

COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
JANUARY 18, 2000
1:30 P.M.
WOLFSON CAMPUS - ROOM 3315

MINUTES

CHAIRPERSON: Ivan Figueroa

MEMBERS

PRESENT:	Alvaro Arencibia	Tony Barros
	Dulce Beltran	Ken Blye
	Joann Brown	Gina Cortes-Suarez
	Joyce Crawford	Joanne DeFalla
	Barbara Echord	James Evans
	Arcie Ewell	Armando Ferrer
	Sherry Freeman	Joan Gosnell
	Dale Grussing	Nora Hernandez-Hendrix
	Alexandria Holloway	Rosany Hernandez-Rodriguez
	Susan Kah	Jocelyne Legrand
	Irene Lipof	Lillian Llamas
	Suzanne Lynch	Nilia Madan
	Faye Morgan	Herbert Robinson
	Manuel Rosado	Richard Rose
	Paula Sargent	Giselle Siu
	Serge Theodore	Geraldine Walker Perry

MEMBERS

ABSENT:	Patrice Bailey	Samuel Grant
	Wayne Bumpers	Luis Quesada (Notified Chairperson)

GUESTS: MaryAnn Miller
 Silvio Rodriguez

RECORDER: Carol McAlister

1. **Approval of Minutes of the December 7, 1999 Collegewide CASSC Meeting**

The minutes of the December 7, 1999, meeting were approved with the following corrections:
 Joann Brown from absent to present.

Item 5. Dual Enrollment

Delete: M-DCC faculty share in instructing the courses, along with high school instructors recommended by their schools with supporting academic credentials.

Addition: The topic of dual enrolled home study students was discussed. Jan Gordillo will bring this topic to the Dual Enrollment Task Force for clarification and report back to the College CASSC at the February 8, 2000 meeting.

2. Update on Computer Competency Test

Silvio Rodriguez presented a Computer Competency Test (CCT) update.

Computer Competency Requirement:

By the 17th college credit (excluding ESL, ENS, and college preparatory courses), a student must take the CCT and pass or by the 31st college level credit (excluding ESL, ENS, and college preparatory courses), a student must satisfy one of the following:

Pass CGS 1060

Pass an equivalent continuing education or vocational credit course

Retest with a passing score (70) on the CCT.

History:

SACS recommended M-DCC measure computer literacy. The software program identified by the College to conduct testing was withdrawn from the market. Since M-DCC had a license for the NetG product, NetG was contacted for use of assessment questions available in two of their tutorials and an additional program called Assessment Architecture to construct a computer literacy exam based on the College objectives.

Judy Garcia and Rhonda Berger developed the exam.

Present:

A brief pilot is currently in progress at each campus Testing Department. The passing score is 70%. Silvio will present the results of the pilot test at the February 8, 2000 College CASSC meeting.

Faculty/staff interested in reviewing the exam are encouraged to do so.

Exam Information:

The test includes mostly simulations with several matching questions. There are a total of 34 questions on the exam. Each objective has two questions in the item bank. Each simulation has 3-5 screens of tasks.

Items can be added to the exam but cannot be simulations. Items can be multiple choice, matching, true/false and can include pictures and text.

Students will be encouraged to review a practice guide (before & during the

exam) and take the practice test of 28 questions.

After completing the exam a printout will give a list of Mastered Topics and Skill Guide Scores by User on each unit.

After each question the student will receive a feedback response indicating "correct" or "incorrect". Feedback does not include tutoring.

Retesting will be on the entire test and only one retest will be allowed.

Comments: The test is difficult.

Students should take the practice test and review a pictorial practice guide prior to and during the exam.

Directions must be clearly understood and followed. The menu bar, toolbar, and formatting bar are integral parts of many task screens. If a student attempts to do a task using a bar that is not indicated, the answer is marked wrong.

It was recommended that Advisement communicate the availability of the Computer Competency Test.

Check the validity of the test.

Future: A standing committee should be established to periodically review and create new items in the test bank, as well as review alternative exams.

3. **Technical Procedures for Developing New Associate in Science Degree Programs or Vocational Credit Certificate Programs and Check-Off Sheet**

Suggestions were made for minor modifications to the Technical Procedures for Developing New Associate in Science Degree Programs or Vocational Credit Certificate Programs document at the December 7, 1999, Collegewide CASSC Meeting. The revised document (Attachment I) was distributed including the suggested check-off sheet. The check-off sheet is parallel with the document.

4. **Attendance Policy**

The draft proposed Attendance Policy was distributed for review. Several suggestions were made including changing the document from an attendance policy to attendance guidelines for College CASSC members. Many CASSC members hold terms for one year. Therefore, attendance of College CASSC members is considered essential. This enables continuity of discussion and knowledge to promote effective decision making.

The term of service recommended by the Faculty Commission is a one year in length term for faculty, students and support staff, with a one year break before an individual is eligible to be elected or appointed again. Richard Rose expressed his concern that this recommendation restricts a Department from freely choosing a representative. Secondly, by removing all faculty members annually and electing new representatives, the committee is disabled due to the steep learning curve regarding the role of faculty on the committee. Dr. Rose was of the opinion that it would be helpful if peers mentored peers. He suggested that faculty serve a two year term and elections be staggered annually.

The document was approved with revisions. The revised document will be distributed at the February 8th College CASSC meeting.

32 in favor
1 abstained

5. **College CASSC Meeting Time Frame**

It was recommended that the College CASSC Meeting time frame be 1:30 P.M. - 3:30 P.M., except for General Education Meetings. Items not addressed will be carried over to the following meeting. Business items are to be addressed first, followed by information items.

A suggestion was made that back up materials be sent with the agenda. This would enable the CASSC members to review the information previous to the meeting. The members were in consensus with the suggestion.

The meeting was adjourned at 3:15 P.M.

NOTE ROOM CHANGE FOR FEBRUARY 8TH MEETING.

MEETING SCHEDULE WOLFSON CAMPUS

February 8, 2000	Room 2106
March 14, 2000 (General Education Proposals)	Room 2106
April 11, 2000 (General Education Final Approval)	Room 2106
May 16, 2000	Room 1183 (Breeze way)
June 13, 2000	Room 2106
July 11, 2000	Room 2106
August, 2000	No Meeting Scheduled