy Morris
	Jan Gordillo	MaryAnn Miller
	John Greb	Esperanza Vera

RECORDER: Carol McAlister

1. Approval of Minutes of the September 21, 1999 Collegewide CASSC

The minutes of the September 21, 1999 meeting were approved with the following revisions:

- Item 3. More emphasis on moving students from course to course for better retention.
Revision: More emphasis to support students with tutoring and other academic help to complete the courses.

The institution (M-DCC) should be responsible for the courses offered at the College

Revision: The institution (M-DCC) will be responsible to assure that courses are current, consistent and relevant across the College.

Do an “audit” of M-DCC to recognize its target market. Recognize our strengths/weakness and readdress them to fit M-DCC’s target market.

Revision: Do an analysis of the demographics of the current M-DCC student population to recognize its target market.

- Item 6. Change rationale to rationale

2. CURRICULUM

A. Physics Proposal

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Alex Gancedo, Associate Dean for Natural and Social Sciences, introduced Guillermina Damas, Chairperson for the Physics Discipline Committee. Guillermina presented a curriculum proposal (Attachment I) for a new course PHY 1025, Basic Physics. This course is to help students make the transition from high school science to college/university physics. The course will emphasize problem solving techniques. Topics in the course may include units of measure, particle mechanics, conservation laws, and basic field concepts. Permission to proceed was given by the CASSC.

**Reviewed and
Unanimous Approval
to Proceed**

Guillermina Damas will develop the course competencies for PHY 1025, Basic Physics. This course will come back to CASSC for final approval.

B. EMT Program Proposal

Susan Kah presented the EMT Program Proposal (Attachment II). The Emergency Medical Technician - Basic program has been taught as a part of the Emergency Medical Services Department for a number of years. The request was to offer this program as a “College Credit Certificate” program.

Unanimous Approval

C. Vocational Credit Certificates

Ron Grimming presented the following proposals:

**Basic Security Officer Training - Phase A
and
Basic Security Officer Training - Phase B
(Attachment III)**

Unanimous Approval

**Private Security Guard
and
Private Security Officer
(Attachment IV)**

Unanimous Approval

3. Excess Credit Analysis

Cathy Morris informed the CASSC that she will be requesting assistance to analyze transcripts for a state required graduate efficiency report. Students with 72 or fewer credits earn incentive money for MDCC. Several committee members have participated in this effort in the past. Institutional Research will be contacting individuals for assistance.

4. Degree Audit Update

Jan Gordillo presented an update on Degree Audit. Currently M-DCC is part of a five college consortium that includes Tallahassee Community College, Florida Community College at Jacksonville, Palm Beach Community College and Broward Community College. The consortium is evolving and in the near future will be connected with the statewide FACTS system (Florida Advisement Counseling and Tracking System). Degree audit is the four or five page document that will replace AGIS. It has added features including benchmarks, graduation status messages and placement status or recommended courses based upon highest placement test score for each area (English, Reading and Math). On the tentative release date of November 1, 1999, M-DCC will have approximately 1,013 Degree Audits in the system for 92-1 through the current term (99-1). Workshops are scheduled to begin on the campuses on October 25th. Degree Audit questions will be routed to the campus advisement departments.

5. Registration and Financial Aid Update

John Greb reported that we are now preparing for Spring term, formerly called Winter term. A collegewide 116 page student registration handbook is scheduled to be printed for Spring term and will be available approximately October 25th. Collegewide registration begins on November 1st including STAR registration. It is anticipated that M-DCC will have Web registration for Spring term.

He also reported that most students who were entitled to refunds from the Fall term have received the refunds. Concerning financial aid, on October 11th the data mailers for approximately 10,000 students who were eligible for financial disbursements were mailed. The checks were available this morning, October 12th, and will be in the mail tonight. On the campuses, students with special financial aid issues are being dealt with on an individual basis.

6. Process for Waiver of Computer Competency Test

The Computer Competency Test is in the process of development. Susan Kah reported that the CASSC Coordinating Committee discussed the process by which students who took certain courses at the College, or possibly at another college, could be exempt from taking the test. Students will not receive credits for passing the Computer Competency Test, but it is intended that it will be noted the student has passed the test on the new Degree Audit. Originally, it was intended that CGS 1060 would be accepted in lieu of taking the test and there was always the intent to identify other courses, including vocational and non-credit. A process must be established to identify the courses for waiver of the test. The CASSC Coordinating Committee suggested using the curriculum proposal process. The curriculum proposal process would permit a uniform review. The department would propose the course, the Academic Deans would review the proposal, the proposal would go to the Campus CASSC, and to the CASSC for final approval. There was consensus among the CASSC members that the approval process for courses to waive the Computer Competency Test should be the same as the curriculum proposal process.

7. Report on Council on Instructional Affairs (CIA)

Joyce Crawford and Susan Kah represented the College at the Council on Instructional Affairs, September 30-October 1, 1999, at Daytona Beach, Florida. Joyce Crawford addressed the academic issues, and Susan Kah addressed the occupational issues.

Joyce Crawford reported that PEPC approved the numbering for the math courses which conforms to the new math sequencing. The only math item not moved on was MAT 1033. Consensus statewide was not reached to recommend the course be either a College Prep course or College Credit course. MAT 1033 is not a College Prep course at M-DCC. The course has a college level number but it does not count for the M-DCC math requirement toward the degree (institutional credit but not transfer credit).

Joyce also reported that two recommendations concerning ESL, ENS passed. The first recommendation approved was the change of using two prefixes to designate the ESL and ENS courses. It was recommended to consolidate ESL and ENS into one prefix, **EAP**. **ESL for Academic Purposes** is the title proposed by M-DCC. At the state level EAP stands for **English for Academic Purposes**. Second, it was recommended that the state/college committee continue working to develop the framework, benchmarks, and a common assessment. This information will come back to the Council on Instructional Affairs before it goes statewide. Internally, the College will have the discipline committee work on the **EAP** course. The discipline committee recommendations for EAP course will follow through the M-DCC curriculum review process.

Susan Kah reported that the CIA meets three times a year and has various committees. Susan and Barbara Echord represent M-DCC on the Occupational Education Standing Committee. This group focuses on occupational programs at the PSAV and Associate in Science Degree level. Several major items were discussed including Occupational Completion Points (OCP's). A handout was distributed (Attachment V) with the guidelines for A.S. Occupational Completion Points. OCP's are awarded for A.S. and PSAV programs and are a means of funding for the College.

A handout defining the Applied Technology Diploma (ATD) (Attachment VI) was distributed. The ATD is part of an A.S. degree. Susan reported that approval is imminent for specific ATD programs that will enable students in PSAV programs to transfer into college credit programs and earn college credit for their work. This has implications for programming within community colleges.

Susan Kah also reported that a representative from the State Board of Community Colleges reviewed the legislation pertaining to community colleges providing access to baccalaureate degree programs. The intent is to encourage partnering among community colleges and upper division schools to offer joint programs (possibly on community college campuses) that would meet student and community needs. Current legislation does not permit community colleges to offer baccalaureate degrees.

8. CASSC Committees

- Susan Kah reported that the subcommittee met last week and made significant progress. The group has identified eight committees that could report to CASSC. Other work groups do exist at the College whose work is relevant to CASSC. Recommendations will be made to the CASSC when completed.

9. Smart Card

Ken Blye reported that the Smart Card process initiated at Wolfson is running extremely smoothly. The process was initiated at Wolfson, moves to Medical Center Campus and then on to the other campuses.

The meeting was adjourned at 3:30 p.m.

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