

**COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, NOVEMBER 14, 2000 - NOON
WOLFSON CAMPUS - ROOM 1365**

MINUTES

CHAIR: Patricia Stephenson

MEMBERS

PRESENT:

Shamara Al-Wazzan	Patrice Bailey
Dulce Beltran	Pat Bibby
Ken Blye	Sandra Castillo
Carol Cooper	Gina Cortes-Suarez
Joanne de Falla	Ana Dominicis
Barbara Echord	James Evans
Arcie Ewell	Armando Ferrer
Ivan Figueroa	Joan Gosnell
Nora Hernandez-Hendrix	Rosany Hernandez-Rodriguez
Alexandria Holloway	Susan Kah
Wilkes Kemp	Sam Latimore
Encarnacion Lopez	Suzanne Lynch
Nilia Madan	William Madden
Tere Martinez	Allen McPhee
Faye Morgan	Ron Mossman
Tony Nahas	Carol Petrozella
Floyd Pittman	Herbert Robinson
Richard Rose	Brad Stocker
Serge Theodore	Geraldine Walker

MEMBER

ABSENT: Joyce Crawford (Sent Notification)

GUESTS: Eduardo Padrón
Mike Kaldor

PRESENTER:

Alex Gancedo
Manny Lorenzo

RESOURCE:

Joanne Bashford	MaryAnn Miller
Jan Gordillo	Esperanza Vera

RECORDER:

Carol McAlister

1. Luncheon

President Padrón hosted a luncheon for the members of the Collegewide CASSC. He

welcomed new and returning members, and thanked them for their service to the CASSC as this council is important to the future of the institution.

President Padrón and Pat Stephenson presented Ivan Figueroa, the founding Chairperson of the Collegewide CASSC, with a plaque in recognition of his inspiration, commitment and work as the founding Chair.

2. **Approval of Minutes of the October 10, 2000 Collegewide CASSC Meeting**

The Collegewide CASSC Minutes of September 12, 2000 were unanimously approved with the following changes:

Item 3, page 3, CJT 0940 Course Description

Change safety arenas *who utilize* communicators
to safety arenas *using* communicators

Item 9, page 6, Goal Setting for College CASSC

Change Instructional to Institutional

3. **General Education Proposal for Change in Science Requirements**

Alex Gancedo reviewed the General Education Proposal presented at the October 10th College CASSC Meeting. Currently, the general education requirements for the A.A. degree include 6 science credits (not including a laboratory), and students are encouraged to take one life science and one physical science course. The Departments of Science, Health and Wellness proposed that encouraged be changed to required to take one life science and one physical science course.

Unanimously Approved

28 in Favor

5 Opposed

1 Abstained

4. **Information Item - Hospitality Management**

Nora Hernandez-Hendrix presented an information item concerning the Hospitality Management Program. The existing program has been revised to comply with program changes at the State level, general education changes at the College, and in response to industry changes in the areas of hospitality and tourism.

The last revision to the Hospitality Management Program at the College was in 1988. The program has been fairly dormant for several years. As a result of the creation of the School of Aviation and Visitor Services, which includes the Aviation Department, the Travel/Tourism Department, and the Hospitality Management Program, renewed attention and resources have been applied to the program. The College is now offering classes at various sites and has a core of students who began the program in 2000-1.

The modifications made in the program were required changes. The general education curriculum approved by the College in 1998 is now in the program. Also, the State changes are reflected including a change in the A.S. degree's title to Hospitality and Tourism Management. The various specialized options previously

offered have been eliminated.

5. **General Education Dates**

Pat Stephenson proposed that the March and April General Education dates be moved back to February and March. Currently, General Education proposals are submitted for review at the March College CASSC Meeting, and presented for approval at the April meeting. The February (submit proposal) and March (vote) dates would be advantageous for the timely printing of the College catalog and program sheets, and submission of changes for State approval.

**Unanimously
Approved**

It was recommended that the College CASSC members disseminate this information to their Discipline Committees, Chairs and colleagues at the College.

6. **February 13, 2001 College CASSC Meeting**

A change of the February 13, 2001 College CASSC Meeting date was discussed. This date will be further discussed at the December 5, 2000 College CASSC Meeting.

7. **Information Item - Summer Term Schedule**

Pat Stephenson presented information concerning the Summer term schedule. She explained that a collegewide summer term schedule was being proposed that would allow a consistent schedule for students taking classes at more than one campus.

Pat received calls from faculty who knew of the proposed schedule change and asked if the College CASSC had discussed the proposed schedule. Having not heard of the proposal, she gathered information prior to this meeting and determined the following:

- I. In addition to consistency, room availability and space utilization issues, a history of success configurations were analyzed by registrars, and there was attention given to the overlay of 6 and 12 week courses.
- II. The Academic Deans, after reviewing the above issues and data, drafted 8-10 different options for consideration by the Executive Committee. The favored schedule was then circulated formally and informally for feedback. Although Pat had not seen a copy of the schedule, it is a MWF and TR schedule as is the Fall/Spring. Pat relayed concerns expressed to her from faculty regarding the 3 hr. and 20 min. classes for TR.
- III. Pat questioned the Union President who indicated the Union position was to leave the current schedule in place this year and study carefully the impact of proposed changes for the future. Faculty input gathered by the Union indicated concern that the long TR classes would be detrimental to student learning in the six-week term. Although the possibility of a four-day work week for faculty was an issue, the primary concern was that the schedule be pedagogically sound to maximize student learning.

- IV. She learned that other feedback included meeting with student groups, discussion at some campus CASSC meetings, as well as informal feedback from a variety of faculty, chairs and others.

Pat offered members of the College CASSC the opportunity to write feedback comments or issues on index cards that were passed around and encouraged members to sign their names. Sixteen written response cards were received. Pat indicated she would summarize the information and pass it on to those involved in the decision making.

As this was an information item, no motions to take action were accepted, but there was a concern that there be clarification as to whether or not College CASSC should be an involved party in this matter. Pat indicated that (1) as the Council for Academic and Student Support matters, and (2) since *improving communication* was one of the goals, she had requested this information item be on the agenda. She agreed to pursue clarification regarding the role of College CASSC in this and similar matters.

8. Update on CASSC Committees

Academic and Student Services Legislative Issues Committee

Herb Robinson, Chair of the committee, reported that the committee had met and the issue of greatest importance is funding. Florida's Community Colleges are requesting additional funds for performance incentives for AA programs, operational resources for libraries and computers, continued support for 2 + 2 plan, increased access and open door policy, equitable funding for workload increases, operating costs of new facilities, salary increases, operating dollars for programs for occupations deemed critical to business retention, expansion and recruitment within a region, technology, telecommunications and other important issues. It is time to invest in the future of Florida's Community Colleges. Dr. Robinson will keep this group updated on issues of concern to M-DCC.

Learning Resources Committee

Manny Lorenzo, Chair of the committee, reported that the committee had met. Seven of thirteen members were present. The charge to the committee was reviewed. The committee is working on the selection of software for labs and courtyards to give input to those making decisions at department, cluster and discipline levels concerning what they consider good software. It is putting together a list of all the software owned by and licensed to the College.

Susan Kah clarified that recommendations of the Learning Resources Committee are to come to the College CASSC.

Academic and Student Services Effectiveness Committee

Barbara Echord and Joan Gosnell are Co-Chairs of this committee. Barbara Echord reported that the committee had met. Ten of the eleven members were present including student representation. The committee had a discussion concerning SACS requirements since in 1995 SACS expressed concern regarding M-DCC's Institutional Effectiveness Plan. Materials were shared at the meeting. Through strategic planning as part of institutional effectiveness, the committee will be looking at academic and student services functions and goals, and evaluate how their results are used collegewide.

Advisement and Recruitment Committee

Dulce Beltran, Chair of the committee, reported the committee had met. Most members of the committee attended the meeting which was an information gathering session. One of the committee's major goals is to have consistency among the campuses in the advisement and recruitment areas. The goal of the committee is to present a plan to the College CASSC in time for Fall implementation.

International Education Committee

Robert Vitale is Chair of the committee. Geraldine Walker, a member of the committee reported that the committee had met. Students have a foreign language requirement to graduate with a Bachelor's degree. Many students fulfill the foreign language requirement in high school. However, many students are not fulfilling the foreign language requirements in high school or M-DCC, but instead fulfilling this requirement at the upper division. The committee discussed a mechanism such as an electronic search to track whether students have completed two years of a foreign language in high school. If not, students should be encouraged to complete their foreign language requirement at M-DCC.

College Admissions and Registration Procedures - Chair, Tom Stewart

Student Retention Committee - Chair, Sam Latimore

Research and Testing - Chair, Cathy Morris

Will meet in the near future and report to Collegewide CASSC.

Distance Education Committee

Susan Kah announced that the Distance Education Committee will be the ninth committee reporting to CASSC. The Chair of the Distance Education Committee is Kristi Lozano. This committee met last week.

9. **Workshop for CASSC Committee Chairs**

Pat Stephenson addressed the subject of the CASSC Committee Chair Workshop discussed at the October Collegewide CASSC Meeting. The objective of the workshop would be consistent operation of the committees. This activity was discussed at the CASSC Coordinating Committee Meeting and several names were mentioned to help with the workshop (Joanne Bashford agreed, James Evans agreed, MaryAnn Miller agreed, and Marie Nock awaiting reply). Pat asked if any Council members were interested and Susan Kah volunteered to help with the Chair Workshop. Tentatively, the CASSC Committee Chair Workshop will be held before the holiday break.

10. Goals for College CASSC

The *College CASSC Goals for 2000-2001*, presented by Pat Stephenson, were unanimously approved (See Attachment).

11. Communication of Collegewide CASSC Information

Pat Stephenson gave an assignment for the December 5th Collegewide CASSC Meeting. She asked the members to report on how they relayed information to their constituents about today's meeting (November 14, 2000).

It was recommended that a Task Force be formed to look at communication. The Task Force members suggested were Floyd Pittman and Pat Stephenson, and two resource persons, Manny Lorenzo and Carol McAlister

The meeting was adjourned at 3:15 p.m.

COLLEGE CASSC SCHEDULE FOR 2000/01

<u>December 5, 2000</u>	<u>Meeting 1:30 p.m.</u>	<u>Room 2106</u>
<u>January 16, 2001</u>	<u>Meeting 1:30 p.m.</u>	<u>Room 2106</u>
<u>February 13, 2001</u> <u>General Education Date (Proposal)</u>	<u>Meeting 1:30 p.m.</u>	<u>Room 2106</u>
<u>March 13, 2001</u> <u>General Education Date (Vote)</u>	<u>Meeting 1:30 p.m.</u>	<u>Room 2106</u>
<u>April 10, 2001</u>	<u>Meeting 1:30 p.m.</u>	<u>Room 2106</u>
<u>May 15, 2001</u> <i>Note Room Change</i>	<u>Meeting 1:30 p.m.</u>	<u>Room 3210</u>
<u>June 12, 2001</u>	<u>Meeting 1:30 p.m.</u>	<u>Room 2106</u>
<u>July 10, 2001</u>	<u>Meeting 1:30 p.m.</u>	<u>Room 2106</u>
<u>August</u>	<u>No Meeting</u>	

***Room Change**