

**COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL  
TUESDAY, SEPTEMBER 10, 2002  
WOLFSON CAMPUS –ROOM 2106 – 1:30 P.M.**

**MINUTES**

**OUTGOING CHAIR:** Allen McPhee

**ELECTED CHAIR:** David Brubeck

**MEMBERS PRESENT:**

Juan Abascal	Holly Anderson
Charles Beavin	Maliya Beylin
Dana Crawford	Joyce Crawford
Ian Cobham	Gina Cortes-Suarez
Oscar DeArmas	Shirly Ferguson
Armando Ferrer	Joan Gosnell
Michael Guttman	Roberto Hernandez
Maria Jofre	Susan Kah
Peter Kuentzel	Ken Lee
Ana Leggett	Josefina Llarena
Delia Lopez	Annmarie Masi
Cristina Mateo	Connie Miller
Rolando Montoya	Roger Moreno
David Paul	Herbert Robinson
Nidia Romer	Emily Sendin
Carleen Spano	Milagros Stoff
Cleveland Taylor	

**MEMBERS ABSENT:**

Rosemary Green	(Replacement Maliya Beylin)
Robert Hatch	(Sent Notification)
Winnie Huang	(Teaching Class)
Theresa Roberts	
Madeline Pumariega	(Replacement Delia Lopez)
James Sullivan	(Teaching Class)

**PRESENTER:** Gregory Ferenchak

**RESOURCE:** Ken Blye  
Gabriela Buitron  
Karen Hays  
MaryAnn Miller

**RECORDER:** Carol McAlister

## **ORIENTATION**

**An orientation was presented prior to the meeting for new members and returning members who wished to attend.**

1. **Call to Order**

Allen McPhee called the meeting to order.

2. **Introductions**

Allen McPhee welcomed the new and returning members to College-wide CASSC for the academic year 2002-2003. Members introduced themselves individually.

3. **Approval of the College-wide CASSC Minutes of June 11, 2002**

The College-wide CASSC minutes of June 11, 2002 were approved as submitted.

4. **Recognition of Allen McPhee**

Karen Hays gave special recognition and thanks to Allen McPhee for his outstanding achievements while serving as Chair of the College-wide CASSC, 2001-2002.

5. **Election for College-wide CASSC Chair and Coordinating Committee**

A memo was distributed to the College-wide CASSC members prior to the meeting requesting nominations or self nominations be submitted to Carol McAlister for the CASSC Chair, the Coordinating Committee faculty representative, and the Coordinating Committee staff representative. In response to this memo, David Brubeck was nominated to serve as Chair, Shirley Ferguson to serve as the support staff representative on the Coordinating Committee, and Milagros Stoff to serve as the faculty representative on the Coordinating Committee.

There were no additional nominations for the CASSC Chair. David Brubeck was unanimously elected by the full CASSC membership from among the faculty members of the College-wide CASSC to serve as the College-wide CASSC Chairperson (2002-2003). He will also serve as the Chair of the CASSC Coordinating Committee (2002-2003).

The Council has a five person Coordinating Committee. The CASSC Coordinating Committee consists of an Academic Dean and a Student Dean appointed by the College President, one CASSC faculty member elected by the full CASSC membership, one CASSC staff member elected by the full CASSC membership, and the Chairperson of the College-wide CASSC (David Brubeck).

In addition to Milagros Stoff's nomination, Oscar DeArmas was nominated at the CASSC meeting to serve as the faculty representative on the Coordinating Committee. Oscar DeArmas was elected to serve on the Coordinating Committee (2002-2003).

There were no additional nominations at the CASSC meeting for a support staff member to serve on the Coordinating Committee. Shirley Ferguson was unanimously elected (2002-2003).

6. **College-wide CASSC Committee Nominations**

The College-wide CASSC nominations for appointment by Dr. Lukenbill to the committees reporting to CASSC are:

		<b><u>Representative</u></b>
Maria Jofre	Academic & Student Services Effectiveness Committee	(CASSC Faculty)
Nidia Romer	Academic & Student Services Legislative Committee	(CASSC Faculty)
Michael Guttman	Student Recruitment Committee	(CASSC Faculty)
Connie Miller	Recruitment Committee	(CASSC Faculty)
Josefina Llarena	Academic Advisement Committee	(CASSC Staff)

7. **Professional Development Day Committee 2003  
(Formerly Conference Day)**

Marie Nock, Chair of the Professional Development Day Committee, requested the names of three College-wide CASSC faculty representatives to serve on the committee. Charles Beavin, Maria Jofre and Cleveland Taylor volunteered.

8. **Curriculum – Radiation Therapy Technology Program (Associate in Science)**

Susan Kah introduced Greg Ferencak who presented the Radiation Therapy Technology Program curriculum.

**Curriculum Action – Delete Courses from Program**

<b><u>Course</u></b>		<b><u>Credits</u></b>	<b><u>Eff. Term</u></b>
<b><u>Abbr./No.</u></b>	<b><u>Course Title</u></b>		
RTE 1111L	Radiographic Nursing Procedures	1	2002-2
RTE 1613	Radiologic Physics	2	2002-2
RTE 2385	Radiologic Biology	2	2002-2
RAT 2656	Clinical Physics 2	2	2002-2
RAT 1939	Clinical Seminar 2	2	2002-2
RAT 1001L	Introduction to Radiation Therapy Lab	3	2002-2
RAT 1123	Patient Care Techniques	1	2002-2
RAT 1655	Clinical Physics 1	2	2002-2
RAT 1061	Clinical Seminar	1	2002-2

**Curriculum Action – Add Existing Courses to Program**

<b><u>Course</u></b>		<b><u>Credits</u></b>	<b><u>Eff. Term</u></b>	<b><u>Degree Audit/ Program Area</u></b>	<b><u>Campus</u></b>
<b><u>Abbr./No.</u></b>	<b><u>Course Title</u></b>				
MGF 1106	Mathematics for Liberal Arts 1	3	2002-1	Major Course Requirement In A.S. Degree	1,2,3,5,6
RTE 1000	Orientation to Radiologic Technology	2	2002-1	Major Course Requirement In A.S. Degree	4

**Curriculum Action – Add New Courses to Program**

<u>Course</u> <u>Abbr./No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Eff.</u> <u>Term</u>	<u>Degree</u> <u>Audit/</u> <u>Program</u> <u>Area</u>	<u>Campus</u>
RAT XXXXL	Clinical Experience in Diagnostic Imaging	2	2002-1	Major Course Requirement In A.S. Degree	4
<b>ADD SPECIAL FEE: \$20.00</b>					
RAT XXXX	Clinical Applications of Anatomy	1	2002-1	Major Course Requirement In A.S. Degree	4
RAT XXXX	Radiation Protection/Quality Assurance	1	2002-1	Major Course Requirement In A.S. Degree	4
RAT XXXX	Integration of Radiation Therapy Concepts	2	2002-1	Major Course Requirement In A.S. Degree	4
RAT XXXX	Clinic 4	6	2002-1	Major Course Requirement In A.S. Degree	4

**Curriculum Action –Change Course Number and Credits-Add Special Fee**

<u>Course</u> <u>Abbr./No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Eff.</u> <u>Term</u>	<u>Degree</u> <u>Audit/</u> <u>Program</u> <u>Area</u>	<u>Campus</u>
<b>FROM:</b>					
RAT 1824	Clinic 3	6		Major Course Requirement In A.S. Degree	4
<b>TO:</b>					
RAT 1824L	Clinic 3	8		Major Course Requirement In A.S. Degree	4
<b>ADD SPECIAL FEE:</b>	<b>\$20.00</b>		2002-1		

**Curriculum Action –Change Course Number and Credits – Add Special Fee**

<b><u>Course</u></b>			<b><u>Eff.</u></b>	<b><u>Degree</u></b>	
<b><u>Abbr./No.</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>	<b><u>Term</u></b>	<b><u>Audit/ Program Area</u></b>	<b><u>Campus</u></b>
<b>FROM:</b> RAT 1804	Clinic 1	8		Major Course Requirements In A.S. Degree	4
<b>TO:</b> RAT 1804L	Clinic 1	2			
<b>ADD SPECIAL FEE:</b>	<b>20.00</b>		2002-1		

**Curriculum Action –Change Course Title**

<b><u>Course</u></b>			<b><u>Eff.</u></b>	<b><u>Degree</u></b>	
<b><u>Abbr./No.</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>	<b><u>Term</u></b>	<b><u>Audit/ Program</u></b>	<b><u>Campus</u></b>
<b>FROM:</b> RAT 2022	Radiation Therapy 2	2		Major Course Requirement In A.S. Degree	4
<b>TO:</b> RAT 2022	Principles & Practices of Radiation Therapy 2	2	2002-1		

**Curriculum Action –Change Course Title and Credits**

<b><u>Course</u></b>			<b><u>Eff.</u></b>	<b><u>Degree</u></b>	
<b><u>Abbr./No.</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>	<b><u>Term</u></b>	<b><u>Audit/ Program</u></b>	<b><u>Campus</u></b>
<b>FROM:</b> RAT 2243	Medical Oncology/Pathology 2	1		Major Course Requirement In A.S. Degree	4
<b>TO:</b> RAT 2243	Clinical Oncology & Neoplasms	2	2002-1		

**Curriculum Action –Change Course Title and Credits**

<b><u>Course</u></b>			<b><u>Eff.</u></b>	<b><u>Degree</u></b>	
<b><u>Abbr./No.</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>	<b><u>Term</u></b>	<b><u>Audit/ Program</u></b>	<b><u>Campus</u></b>
<b>FROM:</b> RAT 1001	Intro to Radiation Oncology	1		Major Course Requirement In A.S. Degree	4
<b>TO:</b> RAT 1001	Introduction to Radiation Oncology	2	2002-1		

**Curriculum Action –Change Course Title**

<b><u>Course</u></b>			<b><u>Eff.</u></b>	<b><u>Degree</u></b>	
<b><u>Abbr./No.</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>	<b><u>Term</u></b>	<b><u>Audit/ Program</u></b>	<b><u>Campus</u></b>
<b>FROM:</b> RAT 1021	Radiation Therapy	2		Major Course Requirement In A.S. Degree	4
<b>TO:</b> RAT 1021	Principles & Practice of Radiation Therapy 1	2	2002-1		

**Curriculum Action –Change Course Title**

<b><u>Course</u></b>			<b><u>Eff.</u></b>	<b><u>Degree</u></b>	
<b><u>Abbr./No.</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>	<b><u>Term</u></b>	<b><u>Audit/ Program</u></b>	<b><u>Campus</u></b>
<b>FROM:</b> RAT 1211	Pathophysiology of Neoplastic Disease	2		Major Course Requirement In A.S. Degree	4
<b>TO:</b> RAT 1211	Human Disease	2	2002-1		

**Curriculum Action – Change Course Title**

<u>Course</u>			<u>Eff.</u>	<u>Degree</u>	
<u>Abbr./No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Term</u>	<u>Audit/ Program</u>	<u>Campus</u>
<b>FROM:</b> RAT 1242	Medical Oncology & Pathology 1	2		Major Course Requirement In A.S. Degree	4
<b>TO:</b> RAT 1242	Clinical Oncology & Pathology	2	2002-1		

**Curriculum Action – Add Special Fee**

<u>Course</u>			<u>Eff.</u>	<u>Degree</u>	
<u>Abbr./No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Term</u>	<u>Audit/ Program</u>	<u>Campus</u>
RAT 1814L	Clinic 2	8		Major Course Requirement In A.S. Degree	4
<b>ADD SPECIAL FEE:</b>	<b>\$20.00</b>		2002-1		

**Curriculum Action – Change Course Title & Credits**

<u>Course</u>			<u>Eff.</u>	<u>Degree</u>	
<u>Abbr./No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Term</u>	<u>Audit/ Program</u>	<u>Campus</u>
<b>FROM:</b> RAT 1619	Dosimetry & Computerized Treatment & Planning	1		Major Course Requirement In A.S. Degree	4
<b>TO:</b> RAT 1619	Elements of Treatment Planning	2	2002-1		

**UNANIMOUSLY  
APPROVED  
0 OPPOSED**

9. **Private Security Officer Program (Vocational Credit Certificate) – Information Item**

Gina Cortes-Suarez presented as an informational item the change in the Vocational Credit Certificate Private Security Officer Program. The program change was necessary to meet the State of Florida requirements. Basic Security Office Training – Phase B (CJT 0802) was deleted from the program. Private Security Guard Training 2: Class “G” License (CJT 0801) replaced the deleted course. Prior to taking the course the student should have basic handgun skills. The course satisfies minimum training criteria for firearms to work at an armed security post. CJT 0801 also includes classroom training and range qualification. Upon passing the course, the student is eligible to take the State licensure test.

10. **Student Services Learning Innovations – Information Item**

The Student Services Innovations are modeled after the Faculty Learning Innovations, which started at the College last year. This year the focus is on the Student Services area. Proposals are due to Dr. Padrón by November 1, 2002. Armando Ferrer wanted the members of College-wide CASSC to be aware there is already discussion occurring at the campuses. Rene Garcia, College Enrollment Management, will provide a more detailed presentation at the October 8<sup>th</sup> CASSC meeting.

11. **Baccalaureate Degree – Information Item**

Joan Gosnell presented an update on the baccalaureate degree. In May 2002, the College was authorized to offer baccalaureate degree programs in Exceptional Student Education and Secondary Education in Mathematics and Science (biology, chemistry, earth science and physics). The College is in the process of submitting an application for accreditation to the Southern Association of Colleges and Schools (SACS). A major component of the application is the program degree curriculum. College-wide faculty members from multiple disciplines have been meeting to design and develop program descriptions and courses based upon the State standards, certification requirements and national level recommendations. In addition to the curriculum, the process requires a review of the College’s statement of purpose and name to ensure that both the statement of purpose and the name accurately reflect the change to a baccalaureate degree granting institution.

The meeting was adjourned at 3:00 p.m.

## **COLLEGE-WIDE CASSC INFORMATION AND CURRICULUM FORMS**

This information is on the web.

Go to the M-DCC Home Page.

Click on EMPLOYEES.

Under the Employee Menu, Departments & Organizations, the first bullet is CASSC (CASSC Information), and the third bullet is Education Policy, Programs & Analysis (EPPA) (Curriculum Forms).

## **COLLEGE-WIDE CASSC SCHEDULE**

<b>October 8, 2002</b>		<b>1:30 P.M. Room 2106</b>	<b>Wolfson</b>
<b>November 12, 2002</b>		<b>1:30 P.M. Room 2106</b>	<b>Wolfson</b>
<b>December 10, 2002</b>		<b>1:30 P.M. Room 3208-09</b>	<b>Wolfson</b>
<b>January 14, 2003</b>		<b>1:30 P.M. Room 2106</b>	<b>Wolfson</b>
<b>February 11, 2003</b>	<b>(General Education Proposals)</b>	<b>1:30 P.M. Room 2106</b>	<b>Wolfson</b>
<b>March 11, 2003</b>	<b>(General Education Vote)</b>	<b>1:30 P.M. Room 2106</b>	<b>Wolfson</b>
<b>April 8, 2002</b>		<b>1:30 P.M. Room 2106</b>	<b>Wolfson</b>
<b>May 13, 2003</b>		<b>1:30 P.M. Room 2106</b>	<b>Wolfson</b>
<b>June 10, 2003</b>		<b>1:30 P.M. Room 2106</b>	<b>Wolfson</b>

**July – NO MEETING**  
**August – NO MEETING**