

**COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL**  
**TUESDAY, APRIL 9, 2002**  
**WOLFSON CAMPUS - ROOM 2106 - 1:30 P.M.**

**MINUTES**

**CHAIR:** Allen McPhee

<b>MEMBERS PRESENT:</b>	Juan Abascal	Lesly Baptiste
	Margarita Batlle	Charles Beavin
	Pat Bibby	David Brubeck
	Gina Cortes-Suarez	Joyce Crawford
	Dana Crawford	Ana Dominicis
	Arcie Ewell	Armando Ferrer
	Joan Gosnell	Edward Gonzalez
	Rosemary Green	Robert Hach
	Winnie Huang	Susan Kah
	Ken Lee	Anna Leggett
	Edwin Gines-Candelaria (Substitute for Encarnacion Lopez)	William Madden
	Annmarie Masi	Cristina Mateo
	Rolando Montoya	Tony Nahas
	Carol Petrozella	Floyd Pittman
	Madeline Pumariega	Herb Robinson
	Patricia Stephenson	Cleveland Taylor

<b>MEMBERS ABSENT:</b>	Holly Anderson	(Sent Notification)
	Sandra Castillo	(Sent Notification)
	Carol Cooper	(Sent Notification)
	Encarnacion Lopez	(Substitute Edwin Gines-Candelaria)
	Jimmy Miller	(Sent Notification)
	Milagros Stoff	(Sent Notification)

**RESOURCE:** Gabriela Buitron  
Karen Hays  
MaryAnn Miller  
Cathy Morris

**PRESENTERS:** Michael Cubbin  
Jorge L. Obeso  
Nidia Romer  
Jeffrey Lukenbill

**GUEST:** Jose Lozano

**RECORDER:** Carol McAlister

1. **Approval of March 12, 2002 College-wide CASSC Minutes**

The minutes of the March 12, 2002 College-wide CASSC Meeting were approved as submitted.

2. **Address by the College Provost**

Dr. Lukenbill presented the following updates:

School Code Rewrite Bill

During the special session, the Florida Legislature was unable to pass the School Code Rewrite Bill. Although consensus was reached on most items, the week ended in failure primarily because the Senate refused to accept the "basic religious rights" language. The School Code is the rewrite of all the rules and legislation governing the schools from K through 16. A School Code Rewrite bill will eventually become law.

Budget Issue

At this time, the critical budget issues have not been resolved.

Council for Educational Policy, Research and Improvement (CEPRI) Meeting

The March 12<sup>th</sup> recommendation by the Council for Educational Policy, Research and Improvement (CEPRI), was not to recommend M-DCC's baccalaureate degree program in education for approval to the Florida Board of Education. Two other community colleges also submitted baccalaureate degree proposals that will not be recommended for approval. CEPRI's rationale was to await the outcome of the baccalaureate program at St. Petersburg College before approving other community college baccalaureate programs. M-DCC's proposal will be presented to the Florida Board of Education, Tuesday, April 16<sup>th</sup>. It is not clear if the Florida Board of Education will make a decision at the April 16<sup>th</sup> meeting concerning M-DCC's baccalaureate degree in education. The College is hopeful that the request will be granted by the Florida Board of Education.

Nursing Shortage

There currently is an effort to address the shortage of nurses. M-DCC will be looking at ways to support the training of nurses.

Bills Addressed

- (A) A bill authorizing the use of state scholarship money for need based financial aid for part-time students. Currently, a student must be full-time to be eligible for need based financial aid.
- (B) A bill on Child Care Home Operating Training requiring additional education to improve the quality of child care.

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- (C) A bill concerning National Guard residency and assuring in-state fees.
- (D) A bill concerning military dependents and benefits.
- (E) A bill to upgrade the requirements for licensure for real estate professionals.
- (F) A bill concerning the Criminal Justice standards training to upgrade the status of these professionals.
- (G) A bill that allows students under the age of 21 access to alcoholic beverages if they are delivered as part of the student's required curriculum.

Dr. Lukenbill commented that he was pleased to see the new Biomedical Engineering Technology Program on the agenda for today's meeting. He stressed the importance of deliberation and review of all new programs presented at CASSC for their content, application, and preparation of students.

3. **Acknowledgments and Presentations**

Dr. Hays acknowledged and thanked the CASSC Recorder, Carol McAlister, for meeting the timelines for distribution of the monthly mailings which include the agenda and minutes, and the messages sent out pertaining to the date, time, and the location of each meeting.

Dr. Lukenbill, Dr. Hays and the CASSC Chair, Allen McPhee, presented certificates of appreciation and keepsakes for completion of service on CASSC to Lesly Baptiste, Margarita Batlle, Pat Bibby, Ana Dominicis, Edward Gonzalez, William Madden, Jimmy Miller, Tony Nahas, Carol Petrozella, Floyd Pittman and Patricia Stephenson. Dr. Lukenbill and Dr. Hays presented the Chair, Allen McPhee, with his certificate and keepsake. The completion of the term of service for the outgoing members will be the end of the academic year 2001-2002.

4. **Curriculum**

- A. Michael Cubbin presented the following new Associate in Science Degree in Biomedical Engineering Technology and two new courses:

**Curriculum Action - New Associate in Science Degree**

**Biomedical Engineering Technology Program**

**Curriculum Action - New Courses**

<b><u>Course</u></b>		<b><u>Eff.</u></b>	<b><u>Degree Audit/ Program Area</u></b>
<b><u>Abbr./No.</u></b>	<b><u>Course Title</u></b>	<b><u>Campus</u></b>	<b><u>Credits</u></b>
EST 2436C	Biomedical Instrumentation 1	1, 2, 3	3
<b>SPECIAL FEE:        \$55.00</b>			
EST 2438C	Biomedical Instrumentation 2	1, 2, 3	3

**SPECIAL FEE: \$55.00**

**NEW PROGRAM  
 & COURSES  
 UNANIMOUSLY  
 APPROVED  
 32 IN FAVOR  
 0 OPPOSED**

B. Jorge Obeso presented the following new course:

**Curriculum Action - New Course**

<b><u>Course</u></b>		<b><u>Eff.</u></b>	<b><u>Degree Audit/ Program Area</u></b>
<b><u>Abbr./No.</u></b>	<b><u>Course Title</u></b>	<b><u>Campus</u></b>	<b><u>Credits</u></b>
BSC 2023	Human Biology: Fundamentals of Anatomy & Physiology	1,2,3,5,6	3
			2002-1
			Natural Science Requirement Group 1-Life Science

**SPECIAL FEE: \$10.00**

**NEW COURSE &  
 FEE  
 UNANIMOUSLY  
 APPROVED  
 32 IN FAVOR  
 0 OPPOSED**

Jorge Obeso gave special recognition and thanks to MaryAnn Miller for her continuous support and help in preparation of curriculum items for presentation at CASSC, and recognized her helpfulness overall with other various curriculum concerns.

5. **Recruitment Committee Update**

Cristina Mateo, Chair of the Recruitment Committee, presented an update on the committee which was established in November, 2001.

**Recruitment Committee Charge:**

- (1) **To review the college-wide recruitment plan and recommend changes as appropriate. This includes recruitment activities with magnet schools and activities outside of the traditional high school recruitment strategies.**

Campus based recruitment plans have been completed. They are in the process of being reviewed and feedback will be provided to the Directors of Recruitment. Some of the goals are targeted to:

- First-time-in College Students
- ESL, College Prep, GED Students
- Specific Communities (Such as businesses in Downtown area)
- High School Students
- Adult Learners

Once this is completed, the Directors will be working towards a college-wide recruitment plan.

The committee is in the process of requesting information on recruitment activities at the magnet schools from Cluster Directors.

(2) **Review the recruitment plan annual report and recommend enhancements for the upcoming year.**

The committee was not able to identify an existing recruitment plan annual report.

(3) **Review enrollment goals for first-time in college students. Review goals identified in State reports (including accountability data).**

The committee is researching through Institutional Research data on first-time in college students for the past two-three years in order to recommend enrollment goals for first-time in college students. The committee members were not aware of the State reports where goals are identified.

(4) **Review and make recommendations for promotional materials that include information regarding financial aid and scholarship opportunities for students.**

The Recruitment Committee recommended the following:

Scholarship Opportunities booklet from the Foundation to be available to Financial Aid Directors which needs to be regularly updated.

Financial Aid brochure be updated with current data or completely revamped to include information on how to pay for your college education. Information on Federal Financial Aid Assistance, short term loans, list and criteria for scholarships and work study opportunities should be included.

One college-wide deadline and information for students as to where the application should be sent.

Post all scholarships on the web with a link to the application form.

Continue with high school Expos.

6. **International Education Committee Update**

Gina Cortes-Suarez and Cleveland Taylor presented a report on the March 20, 2002 International Education Committee Meeting, Chaired by Robert Vitale.

**Travel**

The committee had a discussion focused on the College's concern for students and faculty traveling abroad following September 11, 2001. Many procedures were in place prior to this event.

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Although a number of mechanisms were in place, it became more of an issue after September 11<sup>th</sup>. The College keeps in touch with the State Department because of alerts they put out concerning student travel, and for obvious reasons, there are countries to which we do not travel.

### Transcript

The committee had a discussion concerning the ability to put a remark on the transcript when a student participates in the Study Abroad Program. The committee was in consensus that this remark would be advantageous for students to have on their transcript for transfer to upper division institutions, and in some instances, to enhance a student's ability to be accepted into a prestigious school. Tentatively, this item will go through the College Admissions and Registration Committee (CARP). Robert Vitale, after a discussion with Tom Stewart, was of the opinion that this remark on the student's transcript would not be a cumbersome undertaking.

### SACS Review of M-DCC International Education Program

SACS reviewed all schools in the region with international affiliate relationships. SACS concern was in regard to the affiliation agreement with the Universidad del Valle de Mexico. SACS had no recommendations since the College has sunsetted the agreement.

### Foreign Language

The committee had a discussion concerning the area of Foreign Language and how SACS viewed credentials for teaching foreign languages. Included in this discussion was the idea that colleges such as M-DCC have the ability to make a difference in the way that SACS looks at credentials in foreign languages.

### International Education Student Recruitment

Cleveland Taylor reported that students should be made more aware of Study Abroad Programs. He said that posters will be distributed college-wide for recruitment of students to the Study Abroad Programs and that we should be seeing them on the campuses shortly.

## 7. CASSC Orientation Subcommittee

Patricia Stephenson requested volunteers to serve on the CASSC Orientation Subcommittee for the purpose of expanding on the CASSC orientation. David Brubeck, Edward Gonzales, Dana Crawford, Susan Kah and Floyd Pittman volunteered.

The meeting was adjourned at 2:45 p.m.

## **College-wide CASSC Dates**

May 21, 2002	-Room 2106
June 11, 2002	-Room 2106
July, 2002	No Meeting

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August, 2002

No Meeting

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