

COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, NOVEMBER 6, 2001
WOLFSON CAMPUS - ROOM 3208-09 - 1:30 P.M.
MINUTES

CHAIR: Allen McPhee

MEMBERS PRESENT:	Juan Abascal	Holly Anderson
	Margarita Batlle	Charles Beavin
	Pat Bibby	David Brubeck
	Carol Cooper	Gina Cortes-Suarez
	Dana Crawford	Joyce Crawford
	Arcie Ewell	Armando Ferrer
	Edward Gonzales	Joan Gosnell
	Rosemary Green	Robert Hach
	Juanita Johnson	Susan Kah
	Ken Lee	Anna Leggett
	Encarnacion Lopez	William Madden
	Annmarie Masi	Cristina Mateo
	Jimmy Miller	Rolando Montoya
	Floyd Pittman	Madeline Pumariega
	Herb Robinson	Patricia Stephenson
	Milagros Stoff	Cleveland Taylor
	Elizabeth Yesan	

MEMBERS ABSENT:	Sandra Castillo	(Sent Notification)
	Ana Dominicis	(Sent Notification)
	Rene Revuelta	
	Carol Petrozella	(Sent Notification)
	Antoin Nahas	

RESOURCE: Ken Blye
Joan Camp
Karen Hays
Alexandria Holloway
MaryAnn Miller

PRESENTERS:	Cathy Morris	Rulx Jean-Bart
	Ossie Hanauer	Kenneth Kozeka
	Luciano Ramos	Abby Powell
	Jerolyn Roberson	Ivy Lewis
	Diane Loffredo	Larry Seaman
	Jeffrey Lukenbill	Josh Young

GUEST: Miriam del Campo

RECORDER: Carol McAlister

1. **Introduction of College-wide CASSC Member**

Allen McPhee introduced Holly Anderson, Entertainment Technology, North Campus who accepted the appointment on College-wide CASSC for a two year term of service (2001-2003).

2. **Introduction of Academic Dean and Student Dean Appointed to Coordinating Committee**

Allen McPhee introduced Madeline Pumariega, Interim Student Dean, Wolfson Campus, and Gina-Cortes Suarez, Academic Dean, North Campus, who were appointed to a one year term of service on the College-wide CASSC Coordinating Committee.

3. **Approval of October 9, 2001 College-wide CASSC Minutes**

The minutes of the October 9, 2001 College-wide CASSC meeting were approved with the following correction: (Page 2, Item #3) - **\$500,00 to \$500,000.**

4. **Message from the College Provost**

EMERGENCY LEAVE

Dr. Lukenbill addressed the emergency leave day, November 5th. He explained that many factors are involved in canceling classes. One factor in particular involves high school students attending the New World School of the Arts, the School for Advanced Studies (Wolfson, Kendall and North Campuses), and other dual enrolled programs that make it necessary to have coordination with Miami-Dade County Public Schools. The College also has two day care centers that must be considered when closing. At the present time the College coordinates with Miami-Dade County, and Miami-Dade County coordinates with Miami-Dade County Public Schools. The ideal situation would be to have an agreement with all colleges and universities in the area by which the colleges and universities would simply agree that if the school system and the county shut down their basic operations, the colleges and universities would also close. This would enable one inclusive media announcement. Also discussed was the large undertaking involved in preparation for a hurricane including the work on payroll, facilities preparation, maintenance preparation, etc.. Dr. Lukenbill requested that we recognize these employees for their commendable work.

BUDGET

Tentatively, another legislative session will be scheduled after Thanksgiving as consensus was not reached in terms of budget reductions. More information will be forthcoming. Support will be requested in terms of letter writing, faxes, and e-mails to our legislatures, particularly Miami-Dade County legislatures, requesting equitable cuts. Secondly, request flexibility for the College to determine whatever cuts are required, and how the College makes them. This will enable the College to look at our mission and priorities to determine what is best for M-DCC overall. In preparation for this, Dr. Padrón asked for input concerning College efficiency and conservation. Many good ideas have come forward.

VOLLEYBALL

The College Volleyball Team won the state championship and will go to the national championships. This is the 12th consecutive state championship.

OPERATION PAYCHECK

Dr. Lukenbill acknowledged Nora Hendrix, working with Karen Hays and others, pertaining to the implementation of Operation Paycheck. The retraining classes M-DCC will be offering are intensive, short-term training on an ongoing basis to employees who have been displaced in the past eight weeks in the ripple effects of the September 11th tragedy.

5. **Curriculum - New Course**

Susan Kah introduced Diane Loffredo, Kenneth Koseka and Larry Seaman who presented HSC 1130, Introduction to Alternative Medicine & Complimentary Therapies (new course). Miriam del Campo requested the item be tabled for further review and expressed concerns that this three credit General Education elective course proposal had not been reviewed by the faculty at the College who teach HSC courses on the various campuses. Dr. Seaman stated that he had sent an e-mail to all HSC faculty. The course was then reviewed by the Academic Deans who were in consensus that the course, because of its health care delivery focus, be revised and managed by the Medical Center Campus. Susan Kah subsequently asked Larry Seaman and Diane Loffredo to revise the course description and competencies. Susan Kah presented the revised course to the Chairs and School Directors on the Medical Center Campus. They endorsed the course and decided that it should be managed by Diane Loffredo, Continuing and Community Education Chair, because she also manages HSC 0001 and college credit courses related to multiple disciplines. This area has one full-time faculty member assigned to it, and the faculty member is not credentialed to teach this HSC course. The course was presented at all campus CASSC's, was endorsed by all, and completed the process for presentation at the College-wide CASSC.

The CASSC recommended a title change for the course from **Introduction to Alternative Medicine & Complimentary Therapies** to **Exploration of Alternative Medicine & Complementary Therapies**. The course number "1130" will be reassigned by the State. The course competencies were reviewed and typographical errors noted (Attachment I [revised]).

Course

<u>Abbr./No.</u>	<u>Course Title</u>	<u>Campus</u>	<u>Credits</u>	<u>Eff.</u>	<u>Degree</u>	<u>Audit/ Term Program Area</u>
*HSCXXXX	Exploration of Alternative Medicine & Complementary Therapies	1,2,3,4,5,6	3	2001-2	A.A.	General Ed. Elective

**APPROVED
20 in Favor
7 Opposed**

*(Course # assigned by State - HSC 1121)

6. Service Learning

Presenters:

Josh Young, College-wide Director, Center for Community Involvement

Ossie Hanauer, Kendall/Homestead Program Coordinator, Center for Community Involvement

Luciano Ramos, Wolfson/InterAmerican/Medical Program Coordinator, Center for Community Involvement

Abby Powell, North Program Coordinator, Center for Community Involvement

Jerolyn Roberson, Faculty, Wolfson Campus, and Service-Learning Faculty Coordinator

Ivy Lewis, service-learning student and Campus Coordinator, Wolfson

Members of the college-wide Center for Community Involvement team provided a brief overview of their program. Josh Young shared that the program has come a long way in seven years since the formal college initiative began. He felt that there is much to celebrate and much has been achieved and asked for CASSC's continued support in helping make the program even better so that more faculty, students, and community members could be involved and served. Ossie Hanauer provided an overview of service-learning and emphasized that first and foremost it is teaching/learning strategy that provides academic credit for demonstrated learning. She described how many faculty are combining course-related community service with course learning objectives through the use of reflections. She described how faculty give students assignments such as journals, research papers, portfolios, presentations, etc, that help them connect their service with classroom learning objectives. Since 1994 more than 200 faculty and 15,000 students have participated in the program contributing in excess of 300,000 hours to more than 500 community agencies. Jerolyn Roberson spoke briefly about the faculty perspective on service-learning and said that the program is the best kept secret at the College. Ivy Lewis, a Wolfson Campus student, talked about how service-learning has changed her life and the many benefits it affords students. Abby Powell reviewed the handouts that were distributed, including a United Way Serv A Thon that includes a service project with Habitat for Humanity on 12/8 and many prizes available via raffle ticket sales. She also shared that nationally renowned presenter Dr. Edward Zlotkowski will be doing a series of presentations on service-learning at M-DCC on November 28th and 29th and encouraged all to attend and help spread the word.

“Tell me and I'll forget. Show me and I may not remember. Involve me and I'll understand.”

! Service-learning overview

Definition: Service + guided reflection

Reflection is what makes service-learning

Equal weight service + learning

Academic credit for demonstrating learning achieved through service, not just for putting in hours

! Statistics (1/95 - 8/01);

200 + faculty

15,121 Students

318,083 + hours

College-wide CASSC Minutes

November 6, 2001

- 500 + community agencies
 - \$1.7 million estimated value
 - ! Goals: Enhance student learning of existing course competencies
 - Foster civic responsibility
 - Promote life-long commitment to service
 - Meet community needs
 - ! Benefits of program to student
 - Enhancing learning
 - Discover career/major
 - Resume enhancement
 - Scholarship opportunity
 - ! How Center for Community Involvement serves the College:
 - Recruit/support service-learning faculty
 - Coordinate 60,000 hours of service to 400 + community agencies each year
 - Present Forums on civic responsibility
 - Offer faculty workshops and training opportunities
 - Coordinate Volunteer Fairs with Student Life Offices
 - Direct America Reads Program
 - Maintain partnerships with community agencies
 - Oversee AmeriCorps VISTA initiatives
 - Oversee Overtown Computer Center project
 - Coordinate Volunteer Miami
 - Other Projects:
 - Student Ambassador Program
 - Partnership with Honors
 - Volunteer Clearinghouse
 - Administer service learning grants
 - Assist with Miami Book Fair International
- Faculty Coordinators: Eric Lichtman, Jerolyn Roberson, Diane Sloan, and Carlos Gonzalez

7. College-wide CASSC Committee Updates

Research and Testing Committee

Cathy Morris, Chair of the Research and Testing Committee, presented an update on the Research & Testing Committee. The committee charge, membership, agenda and minutes are all on the CASSC website. Following are examples of recent activities related to the charge of the Research and Testing Committee:

1. Review College testing programs and recommend changes: Committee is looking for better placement test for EAP. Subcommittee formed with discipline faculty (R&T faculty member as chair). Piloting SAT ESL test in Spring.
2. Review/revise policies: Reviewing impact of mandatory CLEP testing for Bright Futures students. Reviewed TABE test versions used around the College and worked with users to get consistency.
3. Generate placement criteria document. The process will be starting this month.
4. Accurate storage and retrieval of test scores: Working to resolve Odyssey problems and to get all scores into system.

5. Research priorities: Committee is working with Institutional Research (IR) on 7 research priorities selected by Dr. Padrón from a list IR submitted (Survey of graduates; tracking honors students; input from employers; climate survey; enrollment management; program review; transfer information).
6. Approve research: Have developed checklist and procedure. Average about 5 - 6 per year. Not all get approved.

College-wide Admissions and Registration Procedures (CARP) Committee

The verbal report was presented by Rulx Jean-Bart and the written report was submitted by Tom Stewart, Chair of the CARP.

Following are highlights from recent CARP meetings:

- ! Admissions and Registration support for Virtual College (VC) was discussed and several changes were made to existing codes for better tracking of VC students and to deal with non-US citizens taking courses while outside the U.S.
- ! Technical Manual of Procedures is in the process of being totally updated and made available on the web. Our target date for completion of the project is the end of the academic year.
- ! The course listings in the College-wide Schedule of credit Classes was edited more closely in an attempt to reduce the redundant notes and comments for some classes. This also reduced some pages to allow the final exam schedule and campus maps to be included.
- ! New Odyssey version is scheduled to be implemented on 11/19/01. No Odyssey system available on Friday, 11/16/01.
- ! New report available to obtain lists and labels of students by program objective.
- ! College's web page has been changed Soon (by mid-November) a new student will be able to register for a non-credit class on the web.
- ! Mandatory change of student PIN. It was agreed to require a student who uses the web to access personal information (registration, transcript, degree audit, etc.) To change the PIN. Implementation for this change will probably be by the end of the calendar year.
- ! New registration edit implemented for SOAP students to require SLS 1125.
- ! Enforcement of the state mandate that placement scores can only be used for 2 years should be implemented the week of 11/5/01.
- ! Implemented a new Faculty Quick Menu (ST FM) to consolidate most frequently used screens onto one menu. Also a new menu for bath jobs available for academic department chairs to run most commonly used reports.

8. **Conference Day Planning Committee Update**

Annamarie Masi, Milagros Stoff and Carol Cooper are the College-wide CASSC representatives on the Conference Day Planning Committee. It was reported that the site for Conference Day is Kendall Campus. The theme for Conference Day, March 7, 2002, is L.I.F.E.: Learning is for everyone and focuses on faculty and staff as lifelong learners. Conference Day offers the opportunity to celebrate learning, growth, success and college LIFE. The deadline to submit a

College-wide CASSC Minutes

November 6, 2001

Conference Day proposal is November 19, 2001 and participation is encouraged.

9. **CASSC Faculty Representative for Strategic Planning Coordinating Committee**

Karen Hays communicated that the Strategic Plan and the Action Plan completed by the Coordinating Committee are on the web. A College-wide CASSC faculty representative served on the committee, but currently the committee does not have a CASSC faculty representative. Karen Hays requested a faculty representative be nominated to serve on the Strategic Planning Coordinating Committee, preferable until 2005. Floyd Pitman was nominated and approved to serve as the College-wide CASSC faculty representative on the Strategic Plan Coordinating Committee.

10. **CASSC Faculty Representative (Kendall Campus)-Academic & Student Services Legislative Committee**

At the October College-wide CASSC Meeting, Floyd Pittman, Wolfson Campus, was nominated to serve on the Academic & Student Services Legislative Committee. The committee is in need of faculty representation from Kendall Campus as it currently has a Wolfson Campus faculty representative. Tony Nahas was nominated to serve as the Kendall Campus representative on the Academic & Student Services Legislative Committee to replace Floyd Pittman, Wolfson Campus.

11. **2nd College Expo**

Armando Ferrer announced that a 2nd College Expo was held at American High School. It was a great success with 1,640 students attending during day classes, and 240 students attending at night classes.

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

College-wide CASSC 2001-2002 Dates

December 11, 2001-Room 3208-09

January 15, 2002 - Room 2106

February 12, 2002 - Room 2106

March 12, 2002 - Room 2106

April 9, 2002 - Room 2106

May 21, 2002 -Room 2106

June 11, 2002 -Room 2106

General Education Proposal

General Education Vote

College-wide CASSC Minutes

November 6, 2001

July, 2002

No Meeting

August, 2002

No Meeting

casscnov601