

**COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, DECEMBER 5, 2000 - 1:30 P.M.
WOLFSON CAMPUS - ROOM 2106**

MINUTES

CHAIR:

Patricia Stephenson

MEMBERS PRESENT:

Patrice Bailey
Pat Bibby
Carol Cooper
Joyce Crawford
Ana Dominicis
Arcie Ewell
Ivan Figueroa
Nora Hernandez-Hendrix
Rosany Hernandez-Rodriguez
Susan Kah
Encarnacion Lopez
Allen McPhee
Ron Mossman
Carol Petrozella
Herbert Robinson
Geraldine Walker

Dulce Beltran
Ken Blye
Gina Cortes-Suarez
Joanne de Falla
James Evans
Armando Ferrer
Jan Gordillo (Replacement for
Barbara Echord)
Alexandria Holloway
Wilkes Kemp
Suzanne Lynch
Faye Morgan
Tony Nahas
Floyd Pittman
Serge Theodore

MEMBER ABSENT:

Shamara Al-Wazzan (Sent Notification)
Sandra Castillo (Sent Notification)
Nilia Madan (Sent Notification)
William Madden (Sent Notification)
Tere Martinez

Barbara Echord (Sent Replacement -
Jan Gordillo)
Joan Gosnell (Sent Notification)
Sam Latimore (Family Emergency)

PRESENTER:

Marder Jenrette

Carol Miller

RESOURCE:

MaryAnn Miller
Esperanza Vera

Cathy Morris

GUESTS:

Babatunde Amole
Gregory Ferenchak

RECORDER:

Carol McAlister

1. Approval of Minutes of the December 5, 2000 Collegewide

The College CASSC Minutes of December 5, 2000 were unanimously approved as submitted.

2. Histologic Technology Program

Carol Miller presented a proposal for a Histotechnology Program (**Attachment I**).

Miami-Dade Community College developed the Histotechnology Program leading to an Associate in Science degree in Histotechnology. Grant funding was awarded by Health Resources and Services Agency of the Health and Human Services Department. The grant was for \$163,000 for three years. The curriculum is in response to the community's need for well trained, licensed histotechnicians expressed by South Florida laboratories and the health care facilities. Contributing to the need for better trained histotechnicians, are higher standards for lab workers.

An advisory committee was established, and was instrumental in the development of the curriculum for the new program. There are thirteen new courses in the program, with a total of 76 credits required for graduation. The histotechnology program will be a two year Associate in Science Degree Program, seeking accreditation by the National Accrediting Agency for Clinical Laboratory Sciences. Graduates of this five-semester program will be eligible to sit for the national credential examination. In addition to the Associate of Science degree, there are two other occupational completion points as specified in the Florida curriculum framework (Histotechnician Assistant - 20 credits, and Cytoprep Technician - 30 credits).

**Unanimously
Approved**

3. Veterinary Technology Program

Carol Miller presented a proposal for a Veterinary Technology Program (**Attachment II**).

Based on community needs surveyed in 1998-99, the United States Department of Agriculture awarded a three-year grant totaling \$150,000.00 to the Medical Center Campus School of Allied Health for the development of an Associate in Science degree program in Veterinary Technology. An advisory committee was involved throughout the development of the program curriculum. The curriculum is a reflection of the committee's commitment, the established Florida curriculum framework, national accreditation standards, and assistance from St. Petersburg Junior College faculty. St. Petersburg Junior College has a charter program in Veterinary Technology.

The curriculum includes the required competencies identified by the State, and national standards established for the Veterinary Technician. Graduates of the five semester program will be eligible to sit for the national credentialing examination.

**Unanimously
Approved**

4. Clarification of Role of College CASSC & Procedure in Establishing CASSC Committees

Pat Stephenson explained that Dr. Lukenbill had planned to be at the meeting today to address the clarification of the role of the College CASSC and the procedure in establishing CASSC Committees. Due to unforeseen circumstances, he was unable to attend. Dr. Lukenbill sent Mardee Jenrette as his representative.

Mardee gave a brief history of the creation of the committees. The CASSC comes out of a set of recommendations from the Faculty Commission. It was recommended in the Faculty Commission Report that the major work of the Collegewide CASSC be done through subcommittees. Examples might include: library, technology, occupational, distance education, student flow implementation, general education implementation, research and testing. The Provost, in consultation with the Coordinating Committee of the CASSC, will make appointments to subcommittees. In making appointments, the Provost will consider appropriate faculty, staff, administrative and student representation based on diversity, knowledge and expertise in the work required of the subcommittee. To ensure linkage between the CASSC and its subcommittees, subcommittee chairs will be invited to CASSC meetings. Eight committees were created and a ninth committee, Distance Education Committee, has been added. This committee will also report to the College Technology Committee (CTC). As the College CASSC identifies needs, possibly more committees will be created.

Concerning the responsibilities of the College CASSC, Mardee explained that they appear comprehensive.

Following are the CASSC responsibilities:

1. Formulate and monitor a comprehensive plan for the on-going evaluation of academic and student services functions of the College which will assist in the institutional effectiveness commitment of M-DCC.
2. Develop and review policies and procedures related to academic issues, including graduation requirements, assessment requirements, grading policies and special course fees.
3. Develop and review policies and procedures related to collegewide student services including admissions, registration, financial aid, advisement, career planning, job placement and student retention.
4. Formulate plans and assure coordinated development of new academic programs, transfer and occupational/vocational, as well as credit and non-credit.
5. Review and recommend for approval all proposed curriculum changes including new courses, new degree and certificate programs and revisions to existing programs.
6. Review and recommend for approval of changes in the student flow process including the transition to information technology systems.
7. Review and recommend policies and procedures in compliance with legislative rules.
8. Undertake other responsibilities as assigned by the Executive Committee.

Mardee asked if any of the above responsibilities should be focused on for discussion. Responsibility #2 was selected because it deals with academic issues. At the November College CASSC Meeting, the summer schedule was discussed and although not mentioned in item #2, some of the CASSC members were of the opinion the summer schedule was an academic issue because the schedule relates to students. Concerning the summer schedule, Mardee explained that it probably would have been appropriate to have started with early input from the College CASSC. She explained that working through the Union structure was not inappropriate because they provided feedback into the summer schedule process. Because of academic implications of the schedule, CASSC could have had discussion from that perspective. There is an intent to involve College CASSC in all the important academic and student support matters at the College.

Allen McPhee expressed concern about meeting times, length of meeting, campus locations, etc. for the committees reporting to College CASSC. Allen explained that often the schedule of a committee member conflicts with the schedule or location of the committee meeting. Mardee explained that the committee members are to participate and scheduling must accommodate the committee members, although it is almost impossible to always have 100% membership at all times.

Also discussed was the use of words such as formulate, develop, review and undertake in the CASSC responsibilities, and that initiate was not included in the responsibilities. Mardee explained that since the members of CASSC have closeness to academic and student support, it is logical that the members note concerns that need to be addressed or initiated, along with formulate, develop, review and undertake.

Concern was expressed about certain time blocks in the summer schedule. It was reiterated that faculty will have input in the course scheduling in their department, as the Chairperson-s will share a draft of the schedule with the faculty.

Mardee announced that Dr. Lukenbill would be at the January 16, 2001 College CASSC meeting. She requested that specific items of concern that members would like Dr. Lukenbill to address be forwarded to Pat Stephenson. Pat will forward the information to Dr. Lukenbill.

5. College CASSC Committee Updates

Research and Testing

Cathy Morris reported the Research and Testing Committee met. The Testing Directors met separately. The Testing Directors are working on several items including Student Feedback, ACT/ESL Test, Computer CLEP and new scores, etc. The Research and Testing Committee reviewed the committee-s responsibilities and goals and were presented an overview of M-DCC Testing Programs. They also reviewed the Placement Criteria for Academic Year 2000-01 document.

CARP

Armando Ferrer reported the CARP Committee had met. The committee agreed it would be very helpful to have a notation on the class roll of the number of times a College Prep class is taken. Subsequent to the CARP meeting, it was suggested the notation (number of times a class taken) be on the class rolls not only for College Prep but for all classes. Armando requested this item be discussed at the Campus CASSCs.

6. Dr. Lukenbill's Comments

Dr. Lukenbill made a brief visit to the meeting. He said that he plans to spend time with the College CASSC members at the January 16, 2001 meeting, and explained that College CASSC is a combination of academic and student affairs. It is critical that the academic and student affairs work together.

7. Input Collected Regarding Summer Term

Pat Stephenson distributed the feedback received from the College CASSC members at the November 14, 2000 regarding the change in the Summer A and B Schedules (Attachment III). Pat noted that she had also forwarded this information to the Academic Deans.

8. College CASSC February Meeting Date

James Evans presented a proposal to change the College CASSC February 13, 2001 (General Education Meeting) to February 27th to allow additional time for General Education Proposal submissions. After discussion, it was agreed that the date remain Tuesday, February 13th.

9. CASSC Committee Chair Workshop

The CASSC Committee Chair Workshop has been scheduled immediately following the January 16, 2001 CASSC Meeting.

10. Curriculum Review Process

Pat Stephenson requested the members review the Curriculum Review Process for further discussion.

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

COLLEGE CASSC SCHEDULE FOR 2001

<u>January 16, 2001</u>	<u>Meeting 1:30 p.m.</u>	<u>Room 3208-09*</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>

April 10, 2001

Meeting 1:30 p.m.

Room 2106

May 15, 2001

Meeting 1:30 p.m.

Room 3210*

June 12, 2001

Meeting 1:30 p.m.

Room 2106

July 10, 2001

Meeting 1:30 p.m.

Room 2106

August

No Meeting

***Room Change**