

COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, JUNE 12, 2001
WOLFSON CAMPUS - ROOM 2106 - 1:30 P.M.
MINUTES

CHAIR: Patricia Stephenson

MEMBERS PRESENT:

Dulce Beltran	Pat Bibby
Ken Blye	Carol Cooper
Gina Cortes-Suarez	Ana Dominicis
Barbara Echord	James Evans
Arcie Ewell	Nora Hernandez-Hendrix
Rosany Hernandez-Rodriguez	Alexandria Holloway
Susan Kah	Wilkes Kemp, Jr.
Encarnacion Lopez	Nilia Madan
William Madden	Tony Nahas
Carol Petrozella	Floyd Pittman
Serge Theodore	Geraldine Walker
Ken Boos (Substitute for Joyce Crawford)	
Sheri Goldstein (Substitute for Armando Ferrer)	
Carmen Vazquez (Substitute for Joan Gosnell)	

MEMBERS ABSENT:

- Shamara Al-Wazzan (Sent Notification)
- Patrice Bailey (On Leave)
- Sandra Castillo (On Leave)
- Joyce Crawford (Sent Substitute)
- Joanne DeFalla (On Leave)
- Armando Ferrer (Sent Substitute)
- Ivan Figueroa (On Leave)
- Joan Gosnell (Sent Substitute)
- Sam Latimore (On Leave)
- Suzanne Lynch (On Leave)
- Tere Martinez (Sent Notification)
- Allen McPhee (On Leave)
- Ronald Mossman (On Leave)
- Herbert Robinson (Sent Notification)
- Richard Rose (On Leave)

RESOURCE:

- Jan Gordillo
- MaryAnn Miller
- Cathy Morris

PRESENTERS:

Ken Blye	Tony Blanco
Gregory Ferenchak	Carol Hoffman-Guzman
Jeffrey Lukenbill	Jim MacDonald
Barbara McElroy	Carol Miller

Richard Prentiss

Gale Woolley

GUESTS:

Alex Gancedo

Jesus Fernandez

RECORDER:

Carol McAlister

1. **Approval of Minutes of the May 15, 2001 Meeting**

The minutes of the May 15, 2001 College-wide CASSC Meeting were approved as submitted.

2. **Presentations and Updates Presented by Dr. Lukenbill**

Presentations

Dr. Blye, Ms. Beltran, Dr. Hendrix and Dr. Holloway were each presented a certificate of appreciation and a keepsake from College-wide CASSC for completion of their term of service on the Council.

Governance/Legislation

The new seven member State Board of Education has been named. Mr. T. Willard Fair, a member of the M-DCC Board, has been selected to serve on the State Board. The Governor will be appointing the new Boards of Trustees for the universities in a short time and making the appointments of Chancellors for the three education systems within the state. The Academic Deans have worked with the Campus Presidents, Vice Provost and others to review the legislation related to community colleges for the purpose of determining recommendations the College may consider while changes are being reviewed. The Deans serving on the State Council for Instructional Affairs and the Council for Student Affairs, will take the designated recommendations to these bodies.

School Reports

The various schools such as Design Technology, Virtual College, etc., present regular reports concerning curriculum, enrollment, initiatives, etc., to the Executive Committee. Dr. Lukenbill encouraged the College-wide CASSC to take a short time at each meeting for a report from a school director. This will enable the Council to become aware of the innovation, creativity and hard work going on within the schools.

League for Innovation

The League for Innovation is an organization limited to twenty colleges nationally including M-DCC. The membership is committed to innovation, committed to being on the cutting edge of new programs and curriculum, and demonstration of this commitment. The League for Innovation is a resource for ideas and sharing. There is now a process in the League to extend these resources to other colleges in an alliance situation (League Alliance). Dr. Lukenbill will be working with Ms. Marie Nock, College Training and Development, to make full use of these resources and ideas, and assure information is disseminated college-wide.

College Emergency Plan

Dr. Lukenbill is the representative for college-wide communications concerning the hurricane preparation plan. This plan is reviewed yearly. A college-wide emergency plan will be developed for other types of emergency situations. The College is accepting input for the development of this emergency plan which will also deal with the aftermath of an event/situation. It is essential that we be supportive of the efforts of preparation for any event, and communicate, work together, and understand the emergency plans, along with the need to follow through (i.e., if the fire alarm sounds, follow the evacuation procedure).

Curriculum

Dr. Lukenbill said that he is impressed by the number of programs, including courses and other curriculum, moved forward by the College-wide CASSC. The expectation of the College-wide CASSC members acting on curriculum or programs is that they be critical in a positive way in terms of the academics, and be mindful of the importance of the timing of the implementation and communication concerning the new program or curriculum.

3. **Student Services Web Enablement**

Dr. Blye presented a Student Services Web Enablement demonstration with Mr. Tony Blanco assisting. The demonstration focused on the Student Services Home Page with a concept called portals, which are repositories of web applications that are specific to the groups that go into the portals. The Home Page has four portals that include (1) Prospective Students, (2) Current Students, (3) Alumni, and (4) Friends and Employees. Each of the portals was demonstrated. Tentatively, the development and refinement will be completed by August 1, 2001.

4. **Placement Criteria for Academic Year 2001-2002**

Dr. Patricia Stephenson, College-wide CASSC Chairperson, announced that the combined e-mail and phone mail vote concerning the Placement Criteria for Academic Year 2001-2002 document (Attachment I - Pages 1-7) presented at the May 15, 2000 College-wide CASSC Meeting, was unanimously approved. Pat requested any member who was present and had voted via the phone or phone mail, to please initial the document.

**Unanimously
29 in Favor
1 Abstention**

5. **Curriculum**

Barbara McElroy
Carol Hoffman-Guzman

(Attachment II)

New Program

Non-Profit Management College Credit Certificate

Pages 8-11

Pages 12-14

Option

Marketing Management Associate in Science
option in Non-Profit Management

Pages 16-19

New Courses

MAN 1XXX Management for Non-Profit Organizations

Page 20

Pages 21-25

MAR 1XXX Marketing for Non-Profit Organizations

Pages 26-30

GEB 2XXX Resource Development

Pages 31-34

GEB 2XXX Financial Management for Non-Profit
Organizations

Pages 35-38

GEB 2XXX Strategic & Policy Issues in Non-Profit Organizations

Pages 39-42

Unanimously

Approved

25 in Favor

0 Opposed

(Attachment III)

Jim MacDonald

Add to A.A. Degree Elective Category

PLA 2800 Family Law & Litigation

Page 43

Pages 44-47

PLA 2600 Wills, Trusts & Estates

Pages 48-51

PLA 2303 Criminal Law

Pages 52-54

PLA 2273 Torts

Pages 55-56

PLA 2223 Trial Practice & Appeals

Pages 57-58

PLA 2203 Trial Preparation

Pages 59-61

PLA 2003 Fundamentals of Law

Pages 62-64

PLA 2104 Legal Research

Pages 65-66

PLA 2114 Legal Writing

Pages 67-69

Unanimously

Approved

25 in Favor

0 Opposed

Program Changes
Medical Assisting

SLS 0201 Delete
SLS 0341 Delete

Change Credits: MEA 0234 from 3 credits to 4 credits
MEA 0274 from 3 credits to 4 credits

Move MEA 0231 from OCP D to OCP B

(Attachment IV) Gale Woolley
Pages 70-72
Pages 73-74
Pages 73-74

Pages 75-76
Pages 77-78

Page 71 **Unanimously**
Approved
25 in Favor
0 Opposed

Respiratory Therapy

Summary of Changes:

Delete the following courses

RET 1800 Respiratory Therapy Technician Clinic 1
RET 1007 Respiratory Therapy Technician Pharmacology
RET 2008 Respiratory Therapy Pharmacology
RET 1486 Respiratory Therapy Pathophysiology
RET 1830 Respiratory Therapy Technician Clinic 2
RET 1273 Respiratory Therapy Theory
RET 1273L Respiratory Therapy Theory Lab
RET 1841 Respiratory Therapy Technician Clinic 3
RET 2285L Pressure Breathing Theory Lab

New Courses

Curriculum Forms & Competencies
RET 2833 Respiratory Therapy Clinic 2
Curriculum Forms & Competencies
RET 2284L Principles of Mechanical Ventilation Laboratory
Curriculum Forms & Competencies
RET 2350 Respiratory Therapy Pharmacology

Pages 84-86G

Pages 87-89

Pages 90-102

Curriculum Forms & Competencies	Pages 103-110
RET 2832 Respiratory Therapy Clinic 1	
Curriculum Forms & Competencies	Pages 111-117
RET 2264 Advanced Modalities & Monitoring	
Curriculum Forms & Competencies	Pages 118-124
RET 2714 Pediatric/Neonatal Care	
Curriculum Forms & Competencies	Pages 125-131
RET 2834 Respiratory Therapy Clinic 3	
Curriculum Forms & Competencies	Pages 140-151
RET 2503 Respiratory Therapy Pathophysiology 2	
Curriculum Forms & Competencies	Pages 152-158
RET 2601 Respiratory Care Seminar	
Curriculum Forms & Competencies	Pages 159-162
RET 2284 Principles of Mechanical Ventilation	

Course Change

Curriculum Forms & Competencies	Pages 132-139
Change Existing Course from 1 Credit to 8 Credits	
RET 2835 Respiratory Therapist Clinic 1 to Respiratory Therapy Clinic 4	

Summary	Pages 163-170
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**Unanimously
Approved
25 in Favor
0 Opposed**

Diagnostic Medical Sonography

Curriculum Form	
RTE 1111L Delete Course	Page 174

(Attachment VI) Greg Ferenchak

Page 171-173

Curriculum Form & Competencies	
SON 1100L Credit Change from 1 to 2	Pages 175-178

**Unanimously
Approved
25 in Favor
0 Opposed**

Pharmacy Technician

Curriculum Forms

MEA 0313/HIM 0615

Replace with OTA 0101

(Attachment VII) Carol Miller

Page 179

Page 180-181

Curriculum Forms & Competencies

PTN 0910 Change from 2 Credits to 2.5 Credits

Pages 182-184

Unanimously

Approved

25 in Favor

0 Opposed

6. **Learning Agenda**

At the May 15, 2001 CASSC Meeting, Dr. Patricia Stephenson, Chair of the College-wide CASSC, requested that all members talk with their constituents concerning the Learning Agenda and come back with suggestions, ideas, or responses.

Each member was asked to share the responses garnered from their constituents in reaction to Dr. Padrón's memo's to all faculty, staff and administrators (Attachment VIII - Pages 185-188). It was reported that the Learning Agenda had not been discussed to date at Inter-American Campus CASSC, Dr. Padrón would visit Kendall Campus on June 19th, and Wolfson Campus deferred comment until after Dr. Padrón's visit.

The following comments were made concerning the Learning Agenda:

Given the opportunity for faculty to have full time release, what is the procedure on selection for the release time?

What about staff selection process?

Are we talking about the classroom?

M-DCC can be resources for other colleges.

16 weeks vs. other schedules that are compacted/flexible.

Student perception be included early on.

Felt a lack of overall understanding of what the Learning Agenda is.

Vague and confusing (Learning Agenda).

"Students First" on the Learning Agenda.

Flexibility in course scheduling and synchronization of courses.

Adjunct faculty have guidance and supervision throughout the semester.

Scheduling of classes - conflict of classes.

Tutoring - Learning Communities - desire to incorporate that more frequently.

Release time concern - Web Based Learning needs release time.

College Prep very concerned about the Learning Agenda - Cognitive Strategies.

What happens in SLS?

Issues in SLS.

SLS intended to be reviewed but no Discipline Committee Meetings.

So much specialization. A need for some common thread.

What really happens in course uniformity and learning strategies?

The Library and how does it fit in the scheme. Also, technology.

The concept is vague. Learning Communities were tried and just did not work.

Barry 2+2 cohort did work and students liked it..

Focus on Student Learning (good).

Begin to discuss what to accomplish.

Groups have dialog.

7. College-wide CASSC Goals for 2000-2001

Dr. Patricia Stephenson, Chair of the College-wide CASSC reviewed the College-wide CASSC Goals for 2000-2001.

1. **IMPROVE COMMUNICATIONS WITHIN THE COLLEGE COMMUNITY**

To be accomplished through:

- a. Development of a "Web Banner"

Work is being done through the web page as an a means of communication to the College community. Dr. Cathy Morris has also requested that the minutes of the committee meetings be forwarded to her to be made available on the web. Dr. Morris has been extremely helpful.

- b. Dissemination of Institutional Research data

Working on this item.

- c. Dissemination of Academic and Student Services information

The Council has enhanced our understanding of Academic and Student Services information.

- d. Members conveying information through technology, meetings, announcements, word-of-mouth and related means.

It is the responsibility of the members to pass this information on to their constituents. The Academic Deans give a review at their Campus CASSC Meeting of the College-wide CASSC Meeting. The individuals on the Campus CASSCs are then able to relay academic and student information to their departments. Carol Petrozella puts out a phone mail message to her Nursing constituents after the College-wide CASSC meetings referring them to the minutes. It was to be noted in the minutes that a phone mail message would be a good means of communication by all members to their constituents. This item will be further discussed.

2. **ESTABLISH FULLY OPERATIONAL CASSC COMMITTEES**

To be accomplished through:

- a. Committee Chair Workshops
A workshop was held. The feedback from the participants was encouraging.
- b. Regular reports of committee work.
Committee reports have been presented at the College-wide CASSC.
- c. Records of meetings, activities, progress and products
It has been requested that all minutes be sent to Dr. Morris for the web.

3. **STREAMLINE THE CURRICULUM CHANGE/REVIEW PROCESS TO ENABLE PROMPT RESPONSES TO IDENTIFIED NEEDS**

The Deans have a process in place through the use of the Course Information/Approval - Short Form to provide a shortened procedure for curriculum approval that will enable the campus to make a timely response to educational needs.

4. **MODEL EFFICIENCY IN THE USE OF COUNCIL MEMBERS' TIME**

- a. Starting meetings punctually at the appointed time
A quorum is not necessary to begin the meeting. The membership was in consensus that the meeting begin promptly regardless of the number of attendees.
- b. Members reviewing, prior to the meeting, the information in the agenda packets
Members are receiving the packets for review prior to the meeting.
- c. Circulate concise written reports to minimize reporting time
Occasionally

8. **Announcements**

The July 10th College-wide CASSC Meeting has been moved from Room 2106 to **Room 3210**.

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

COLLEGE CASSC SCHEDULE FOR 2001

July 10, 2001

1:30 p.m.

**Room 3210
ROOM CHANGE**

THE ADDRESS FOR THE COLLEGE CASSC IS www.mdcc.edu/cassc/

College CASSC Agenda
June 12, 2001