

COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, MARCH 13, 2001 - 1:30 P.M.
WOLFSON CAMPUS - ROOM 2106

MINUTES

CHAIR: Patricia Stephenson

MEMBERS PRESENT:

Fran Aronovitz (Substitute)	Patrice Bailey
Dulce Beltran	Pat Bibby
Ken Blye	Sandra Castillo
Carol Cooper	Gina Cortes-Suarez
Joyce Crawford	Joanne DeFalla
Ana Dominicis	Barbara Echord
James Evans	Arcie Ewell
Armando Ferrer	Ivan Figueroa
Joan Gosnell	Nora Hernandez-Hendrix
Rosany Hernandez-Rodriguez	Alexandria Holloway
Susan Kah	Sam Latimore
Encarnacion Lopez	Juanita Johnson (Substitute)
Nilia M. Madan	William Madden
Tere Martinez	Allen McPhee
Ron Mossman	Tony Nahas
Pam Singer (Substitute)	Floyd Pittman
Herbert Robinson	Geraldine Walker

MEMBER ABSENT:

- Shamara Al-Wazzan
- Susan Kah (Substitute - Fran Aronovitz)
- Wilkes Kemp (Sent Notification)
- Suzanne Lynch (Substitute - Juanita Johnson)
- Carol Petrozella (Substitute - Pam Singer)
- Richard Rose (Sent Notification)
- Serge Theodore

RESOURCE:

- Karen Hays
- Norvell Holyfield
- MaryAnn Miller
- Cathy Morris

PRESENTER:

- Guillermina Damas
- Jesus Fernandez
- Alex Gancedo
- Jan Gordillo
- Jorge Obeso

RECORDER: Carol McAlister

1. **Approval of Minutes of the February 13, 2001 Collegewide CASSC Meeting**

The College CASSC Minutes of February 13, 2001 were approved as submitted.

2. **Introductions**

Pat Stephenson, as Dr. Lukenbill suggested at the February 13th CASSC meeting, invited Sam Gentry, Executive Director of the Foundation, and Stephen Sumner, Provost of the New World School of the Arts to attend today's meeting. Pat explained that they were unable to attend but that Sam Gentry would attend the April 10th CASSC Meeting.

3. **Natural Science Curriculum**

Alexandria Holloway introduced Alex Gancedo who presented the following courses prepared by the Natural Sciences Discipline:

A. PSC 1515 Energy in the Natural Environment (**Attachment I**)
Revised Course Competencies

B. **New Course** General Education Course (A.A. Degree) (Natural Science)
BSC 1050 **Biology and Environment** (**Attachment II**)
This course provides students with an understanding and appreciation of how the natural world functions, how human attitudes and actions alter natural systems, creating environmental problems, and how sustainable approaches may resolve these problems.
3 Credits
Special Fee: \$10
Effective Term: 2001-1
**Unanimously
Approved
(32 in Favor
0 Opposed)**

4. **Business & Computer Information Systems Curriculum**

Jesus Fernandez presented the following eight new courses prepared by the Business Discipline:

A. Computer Information Systems Analysis (A.S. Degree) (**Attachment III**)

New Course
CGS XXXX **Introduction to Oracle: SQL & PL/SOL** (**Attachment IV**)

This course offers students an extensive introduction to data server technology. The class covers the concepts of both relational and object relational databases and the powerful SQL & PL/SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Demonstrations and hands-on practice reinforce the fundamental concepts. This class is preparation for both the Oracle Application Developer and Database Administrator certification exams.

4 Credits

Special Fee: \$35

Effective Term: 2000-3

New Course

CGS XXXX Introduction to Oracle Database Administration (Attachment V)

This course is designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks. Through instructor-led learning, structured hands-on practices and challenge-level exercise labs, the DBA will gain the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle 7 or Oracle 8 database.

Prerequisite: CGS XXXX Introduction to Oracle: SQL & PL/SQL

4 Credits

Special Fee: \$35

Effective Term: 2000-3

New Course

CGS XXXX Intermediate Oracle Database Administration (Attachment VI)

This course introduces students to the critical task of planning and implementing database back-up and recovery strategies and to the trends and problems associated with business networking. Backup and recovery techniques and various backup, failure, restore and recovery scenarios are introduced. Generic backup, restore and recovery operations that apply to both Oracle 7 and Oracle 8 database environments, the Oracle 8 Recovery Manager are also discussed. Students will learn the various solutions required to tackle problems associated with business networking. Implementation of solutions, Net 8 architecture, and peer connections are covered.

Prerequisite: CGS XXXX Introduction to Oracle Database Administration.

4 Credits

Special Fee: \$35.00

Effective Term: 2000-3

New Course

CGS XXXX Oracle Database Performance Tuning (Attachment VII)

This course introduces students to a series of tuning steps which can be used to improve the performance of the Oracle 8 Server. The focus is on database rather than specific operating system performance issues. Through a combination of demonstrations, lectures, online lab exercises, and slide presentations, students will learn practical experience tuning an Oracle database. Students will also learn how to recognize, troubleshoot and resolve common performance related problems in administering an Oracle database.

Prerequisite: CGS XXXX Introduction to Oracle Database Administration

4 Credits

Special Fee: \$35.00

Effective Term: 2000-3

New Course

COP XXXX Programming PL/SOL in Oracle (Attachment VIII)

This course enables students to learn how to write PL/SQL procedures, functions and packages. Working in both the Procedure Builder and the SQL*Plus environments, students will learn how to create and manage PL/SQL program units and database triggers. Students will also learn how to use some of the Oracle-supplied packages.

Prerequisite: CGS XXXX Introduction to Oracle: SQL & PL/SQL

4 Credits

Special Fee: \$35.00

Effective Term: 2000-3

New Course

COP XXXX Introduction to Oracle Database Applications (Attachment IX)

In this course, students will learn how to build and test interactive applications and will work in a graphical user interface (GUI) environment. They will learn how to customize forms with user input items such as check boxes, list items and radio groups. Students will also learn how to modify data access by creating event-related triggers.

Prerequisite: CGS XXXX Programming PL/SQL in Oracle

4 Credits

Special Fee: \$35.00

Effective Term: 2000-3

New Course

COP XXXX Intermediate Oracle Database Applications (Attachment X)

In this course, students will gain an opportunity to broaden their Developer/2000 form-building skills. They will use Project Builder to manage application files and multiple transactions across modules.

Students will also learn how to create multiple-form applications and will practice enhancing their applications with custom menus, reports, and charts.

Prerequisite: Introduction to Oracle Database Applications

4 Credits

Special Fee: \$35

Effective Term: 2000-3

New Course

COP XXXX Oracle Report Building

In this course, students will build a variety of standard and custom reports in a client-server environment. Working in a graphical user interface (GUI) environment, students will learn how to retrieve, display and format data in many styles to create tabular, matrix, mailing labels and letter reports. They will also learn how to customize more complex reports, embed graphical charts in reports and use the intelligent Remote Reports Server.

Prerequisite: Introduction to Oracle Database Applications

4 Credits

Special Fee: \$35

Effective Term: 2000-3

**Unanimously
Approved as
Package
(8 new Oracle
Courses)**

5. **Millennium Presentation**

Barbara Echord introduced Jan Gordillo who presented an overview of the Millennium Job Placement software. Jan explained that the software will be used in the Career Services offices at the College. The software contains instruction in selected areas concerning interviewing skills, letter and resume writing, as well as links to other related resources, courses/classes, and software packages. It will provide descriptions of employers, announce special events, workshops and employer visits, and permit students to self-register. The system will schedule employer interviews on campus and permit student self-registration for interviews through email. A pilot is planned for the summer. The Academic and Student Deans will work on a mechanism to expose students to the Millennium software. It is anticipated that the full system will be available to all students in the Fall term of next year.

6. **CASSC Committee Reports**

Collegewide Admissions and Registration Procedures Committee (CARP)

Tom Stewart, Chair of the Collegewide Admissions and Registration Procedures Committee (CARP) reported that CARP had reviewed the College Admissions Policy and suggested several

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minor changes. The committee also reviewed some admissions coding practices that have an impact on the reporting to the state on the state data base. The committee agreed that the policy for dual enrolled students should be that the College must have proof of high school graduation before we send out a transcript showing the credits earned while a student was a high school dual enrolled student. The committee discussed the repeating of a course. The College receives no state funding for courses taken more than twice regardless of the action the College takes. The College may approve an appeal from a student to take a course a fourth time if there are major extenuating circumstances. The College may approve an appeal from the student to lower the full cost of instruction charge to the normal charge, but may not use the reason of extenuating circumstances for a second time for the same course. The committee discussed the project headed by Dr. Vicente to increase the number of graduates who meet the degree requirements but do not apply. Also the PhoneMaster should be implemented within the next month so that the College can begin calling students whose fees are due and are scheduled to have classes canceled the next day. The committee had discussion on the consistency among campus petitions committees in awarding the change of grade to WN which does not count toward SOAP calculations. The committee discussed solutions to the potential problems encountered by students who wish to enroll in Virtual College classes. One item was the processing of non U.S. students who do not intend to physically enter the U.S., but want to take Virtual College classes. In conclusion, Tom reported that an upgrade (6.0 port) to the Odyssey software is scheduled to be installed on May 29th, as well as, a meeting for April 6th to prioritize Odyssey requests for the upcoming year.

Distance Education Committee

Susan Kah reported on behalf of Kristi Lozano, Chair of the Distance Education Committee.

Subcommittee Work:

On January 11, 2001, the Distance Education Subcommittees were charged with discussing a starting document of current issues that fell under their subcommittee's area, identifying other critical concerns, prioritizing these issues, and finally selecting the top 5-7 issues and developing an action. The subcommittees presented their findings and plans. These results and the results from brainstorming sessions held on March 9th will be presented in follow-up reports for the Distance Education SACS Response to the Report of the Substantive Change Committee. These results will also be considered in the Distance Education program planning and final recommendations will be presented to the CASSC and the Executive Committee.

Technology Issues & Solutions:

Reusable Learning objects (RLOs) were demonstrated and the effectiveness of sharing these in online courses was discussed. Standards for streaming media were suggested by the Infrastructure/Technology Subcommittee. Student and faculty support to be included on the new VirtualCollege Website was discussed and recommendations were made. The new Virtual College Website will have four portals: Guest Tour, Student Center, Faculty Lounge, and Distance Education Program. The committee members were very positive to announcements that Virtual College students will be required to participate in an online Virtual College Orientation and take and pass the Virtual College Entry Test before registering for the courses in the Virtual College.

Retention Committee

Pat Stephenson reported that Hector Vasquez, Music Department, Kendall Campus, has accepted the position to serve as the new Chair of the Retention Committee.

Sam Latimore suggested a joint meeting of the Retention Committee and the Recruitment and Advisement Committee.

7. **Academic Affairs Update**

Nora Hernandez-Hendrix reported that the Discipline Committees are working diligently on submitting curriculum proposals, continuing to review our processes and forms, and working with the District Office of Education on the College Catalog.

8. **Student Services Web Applications**

Ken Blye requested that he be given the opportunity to give a presentation on the Student Services web applications at the April Collegewide CASSC meeting.

9. **Follow-up General Education Proposal**

Pat Stephenson reviewed the comments made at the January 16th Collegewide CASSC Meeting in responses to Dr. Lukenbill's General Education Review proposal (see below). The comments discussed were categorized into (1) Ten Year Time Table, (2) The Meaning of "Special, Serious Reason", (3) Impact on Faculty, (4) Curriculum Concern, (5) Evaluation/Assessment of General Education Effectiveness, and (6) Communication Regarding Review and Changes. The discussion included a review of Campus CASSC responses to the proposal and other positive responses.

GENERAL EDUCATION REVIEW PROPOSAL

- A. The College will conduct a comprehensive General Education review every ten years. The next comprehensive review would begin in the year 2005.
- B. Changes in the General Education Program or requirements during the intervening years will be made only for very special, serious reasons.
- C. With the approval of the changes in the Social Science and Natural Science requirements, as recommended by Collegewide CASSC, no other changes in the General Education Program will be considered until the comprehensive review in 2005, except for circumstances that apply to "B" above.
- D. Changes proposed to the General Education Program and requirements should address the rationale and goals of General Education.

- E. Changes proposed for the General Education Program and requirements should be substantiated or supported by data and appropriate feed back.

It was moved, seconded and passed that the Collegewide CASSC support the General Education Review Proposal as written.

Approved
29 in Favor
2 Abstentions

10. **Follow-up College CASSC Goals**

Pat Stephenson reviewed the CASSC goal of improving communication within the College community. Development of a “Web Banner” had been considered as one means of accomplishing communication. It was suggested that a “Bulletin Board” (employee portal) would be a means of communication. Pat Stephenson will discuss this further with Kathy Morris.

It was also suggested that the CASSC Committee minutes, the nine committees reporting to the College CASSC, be e-mailed to the Collegewide CASSC Recording Secretary. It is expected that in the near future the CASSC committees, functions and minutes will be on the web.

It was requested that the web address for the CASSC agenda and minutes be included in the minutes. The address for the College CASSC minutes and agenda is www.mdcc.edu/cassc/.

11. **A.A./A.S. Pow Wow**

Pat Stephenson will meet with Ron Mossman and Richard Rose, and possibly other CASSC members who represent A.A. or Occupational Clusters, for an informal exchange of curriculum parameters. Sam Latimore asked to be included in that meeting.

The meeting was adjourned at 4:00 p.m.

COLLEGE CASSC SCHEDULE FOR 2001

<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>

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August

No Meeting

The address for the College CASSC minutes and agenda is www.mdcc.edu/cassc/

March2001cassc

***Room Change**