

COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, DECEMBER 11, 2001
WOLFSON CAMPUS - ROOM 3208-09 - 1:30 P.M.
MINUTES

CHAIR: Allen McPhee

MEMBERS PRESENT:	Juan Abascal	Holly Anderson
	Margarita Batlle	Charles Beavin
	David Brubeck	Sandra Castillo
	Carol Cooper	Gina Cortes-Suarez
	Joyce Crawford	Arcie Ewell
	Armando Ferrer	Edward Gonzales
	Joan Gosnell	Rosemary Green
	Robert Hach	Juanita Johnson
	Susan Kah	Ken Lee
	Anna Leggett	Encarnacion Lopez
	Jimmy Miller	Rolando Montoya
	Tony Nahas	Carol Petrozella
	Floyd Pittman	Madeline Pumariega
	Patricia Stephenson	Milagros Stoff
	Cleveland Taylor	Elizabeth Yesan

MEMBERS ABSENT: Pat Bibby (Sent Notification)
Dana Crawford (Sent Notification)
Ana Dominics (Sent Notification)
William Madden
Annmarie Masi (Sent Notification)
Cristina Mateo
Herb Robinson (Sent Notification)
Milagros Stoff (Sent Notification)

RESOURCE: Ken Blye
Gabriela Buitron
MaryAnn Miller
Cathy Morris

PRESENTERS: Fran Aronovitz
Eleanor Goodall
Jeffrey Lukenbill
Alana Velasquez

RECORDER: Carol McAlister

1. **Recognition of Juanita Johnson**

Allen McPhee recognized Juanita Johnson for her contributions to the College, and her service to the College-wide CASSC as the library faculty representative. Juanita will begin her retirement in January, 2002.

2. **Approval of November 6, 2001 College-wide CASSC Minutes**

The minutes of November 6, 2001 were approved as submitted.

3. **Information from the College Provost**

Southern Association of Colleges & Schools (SACS)

Karen Hays is in New Orleans attending a SACS meeting. SACS is the College accrediting agency. It is important that she attend this meeting as SACS is adopting new guidelines for accreditation and Karen will bring this information back to the College. SACS, like most of the accrediting agencies, is interested in institutional effectiveness (results). M-DCC will be coming up for formal re-accreditation in 2005. The new guidelines and requirements will be reviewed and a presentation will be made at College-wide CASSC. Possibly, SACS may have a new requirement that a written report be submitted one to two years before the planned committee site visit in 2005. The written report will be reviewed and evaluated by SACS officials. This is the first phase. The second phase includes the College Self Study.

Budget

The College's base operating budget for this year will be reduced by approximately \$8.7 million. Our total operating budget for this current year will be \$644,000 less than it was in 1999-2000. The budget reduction is not pro-rated, which means that even though one-half of the fiscal year has passed, the entire \$8.7 million will be taken from our remaining budget. This reduction comes on top of a substantial enrollment increase of 18% for which the College has not received funds. The cut for next year, 2002-2003 has been set at \$9.7 million.

Concerning savings, energy costs are enormous but small efforts such as turning off a light, computer, etc. makes a difference. Therefore, it is very important that we be aware of energy conservation as a means of cutting costs.

During the holiday period, the College will have walk-up registration until December 21st. Walk-up registration will resume on January 7th. Previously, the College had three days of walk-up registration during the holiday period. The closing will offer a savings of \$250,000 to the College. Students are encouraged to register on STAR Service and online. Also, students are being urged to be responsible and register early as it is expected that classes will fill quickly.

Tentatively, in January or February there will be a revenue forecast. The revenue forecast will depend on the economic situation of the state. The College approach will include good planning, working together to conserve, spending on essentials, and looking at our program priorities.

Good News

The Lady Sharks won the Volleyball National Championship.

Consultants

Financial aid consultants are at the College to offer guidance for effective allocation of financial aid, scholarships and expenditures. The consultants will be visiting various areas for input.

Bachelor Degrees

Last year the legislature approved the opportunity for community colleges to offer four year bachelor degrees in limited areas and made some funding available. M-DCC's concern is that we be true to our mission. In terms of the community, there is an urgent need for teachers particularly minority teachers. In January, 2002, M-DCC will present a four year proposal in Education for consideration to the Council for Education Policy Reach and Improvement (CEPRI). This offers the College the privilege to better serve students, and give our students a new opportunity for a bachelor's degree. Other areas are being considered for the offering of four year degrees. This information will be presented to the College-wide CASSC.

Service Excellence

Providing the best service possible is a necessity both externally and internally. Externally, the College provides service to our constituents. Internally, the College has support areas such as Human Resources, Facilities, etc. that provide service within the College. We will be doing some measures of our own providers and how well they provide service. The quality of the College service should be the highest both internally and externally. More information will be forthcoming to College-wide CASSC concerning excellence in service.

United Way

The United Way contributions increased by over 20%. The College goal was reached which was an increase of 20% over last year.

Conclusion

Dr. Lukenbill wished everyone a very happy holiday.

4. **Academic and Student Services Effectiveness Committee**

Joan Gosnell, Chair of the Academic & Student Services Effectiveness Committee, presented a the following committee report:

COMMITTEE CHARGE

- ! Identify and assess existing practices within the College that focus on planning and evaluation related to the effectiveness of academic and student services functions.
- ! Establish a comprehensive system of planning, evaluation, and improvement for the academic and student services functions of the College.
- ! Make recommendations which support the College's compliance with SACS criteria regarding institutional effectiveness

2001-2002 COMMITTEE MEMBERS

- ! Joanne Bashford
- ! Pat Bibby
- ! Joyce Crawford-Martinez
- ! Dan Derrico
- ! Eric Lichtman
- ! Consuelo Perez
- ! Sophia Reeves

INSTITUTIONAL EFFECTIVENESS

- ! Involves a systematic, explicit, and documented comparison of institutional performance to institutional purpose. (Comparison of actual results to goals intended)

THE INSTITUTIONAL EFFECTIVENESS PROCESS

- ! Establish a clearly defined purpose
- ! Define the expected results and identify strategies to achieve the results
- ! Develop and implement assessment procedures and methods to measure success
- ! Use the results to improve educational programs, services and operations.

**INVENTORY OF INFORMATION SOURCES FOR
PLANNING AND EVALUATION
(SUGGESTED BY SACS)**

- ! Institutional Surveys and Studies:
 - Graduate Surveys
 - Retention/Attrition Studies
 - Transfer/Placement Studies
 - Program/Course Evaluations

- ! Studies of Student Performance:
 - In Credit Courses
 - After Transfer
 - Licensure Examinations
 - In Jobs Related to Area of Study
 - On Standardized Tests

COMMITTEE ACCOMPLISHMENTS

- ! Review of the literature
- ! Developed preliminary institutional effectiveness plan
- ! Developed an on-line effectiveness inventory for Campus Academic Departments & Schools, Administrative Support Departments and Student Services

FUTURE STEPS

- ! Complete effectiveness inventory process
- ! Assess results
- ! Re-visit and assess tentative institutional effectiveness plan
- ! Make recommendations which support SACS criteria

**EXAMPLES OF QUESTIONS RELATED TO INSTITUTIONAL EFFECTIVENESS
(SACS ACCREDITATION)**

- ! To what extent and in what ways does the institution demonstrate that it uses the results of its planning and evaluation efforts?
- ! How does the institution gather and use the results of its feedback regarding quality and performance of instructional services?
- ! Are there clear and documented examples of change-made to any program or policy as

a result of assessment activity?

INSTITUTIONAL EFFECTIVENESS

- ! The Discipline of Innovation (Peter Drucker, 2000)
- ! Focus on mission (statement of purpose)
- ! Define the results we are after
- ! Assess what we're doing and how we are doing it
- ! Da Vincian Principle Curiosita: A curious approach to life and a quest for continuous learning

5. **Curriculum**

Delete Course and Fee (Delete only from CO/LE Program)

CJD 0274 from (Crossover) Correctional Officer to Law Officer
\$195 Fee

**Unanimously
Approved
29 in Favor**

Radiography Program

A. **Delete**

Course

<u>Abbr./No.</u>	<u>Course Title</u>	<u>Campus</u>	<u>Credits</u>
RTE 1111L	Radiographic Nursing Procedure	4	1

Eff. **Degree Audit/**
Term **Program Area**

2001-4 Major Course Req.
A.S. 23058
A.A.S. A3037

**Unanimously
Approved
29 in Favor**

B. **Add New**

Course

<u>Abbr./No.</u>	<u>Course Title</u>	<u>Campus</u>	<u>Credits</u>
RTE XXXX	Orientation to Radiographic Clinic	4	1

Eff. **Degree Audit/**
Term **Program Area**

2002-2 Major Course Req.
A.S. 23058
A..A.S. A3037

Course Special Fee \$15.00

**Unanimously
Approved
29 in Favor**

Veterinary Technology

Credit Change

Course

<u>Abbr./No.</u>	<u>Course Title</u>	<u>Campus</u>	<u>Credits</u>	<u>Eff. Term</u>	<u>Degree Audit/ Program Area</u>
ATE 1940	Vet. Clinical Experience 1	4	2 to 1	2001-2	A.S. 23065
ATE 2942	Vet. Clinical Experience 3	4	1 to 2	2001-2	A.S. 23065

**Unanimously
Approved
29 in Favor**

Transitional Option in Nursing

A. Add New

Course

<u>Abbr./No.</u>	<u>Course Title</u>	<u>Campus</u>	<u>Credits</u>	<u>Eff. Term</u>	<u>Degree Audit/ Program Area</u>
NUR 1005	Transition to Professional Nursing	4	6	2001-2	A.S. 23025 A.S. 23026

Course Special Fee \$110

**Unanimously
Approved
29 in Favor**

B. Add New

Course

<u>Abbr./No.</u>	<u>Course Title</u>	<u>Campus</u>	<u>Credits</u>	<u>Eff. Term</u>	<u>Degree Audit/ Program Area</u>
NUR 1005L	Transition to Professional Nursing Clinical Laboratory	4	4	2001-2	A.S. 23025 A.S. 23026

Course Special Fee \$86

**Unanimously
Approved
29 in Favor**

C. Delete

Courses

<u>Abbr./No.</u>	<u>Course Title</u>	<u>Campus</u>	<u>Credits</u>	<u>Eff. Term</u>	<u>Degree Audit/ Program Area</u>
NUR 1200	Foundations of Nursing & Communication	4	6	2001-2	A.S. 23025 A.S. 23026
NUR 1200L	Foundations of Nursing	4	5	2001-2	A.S. 23025 A.S. 23026

Unanimously

College-wide CASSC Minutes
December 11, 2001

**Approved
29 in Favor**

Meeting adjourned at 2:45 P.M.

College-wide CASSC 2001-2002 Dates

January 15, 2002	- Room 2106	
February 12, 2002	- Room 2106	General Education Proposal
March 12, 2002	- Room 2106	General Education Vote
April 9, 2002	- Room 2106	
May 21, 2002	-Room 2106	
June 11, 2002	-Room 2106	
July, 2002	No Meeting	
August, 2002	No Meeting	

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