

**COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, JANUARY 16, 2001 - 1:30 P.M.
WOLFSON CAMPUS - ROOM 3208-09**

MINUTES

CHAIR: Patricia Stephenson

MEMBERS PRESENT:

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

MEMBER ABSENT:

Pat Bibby	(Sent Replacement Margarita Cuervo)
Joyce Crawford	(Sent Replacement Ken Boos)
Alexandria Holloway	(Sent Replacement Carleen Spano)
Ron Mossman	(Sent Notification)

PRESENTER: Jeffrey Lukenbill
Tom Stewart
Manny Lorenzo

RESOURCE: Jan Gordillo
MaryAnn Miller
Cathy Morris

RECORDER: Carol McAlister

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

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

2. **Clarification of Role of College CASSC**

(Attachment I - Roles and Responsibilities)

(Attachment II - Changes in the General Education Program & Requirements)

Pat Stephenson introduced the College Provost, Dr. Jeffrey Lukenbill.

Dr. Lukenbill reported the following concerning enrollment, Legislature, funding, etc.:

- (1) Enrollment is up approximately 10.5 %. The College will do an analysis to identify the reasons for increased enrollment, which is a positive development. Funding is based on enrollment, and therefore enrollment is a critical issue at the College. The College is currently working on an Enrollment Management Plan.
- (2) The Legislature passed a bill abolishing the current education structure and mandated a new structure which will centralize and integrate all the various pieces of governance of K-12 and higher education. The intent of the Legislature is to have one Board or "Superboard." The restructuring process was originally to take place over a three year period, but there is a possibility of abolishing the Board of Regents, Board of Community Colleges, and other structures supporting education as soon as this summer. Also, the College will encourage funding for a district cost differential in the new legislative session. The Legislature is scheduled to begin in March.
- (3) The M-DCC Board appoints our College President and the "Superboard" ratifies the appointment.
- (4) The new Provost of the New World School of the Arts, Stephen Sumner, is scheduled to start on February 12, 2001.
- (5) The M-DCC Foundation is scheduled to begin fund raising for scholarships, program development and other initiatives. A new Director of the M-DCC Foundation will be appointed in the near future.

Dr. Lukenbill explained that the CASSC performs a very important function. It is required by the Southern Association of Colleges and Schools (SACS), that as part of the College accreditation, there must be a body that has strong faculty representation for review of curriculum, review of programs, and to make recommendations for the education programs. He commended the

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College CASSC for the thorough review of programs and new courses submitted for approval. In the Fall term (2000-01) the Public Safety Telecommunications Vocational Credit Certificate, Histologic Technology A.S. Program, and Veterinary Technology A.S. Program were approved as submitted.

Dr. Lukenbill reinforced that College CASSC can and should initiate recommendations in academic matters, with the recognition that appropriate campus involvement and review is essential.

Responsibility #1 of the College CASSC is to formulate and monitor a comprehensive plan for the on-going evaluation of the academic and student services functions of the College which will assist in the Institutional Effectiveness commitment of M-DCC. Dr. Lukenbill would like a small group from the College CASSC to work with the Deans to develop reasonable, fair, consistent measures of periodically assessing program effectiveness, academic and student services functions, etc. The committee indicated that College CASSC had approved a subcommittee on Institutional Effectiveness, and requested that this committee be charged with formulating a comprehensive plan for Institutional Effectiveness.

Concerning the General Education requirement changes in Social Sciences and Natural Sciences, based on the recommendations of CASSC, as received via the discipline committees and the campus CASSCs, and the fact that approximately three years has passed since the current General Education requirements were adopted, these recommendations will be adopted. The implementation date will be set when programming and communication factors are determined.

Dr. Lukenbill presented the following General Education Review Proposal:

GENERAL EDUCATION REVIEW PROPOSAL

1. The College will conduct a comprehensive General Education review every ten years. The next comprehensive review would begin in the year 2005.
2. Changes in the General Education Program or requirements during the intervening years will be made only for very special, serious reasons.
3. With the approval of the changes in the Social Science and Natural Science requirements, as recommended by College-wide CASSC, no other changes in the General Education Program will be considered until the comprehensive review in 2005, except for circumstances that apply to #2 above.
4. Changes proposed to the General Education Program and requirements should address the rationale and goals of General Education.
5. Changes proposed for the General Education Program and requirements should be substantiated or supported by data and appropriate student feedback.

Dr. Lukenbill requested a recommendation concerning the General Education Review Proposal. In considering how the College CASSC would make this recommendation, two suggestions emerged. The first suggestion was to take the General Education Proposal to the Campus CASSCs

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for feedback. The second suggestion was that each member of the College CASSC take the proposal to their constituents for feedback. The feedback will be presented for discussion at the College CASSC February 13th meeting.

Dr. Lukenbill said he would like the Academic Deans and Student Deans to set-up a process for college-wide communication/dialog of academic, student services, and other issues of concern. Dr. Blye suggested that greater emphasis be placed on the WEB for a mechanism of communication.

In conclusion, Dr. Lukenbill said that as soon as Dr. Hays, Vice Provost of Education Policies, Programs and Analyses, is released from her duties as Interim Provost of the New World School of the Arts, she will be working closely with the Dean's. She will also be responsible for overseeing and supporting the College CASSC processes, meeting with the Coordinating Committee, communicating CASSC recommendations to the Chairs of the CASSC Committees, and interacting with Dr. Lukenbill. College CASSC recommendations will still go to him.

3. **College CASSC Committee Update**

A College Admissions and Registration Procedures (CARP) Committee report was presented by Tom Stewart, Chair (See Attachment III).

4. **Curriculum Review Process**

Postponed to the February 13th College CASSC Meeting.

5. **Conference Day**

Pat Stephenson announced that Conference Day, March 1, 2001, will be on Kendall Campus for faculty, staff and administrators. The theme of Conference Day is "Success through Change." Pat is serving on the Conference Day Steering Committee as a representative of College CASSC. If any faculty can attend the Monday meetings, from 3:00 p.m. - 4:00 p.m., please call Pat.

The meeting was adjourned at 3:50p.m.

CASSC COMMITTEE CHAIR WORKSHOP

A workshop, facilitated by Pat Stephenson, was held for the CASSC Committee Chairs following the meeting. The workshop clarified the significance of each committee regarding the effectiveness of M-DCC as an institution, reviewed a checklist of common procedures that each committee should follow, and shared

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suggestions/tips for handling issues or problems in leading these committees. The workshop included activities for the participants.

COLLEGE CASSC SCHEDULE FOR 2001

<u>February 13, 2001</u>	<u>Meeting 1:30 p.m.</u>	<u>Room 2106</u>
<u>General Education Date (Proposal)</u>		
<u>March 13, 2001</u>	<u>Meeting 1:30 p.m.</u>	<u>Room 2106</u>
<u>General Education Date (Vote)</u>		
<u>April 10, 2001</u>	<u>Meeting 1:30 p.m.</u>	<u>Room 2106</u>
<u>May 15, 2001</u>	<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>	

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***Room Change**