

**COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, JANUARY 15, 2002
WOLFSON CAMPUS - ROOM 2106 - 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
Joyce Crawford	Dana Crawford
Arcie Ewell	Armando Ferrer
Edward Gonzales	Rosemary Green
Robert Hach	Susan Kah
Ken Lee	Anna Leggett
Encarnacion Lopez	William Madden
Ann Marie Masi	Rolando Montoya
Tony Nahas	Lourdes Perez (Substitute for Cristina Mateo)
Carol Petrozella	Floyd Pittman
Madeline Pumariega	Herb Robinson
Jerolyn Roberson (Substitute for Sandra Castillo)	Patricia Stephenson
Milagros Stoff	Cleveland Taylor
Carmen Vazquez (Substitute for Joan Gosnell)	Elizabeth Yesan

MEMBERS ABSENT:

Sandra Castillo	(Substitute - Jerolyn Roberson)
Ana Dominics	(Sent Notification)
Joan Gosnell	(Substitute - Carmen Vazquez)
Cristina Mateo	(Substitute - Lourdes Perez)
Jimmy Miller	

RESOURCE:

Ken Blye
Gabriela Buitron
MaryAnn Miller
Cathy Morris

PRESENTERS:

Karen Hays
Kristi Lozano

RECORDER: Carol McAlister

1. **Approval of December 11, 2001 College-wide CASSC Minutes**

The minutes of December 11, 2001 were approved as submitted.

2. **Address by the College Provost**

Allen McPhee announced that the Provost was out of town and that in his absence Karen Hays would make a brief presentation. The Provost usually presents briefings on the major events affecting the College, as well as the initiatives in which the College is engaged.

3. **Karen Hays Presentation - Southern Association of Colleges & Schools (SACS) Conference**

In December, Karen Hays attended the annual SACS conference. SACS is the College's accrediting association. The conference was held in New Orleans with approximately 1,200 attendees from eleven states in the southern region. The important news for the College is that the criteria remains the same, and the process for re-accreditation has changed. The formal notification packet of information should be received at the College within the next month or so. Re-accreditation is now a two step process which the College will begin working on this year. The first step is to expand the institutional profile. Each year the College gives SACS information pertaining to our enrollment, added or deleted academic programs, Board membership changes, and other information of significance in an updated institutional profile. In addition, this year the College will begin working on the Compliance of Core Requirements, which is the document that provides assurance that the College is in compliance with the criteria established by SACS. Approximately 8 to 10 people will be working to put together the compliance certification document. The second document to be submitted is the Quality Enhancement Plan. This document essentially looks at institutional strengths and weaknesses, institutional effectiveness, particular issues the College maybe facing, and addressing those particular issues with regard to programs or services. The Quality Enhancement Plan is to be no more then 75 pages with a maximum of 25 pages of attached documentation. The College will be visited by a site group, but it is intended that the group will not have to go through as much documentation and not be on our campuses as long as the previous visiting team. The new process is intended to be streamlined, much easier for the institution, and will get to the core issues. The main concern is that the College comply with the criteria, have an effectiveness and quality enhancement plan, and show that positive changes are being made. Information will be forthcoming to the campuses.

4. **Distance Education Committee**

Holly Anderson was nominated to serve as the College-wide CASSC faculty representative on the Distance Education Committee.

5. **College-wide CASSC Appointments**

A library faculty representative will be appointed by the Provost to serve for the remainder of Juanita Johnson's term as Juanita officially retired January, 2002.

A natural science faculty member will be appointed by the Provost to serve for the remainder of Rene Revuelta's term due to his resignation.

6. **Upcoming Deadlines**

General Education

General Education proposals will be presented at the February College-wide CASSC Meeting. General Education proposals will be voted on at the March College-wide CASSC Meeting.

College Catalog

The catalog will tentatively go to print in February. It will be a two-year catalog.

Elections

The College-wide CASSC elections will be in March/April/May.

Placement Criteria

The Placement Criteria will be presented at College-wide CASSC in April for review/approval.

7. **Distance Education Committee Report**

Kristi Lozano, Chair of the Distance Education Committee, presented the following update on Distance Education:

WHY IS THE VIRTUAL COLLEGE SUCCESSFUL?

- ! Faculty take a term-long workshop on how to teach online and to use online technology tools
- ! Each course has one author and a peer review team who are responsible for development and maintenance
- ! Once a course is developed the course is duplicated for additional sections
- ! Student enrollment retention rate is an average of 88% - the national average is 65%
- ! We offer a viable alternative to campus-based courses - students enjoy flexibility and are requesting more online courses and programs
- ! Faculty enjoy being creative and using innovative teaching and learning techniques
- ! Active College-wide Distance Education Committee and very supportive College

leadership

DISTANCE EDUCATION COMMITTEE

5 Subcommittees

- ! Faculty Support/Issues
- ! Student Support/Issues
- ! Course Development
- ! Infrastructure/Technologies
- ! Distance Education Program Planning

FACULTY SUPPORT/ISSUES

Recommendations

- ! Develop an online Faculty Lounge
- ! Create online tutorials and instructional resources for faculty support
- ! Improve support for Course Development
- ! Address compensation issues - Points for teaching, class size, and incentive revenue plan

STUDENT SUPPORT/ISSUES

Recommendations

- ! Develop and make available online tutorials and resources for students
- ! Improve student advisement
- ! Join proctor consortium
- ! Create student online learning community

COURSE DEVELOPMENT

Recommendations

- ! Provide additional formal and informal training for faculty
- ! Provide more support for faculty authors
- ! Royalties for developing courses
- ! Improve course development process

INFRASTRUCTURE/TECHNOLOGIES

Recommendations

- ! Program 4 Website portals to link to other systems and to work in unison
- ! Set standard for video, graphics, sound and other media for effective Web delivery
- ! Standardize metadata for content objects
- ! Develop online support system

DE PROGRAM PLANNING

Recommendations

- ! Focus on developing full A.S. and A.A. Degrees
- ! Class size should be set by individual Departments because they know their curricular needs
- ! Textbooks should be selected by Virtual College course developer
- ! Create brochures and other public relations material

- ! Develop a simple course for student advising

Kristi Lozano was recognized by Patricia Stephenson and Allen McPhee, and applauded by the membership for her outstanding presentation.

8. **Coordinating Committee Activities - Information Item**

Guidelines for the College-wide CASSC Coordinating Committee

Allen McPhee reported that guidelines for the Coordinating Committee were discussed at the January 7th Coordinating Committee meeting. Tentatively, under the guidance of Pat Stephenson, the guidelines for the operation of the committee will be formulated at the next two Coordinating Committee meetings. The guidelines will include the role and responsibilities of the committee. The purpose of the guidelines is to provide continuity, and assure smooth operational processes. If approved by College-wide CASSC, the guidelines will be an addendum to the Final Recommendations of the Faculty Commission Report dated April 24, 1998.

Pat Stephenson announced that any thoughts or ideas for the Coordinating Committee guidelines would be welcomed from the College-wide CASSC membership.

Guidelines for Presenters

Allen McPhee reported that another issue discussed at the Coordinating Committee meeting was formulating guidelines for presenters. The purpose of developing these guidelines would be to ensure that individuals who present have a complete presentation packet to enable the members of CASSC to make informed decisions and judgments. A presentation packet would enable the presenter to have the necessary guidelines and understand the process for a complete presentation.

It was recommended at the Collegewide CASSC meeting, that an additional issue for discussion by the presenter at College-wide CASSC should be the recommendations, issues and feedback given at Campus CASSC. It was proposed that a mechanism be developed pertaining to the recommendations, issues and feedback from the campuses. The mechanism would provide information such as: (1) Item was presented at Campus CASSC (N, K, W, H, M, IAC), (2) date presented, and (3) the results. For instance, the results could be recommended, further discussion by the Discipline Committee recommended, typos, title change, fee concerns, competency concerns, etc. Another suggestion was the use of three questions for each Campus CASSC to be included with the curriculum presentation: (1) O.K., (2) O.K. with corrections & these are the corrections, and (3) We do not recommend.

Curriculum Approval Process

Copy attached (Attachment I).

9. **Recommendations for the Agenda**

College-wide CASSC Minutes

January 15, 2002

It was recommended that voting and business items be placed first on the CASSC agenda, followed by information items, presentations, etc.

Meeting adjourned at 2:45 P.M.

College-wide CASSC Dates

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	

casscjan2002