

COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL**FEBRUARY 8, 2000****1:30 P.M.****WOLFSON CAMPUS - ROOM 2106****MINUTES****CHAIRPERSON:** Ivan Figueroa**MEMBERS**

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

MEMBERS

ABSENT:	Patrice Bailey	Dale Grussing (Notified Chairperson)
	Wayne Bumpers	Paula Sargent (Notified Chairperson)
	Sherry Freeman	Geraldine Walker-Perry (Notified
	Samuel Grant	Chairperson)
	Serge Theodore	

GUESTS: Esperanza Vera**RECORDER:** Jan Gordillo
MaryAnn Miller**1. Approval of Minutes of the January 18, 2000 Collegewide CASSC Meeting**

The minutes of the January 18, 2000 meeting were approved with the following corrections:

Item #2 - Computer Competency Requirement: Delete the word *objectives*.Item #3 - In the title of item #3 delete *in Science Degree*.

2. Curriculum

1. Medical Laboratory Technology (MLT) (Effective Fall 2000-1)

Nilia Madan

Unanimously Approved

1. MLT 2401 (3 Credits) & 2401L (3 Credits)

Delete

2. The material in these courses will be covered within the following four new courses:

MLT XXXX Clinical Microbiology 1 (1 Credit)

(Will cover the parasitology & mycology theory of the current MLT 2401)

MLT XXXXL Clinical Microbiology 1 Lab (1 Credit)

(Will cover the parasitology & mycology isolation and identification techniques of the current MLT 2410L)

MLT XXXX Clinical Microbiology 2 (2 Credits)

(Will cover the bacteriology theory of the current MLT 2401)

MLT XXXXL Clinical Microbiology 2 Lab (2 Credits)

(Will cover bacteriology isolation and identification techniques of the current MLT 2401L)

3. The current \$100 special fee for MLT 2401L will be split as follows:

MLT XXXXL Clinical Microbiology 1 Lab - \$50

MLT XXXXL Clinical Microbiology 2 Lab - \$50

2. Criminal Justice Technology (Effective April, 2000)

Ron Grimming

Unanimously Approved

In response to a possible State requirement that police and corrections officers have at least an AS degree, and in order to provide courses for Vocational Credit students in Basic Law Enforcement and Corrections who want to continue with their AS degree in Criminal Justice Technology, the **following New Courses** are to be established:

1. Optional Core Courses

CCJ 2240 Criminal Procedure & Evidence 1

CJD 2724 Law Enforcement Investigations for Police Officers

CJD 2740 Interpersonal Skills for Correctional Officers

CJD 2742 Correctional Operations

2. Electives

CJT 2310 Law Enforcement Equipment & Technology

CJD 2702 Criminal Justice Communications

CJD 2720 Legal 3 for Law Enforcement Officers

CJD 2721 Law Enforcement Patrol
 CJD 2722 Law Enforcement Traffic
 CJD 2723 Vehicle Operations
 CJD 2741 Emergency Preparedness
 CJD 2771 Criminal Justice Legal 2

3. CCJ 2320 - Change Course Title

From: Criminal Procedure & Evidence
 To: Criminal Procedure & Evidence 2

3. Office and Computer Programs
 (Effective Fall 2000-1)

Jesus Fernandez
Unanimously Approved

1. Vocational Credit

Affects the following Programs:

Accounting Operations	55013
Administrative Assistant	55006
Business Computer Programming	55010
Business Supervision & Management	55014
Customer Assistance	55001
Insurance Marketing	52001
Legal Secretary	55000
Medical Record Transcribing	53006
Network Support Services	55016
PC Support Services	55004

a. Changes in Course Titles and Course Catalog Descriptions

1. OTA 0102

From: Keyboarding 1

To: Intermediate Keyboarding

New Description: Introduces techniques to enhance speed and accuracy which will allow students to maximize office production. Prerequisites: OTA 0101, or one year of high school typewriting with a minimum speed of 35 WPM. Special fee. (75 contact hours)

2. OTA 0105

From: Keyboarding 2

To: Advanced Keyboarding

New Description: Presents advance formatting/typewriting work including detailed business reports, office correspondence, tables, legal and/or medical documents. Students are required to use word processing skills and develop straight copy speed to meet office production standards. Prerequisites: OTA 0102 with grades of "C" or better, and OFT 0712 with grades of "C" or better. Special fee. (75 contact hours)

3. OTA 0101

From: Typing 1

To: Beginning Keyboarding

New Description: Emphasizes techniques and skills in keyboarding/typewriting and introduces how to format business papers such as letters, manuscripts and tabulated material. Students who have satisfactorily completed one year of typewriting in high school normally should not enroll in this course. Special Fee. (45 contact hours)

4. OTA 0712

From: Introduction to Word Processing Transcription

To: Beginning Word Processing

New Description: Provides a comprehensive orientation to the features of one or more leading word processing software programs with hands-on experience in a lecture/laboratory environment. Topics include creating, editing, formatting, and printing simple documents, blocking text for modification; working with hidden codes; moving and copying paragraphs; searching and replacing words; and using the speller and thesaurus. No previous computer training or experience required. Basic control of the keyboard is highly recommended prior to this class. Special fee. (75 contact hours).

b. Changes in Course Catalog Descriptions Only

1. OTA 0421 Office Procedures 1 (2.5 vocational credits)

New Description: Introduces students to careers in office technology and emphasizes various ways information is electronically processed in today's office environment. Special emphasis is placed on units in career information, business telephone usage, filing, and human relations skills needed to be successful as an office worker. Special fee. (75 contact hours)

2. CGV 0250 Database Applications (2.5 vocational credits)

A comprehensive course in the use of a database for microcomputers. The concepts, features, and commands of a database are applied to a variety of applications. CGV 0010 or computer experience is required. Special fee. (75 contact hours)

3. CGS 0510 Electronic Spreadsheets with Applications (2.5 vocational credits)

A comprehensive course in the use of a spreadsheet for microcomputers. The concepts, features, and commands of a spreadsheet are applied to a variety of applications. Programming concepts will be introduced. Prerequisite: CGV 0010 or equivalent. Special fee. (75 contact hours)

c. Change in Course Title Only

1. OCA 0312

From: Word Processing on Microcomputer
To: Advanced Word Processing

d. Delete the Following Courses

1. OTA 0221 Gregg Shorthand
2. OTA 0201 Speedwriting 1
3. OTA 0211 Speedwring 2
4. OTA 0265 Notehand 1
5. OTA 0266 Notehand 2
6. OTA 0251 Pitman Shorthand 1
7. OTA 0252 Pitman Shorthand 2

2. Computer Information Systems Analysis (A.S. Degree)

a. New Concentration Area

“MCSE Specialization”

1. New courses to be included in Specialization

XXX 2521: Designing Windows 2000 Directory Services (4 Credits - 3 hrs. lecture/1 hr. lab) Fee: \$35.00

XXX 2522: Designing Windows 2000 Networking Services (4 Credits - 3 hrs. lecture/1 hr. lab) Fee: \$35.00

XXX 1513: Administering Windows 2000 (4 Credits - 3 hrs. lecture/1 hr. lab) Fee: \$35.00

XXX 1500: Installing & Configuring Windows 2000 (4 Credits - 3 hrs. lecture/1 hr. lab) Fee: \$35.00

XXX 2514: Advanced Administration for Windows 2000 (4 Credits - 3 hrs. lecture/1 hr. lab) Fee: \$35.00

b. New Concentration Area

“Database Administration”

1. New courses to be included in Specialization

CGS 1541: Database Administration (4 Credits - 3 hrs. lecture/1 hr. lab) Fee: \$35.00

CGS 2546: Advanced Database Administration (4 Credits - 3 hrs. lecture/1 hr. lab) Fee: \$35.00

CGS 2545: Database Implementation (4 Credits - 3 hrs. lecture/1 hr. lab) Fee \$35.00

c. New Concentration Area
 “Novell Specialist”

1. New Courses to be included in Specialization

CDA 1520: Novell System Administration (4 Credits - 3 hrs. lecture/1 hr. lab) Fee
 \$35.00

CDA 2527: Novell Integrating NT (4 Credits - 3 hrs. lecture/1 hr. lab) Fee: \$35.00

CDA 1523: Novell Net Technology (4 Credits - 3 hrs. lecture/1 hr. lab) Fee
 \$35.00

CDA 1527: Novell Design & Implementation (4 Credits - 3 hrs. lecture/1 hr. lab)
 Fee: \$35.00

CDA 2000: Novell Service & Support (4 Credits - 3 hrs. lecture/1 hr. lab) Fee
 \$35.00

CDA 2500 Novell Advanced Administration (4 Credits - 3 hrs. lecture/1 hr. lab) Fee
 \$35.00

4. Travel & Tourism
(Effective 99-3)

Nora Hernandez-Hendrix
Informational Item On

Vocational Certificate Program

Travel Agency Operations was no longer Financial Aid eligible so it was updated to Travel Industry Operations which is Financial Aid eligible.

5. Professional Pilot Technology
(Effective 99-3)

Nora Hernandez Hendrix
(Effective 99-3)

Courses to be Deleted

ATF 2610L - 1 credit

ATF 2631L - 1 credit

ATT 1100L - 1 credit

ATF 2660L - 1 credit

ATF 2630L - 1 credit

Courses to be Added to Major Course Requirements

AVM 1010 Aviation Industry Operations - 3 credits

Courses to be Moved from Electives to Major Course Requirements

ATT 2130	Multi-Engine Theory	-	2 credits
ATT 2820	Introduction to ATC	-	3 credits
AVM 1062	Aviation Career Planning	-	1 credit

Courses to be Added to Electives

CGS 1060	Intro. To Microcomputers	-	4 credits
ATF 2501L	Flight Instructor Lab	-	1 credit
ATT 2660	Regional Airline Operations	-	3 credits

Change Course Credits

ATF 2300	Multi-Engine Flight	from 3 credits to 1 credit
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Change Course Title

ASC 1210	From: Aero Meteorology To: Aviation Meteorology
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Change Special Course Fees

ATF 1100	From: \$1,953.00	To: \$4,242.00
ATF 2200	From: \$2,101.00	To: \$4,260.00
ATF 2210	From: \$2,342.00	To: \$5,500.00
ATF 2300	From: \$2,398.00	To: \$2,425.00
ASC 1210	From: No Fee	To \$ 10.00

3. Computer Competency Update (Informational)

Judy Garcia presented an overview of the Computer Competency Test. The test will be implemented on February 14, 2000. She explained that one of the difficulties in the test is that it tests only one method for accomplishing a task. In order to address this problem, and others, a thirteen page handout was developed to describe the exact commands to be used by the student taking the test. She also suggested that all students be encouraged to take the pre-test before taking the actual test, and further suggested the pre-test be mandatory. Judy recommended that CASSC look into the feasibility of offering the test in a MacIntosh format.

Silvio Rodriguez addressed the results of the Computer Competency pilot test (Attachment I). Silvio explained that 61 students and/or staff on four campuses participated in the pilot test. General comments made were that the exam should accept alternative correct responses, feedback during the exam was distracting, and that the exam should include a command for confirming an answer.

An additional suggestion made by Judy Garcia was to appoint a standing committee to address issues that could possibly arise with the implementation of the Computer Competency Test. Concerning this recommendation, Irene Lipof moved to appoint an ad hoc committee of CASSC to address issues regarding the Computer Competency Test, and coincidentally, this committee be comprised of the members identified on the Research & Testing Committee forwarded to Dr. Lukenbill. The following are the members proposed by the College CASSC for the Research and Testing Committee:

- 1 District Director of Institutional Research,
- 1 Academic or Associate Dean
- 6 Campus Testing Directors
- 1 Director of CLAST Administration & Program Evaluation
- 1 Campus Registrar
- 1 Computer Applications Representative
- 5 Faculty (2 from college level English and Math; 2 from ESL and College Prep reading; 1 from occupational/vocational program)
- 1 College CASSC representative
- 1 Support Staff Member from Testing area
- 1 Student

In Favor 9

Opposed 14

Abstained 2

Not Approved

4. **College CASSC Attendance Requirements**

The College CASSC Attendance Requirements document presented by Susan Kah was unanimously approved with the following modifications: Replace the name Karen Hays with the title, *Vice Provost for Education Policy, Programs and Analysis*, and add Support Staff Council *President*.

5. **College CASSC Committee Update**

Susan Kah reported that Dr. Lukenbill requested additional clarification from the College CASSC concerning how appointments to the eight committees would be accomplished. Susan recommended to the Council that nominations for those not associated with work groups come up through the Campus CASSC (2 nominations), to the Campus President, and to Dr. Lukenbill. Representatives of work groups (such as Deans, Registrars, etc.) should be nominated by their respective groups. The Council was in agreement with the recommendation.

The meeting was adjourned at 3:30 P.M.

MEETING SCHEDULE
WOLFSON CAMPUS

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

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