

COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL (CASSC)  
 NOVEMBER 9, 1999  
 1:30 P.M.  
 WOLFSON CAMPUS - ROOM 2106

## MINUTES

**CHAIRPERSON:** Ivan Figueroa

**MEMBERS**

**PRESENT:**

Alvaro Arencibia Dulce Beltran Joann Brown Joyce Crawford James Evans Sherry Freeman Dale Grussing Rosany Hernandez-Rodriguez Jocelyne Legrand Lillian Llamas Faye Morgan Herbert Robinson Paula Sargent	Patrice Bailey Ken Blye Gina Cortes-Suarez Barbara Echord Arcie Ewell Joan Gosnell Nora Hernandez-Hendrix Susan Kah Irene Lipof Suzanne Lynch Luis Quesada Manuel Rosado Geraldine Walker Perry
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**MEMBERS**

**ABSENT:**

Tony Barros Wayne Bumpers Joanne Defalla Samuel Grant Nilia Madan	Armando Ferrer (Sent Notification) Alexandria Holloway (Sent Notification) Richard Rose (Sent Notification) Giselle Siu (On Leave) Serge Theodore
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**GUESTS:**

John Greb  
 Cathy Morris  
 MaryAnn Miller

**RECORDER:** Carol McAlister

1. Approval of Minutes of the October 12, 1999 Collegewide CASSC

The minutes of the October 12, 1999 meeting were approved with the following additions:

Item 2. Curriculum

(Additions in bold)

Alex Gancedo, Associate Dean for Natural and Social Sciences, **Wolfson Campus**  
 Guillermina Damas **and the Discipline Committee**

2. Curriculum

None

3. Recommendations for Collegewide Committees Reporting to CASSC

Susan Kah and Irene Lipof presented the document titled "College Committees Reporting to the College Academic and Student Support Council (CASSC)" (Attachment I), drafted by the "Committee on Committees", for review. The members of the "Committee on Committees" are James Evans, Nora Hendrix, Susan Kah, Irene Lipof, Suzanne Lynch and Luis Quesada.

The following are the eight committees with their functions and membership:

**PROPOSED**

1. **Title: College Admission and Registration Procedures**

- Function:
1. Review, evaluate and up-date college wide admissions, registrations, course scheduling, and records procedures for effectiveness and consistency
  2. Assure institution-wide coordination of all admission policies and Procedures
  3. Recommend changes and enhancements in procedures and secure support from appropriate resources
  4. Assure that SACS criteria are met in areas which are the focus of this committee

Members:

- 1 Student Dean
- 6 Campus Registrars
- 1 Bursar
- 1 International Student Advisor
- 1 Faculty (1 from CASSC)
- 1 Support Staff Member from admission/registration area

**UNANIMOUSLY APPROVED:**

1. **Title: College Admission and Registration Procedures**

- Function:
1. **Review, evaluate and up-date college wide admissions, registration course scheduling, and records procedures for effectiveness and consistency.**
  2. **Assure institution-wide coordination of all admission and registration policies and procedures**
  3. **Recommend changes and enhancements in procedures and systems to determine and justify support from appropriate resources**
  4. **Monitor to ensure that SACS criteria are met in areas which are the focus of this committee**

Members:

- 1 Student Dean
- 1 District Director Admissions and Registration Services
- 6 Campus Registrars
- 1 Advisement Director
- 1 Financial Aid Director
- 1 Bursar
- 1 Associate Academic Dean
- 1 International Student Advisor
- 1 Computer Applications Representative
- 2 Faculty (1 from College CASSC)
- 1 Support Staff Member from admission/registration area

**PROPOSED**

1. **Title: Recruitment and Advisement**

- Function:
1. Develop a college wide recruitment plan
  2. Coordinate planning and implementation of publicity and promotional initiatives with Public Affairs
  3. Review, evaluate and update the college's orientation and academic advisement policies, procedures, and services for effectiveness and consistency