

**COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, OCTOBER 8, 2002
WOLFSON CAMPUS –ROOM 2106 – 1:30 P.M.**

MINUTES

CHAIR: David Brubeck

MEMBERS PRESENT: Juan Abascal
Dana Crawford
Ian Cobham
Oscar DeArmas
Armando Ferrer
Michael Guttman
Winnie Huang
Peter Kuentzel
Ana Leggett
Delia Lopez
Cristina Mateo
Rolando Montoya
Madeline Pumariega
Herbert Robinson
Emily Sendin
James Sullivan
Charles Beavin
Joyce Crawford
Gina Cortes-Suarez
Shirly Ferguson
Joan Gosnell
Robert Hatch
Susan Kah
Ken Lee
Josefina Llarena
Annmarie Masi
Connie Miller
David Paul
Theresa Roberts
Nidia Romer
Carleen Spano
Cleveland Taylor

MEMBERS ABSENT: Holly Anderson (Notification Received)
Rosemary Green (Notification Received)
Roberto Hernandez
Maria Jofre (Notification Received)
Roger Moreno
Milagros Stoff (Notification Received)

PRESENTER: Shirly Ferguson
Rene Garcia
Colleen Hettich
Alina Interian
Jeffrey Lukenbill
Cathy Morris
Roselyne Pirson

RESOURCE: Ken Blye
Gabriela Buitron
Karen Hays
Nora Hendrix
MaryAnn Miller

RECORDER:

Carol McAlister

1. **Call to Order**

David Brubeck called the meeting to order.

2. **Introductions**

At the request of Dr. Lukenbill, the College-wide CASSC members introduced themselves.

3. **Approval of the College-wide CASSC Minutes of September 10, 2002**

The College-wide CASSC minutes of September 10, 2002 were approved with the following modifications:

(Page 2) From: The Council has a five one person Coordinating Committee.

To: The Council has a five person Coordinating Committee.

(Page 9) From: (January 14) - Room 2107

To: (January 14) - Room 2106

4. **Presentation by Dr. Lukenbill**

Dr. Lukenbill welcomed the new and returning members of CASSC. He congratulated the new members of the Coordinating Committee and recognized the significant work ahead of the committee to keep the agenda clear, items moving, and follow-up as necessary. Also, Dr. Lukenbill explained he usually attends all College-wide CASSC meetings to present College priorities, updates and items of interest concerning the College.

Honors College

The Honors College began in 2002-1 with an outstanding group of energetic, talented students, extremely diverse, from all over the world. These students could attend any honors program throughout the country but choose the M-DCC Honors College. M-DCC has long been recognized for its commitment to helping students who are deficient in skills or returning to school after a number of years out of the classroom. Now the College is balancing this with an equal emphasis on the excellence of Honors students who are role models for other students. A tremendous amount of planning is in process as the Honors College moves into the second year beginning next Fall term. Tentatively, the program will expand to Kendall Campus and North Campus. This will require support, coordination, work, and recruitment efforts as other institutions heavily recruit top students. The curriculum will come to College-wide CASSC for final approval. Dr. Lukenbill suggested that Alexandria Holloway be invited to present Honors College updates at College-wide CASSC on a regular basis.

Baccalaureate Degree

Throughout the State, strong concern was expressed about M-DCC offering baccalaureate degrees. The College is of the opinion that it can serve a population that is not currently being served by other colleges and universities. M-DCC is authorized to offer baccalaureate degrees in Exceptional Education and in Secondary Education in the areas of science and math. The College is preparing a strong curriculum that will give students a

sound basis in science and math. Leslie Roberts and Joan Gosnell are heading up these efforts and will be keeping College-wide CASSC up to date.

One of the baccalaureate degree challenges is accreditation. Without being awarded accreditation, it would be difficult to recruit students into the program. Joan Gosnell, working with Leslie Roberts and a number of other people, has submitted the accreditation application to SACS. SACS will carefully review the application and the College is confident it will be awarded provisional or full accreditation in Exceptional Education and Secondary Education in the areas of science and math.

College-wide CASSC will play an important role in the baccalaureate degree program since the curriculum will be presented to the Council for review and approval.

Learning Agenda

Dr. Lukenbill encouraged the membership to keep close contact with the programs that are being developed for the Learning Agenda. Most of us are aware of the Learning Innovations and their representatives, the Learning Innovations leadership team. They should be invited periodically to College-wide CASSC for updates. Also, the College is undertaking a new and important initiative in the Student Services area. CASSC should become familiar with the programs developed in this area and their progress.

Statewide

School Code

Beginning this year, there is a new State Board of Education. The State Board of Education, working with the former university division, community college division, and the public school division has worked with the legislature, as the legislature has completely rewritten what is called the School Code. The School Code is essentially all the laws and rules that govern M-DCC's operations. The College identified areas of concern in the rewritten School Code. The concerns were expressed to those writing the laws and had a tremendous effect. M-DCC provided more input than any college or university. Nevertheless, some items still exist that are of concern to the College. The next step in the process is referred to as the Glitch Bill, which means that after a major piece of legislation is implemented, bits and pieces may need tweaking. The College has made another review of the School Code and sent comments and recommendations to the legislature concerning items that would clarify and make the bill more workable. This effort continues.

Greater Miami Chamber of Commerce Lobby Efforts

Yearly, the Greater Miami Chamber of Commerce lobbies in Tallahassee on behalf of Miami Dade County, and the local colleges and universities. The College is asked to submit legislative priorities around this time of year as the Greater Miami Chamber of Commerce begins to plan their annual trip to Tallahassee for Miami-Dade County. The College has submitted two major issues of concern.

(1) Equity in Funding

Treat the three systems alike (university system, community college system and public school system). For example, universities and public schools are funded on projected enrollment. Community Colleges are not funded on projected growth. Last year enrollment was up 18% at M-DCC, and this year enrollment has increased by approximately 8%. The College funding does not speak to the growth we have experienced. Equitable treatment for the three systems would enable the College to be funded on projected growth, or on real growth.

(2) Funding Formula for Community Colleges

A funding formula was developed a few years ago by the presidents of the community colleges. M-DCC is requesting that the legislature follow the funding formula and enact the funding formula as part of the School Code.

State Revenues

July revenues, which are basically derived from sales tax, were down approximately 3%. The August revenues also took a downward turn. The possibility exists that the legislature could request a reduction of the College budget by a certain amount in the event that there is not an improvement in the economy and state revenues. The College does prepare for events such as the above, and has a budget that anticipates the possibility of reasonable reductions. By reasonable is meant 2% - 3%. Dr. Padrón worked very hard to deliver on one of his promises, which was to have budgets that would be able to sustain sudden drops in enrollment or funding from the State. A priority in the budget preparation was safeguarding our educational programs, and not to have position freezes or across the board budget reductions if at all possible.

Closing

Dr. Lukenbill again thanked the College-wide CASSC members for their hard work, and is confident that serving on College-wide CASSC will be a meaningful experience.

5. **Research and Testing Committee CASSC Faculty Nomination**

David Brubeck requested a nomination or self-nomination to serve as the College-wide CASSC representative on the Research and Testing Committee. Anna Leggett, the current CASSC representative, is unable to serve on the committee as a result of a class schedule conflict. Cathy Morris suggested that Ian Cobham, who currently is a member of the Research and Testing Committee, serve as the CASSC representative. Her suggestion was accepted.

6. **Florida Center for Literary Arts**

(Attachment I) Florida Center for the Literary Arts - Events, Activities, Residencies for 2002-2003

Dialog about the Center's development and structure began several years ago and involved Miami-Dade Community College faculty and staff, members of the board of Miami Book Fair International, special advisors from the book industry and selected members of the community. The Florida Center for the Literary Arts was envisioned as a nexus for all the

literary arts – from traditional to avant-garde – serving as a focal point for instruction, research, reading and creating. Year round, the Center offers a line-up of programs for students and the community, including classes, workshops, forums, film screenings, performances, celebrations and more.

Mission: The Florida Center for the Literary Arts is a cultural and academic initiative that promotes the advancement and appreciation of the literary arts in all forms.

Alina Interian, Executive Director, thanked the Council for the opportunity to address the group, and introduced her colleagues Colleen Hettich and Roselyne Pirson, Program Coordinators. The Florida Center for the Literary Arts is a new department of Miami-Dade Community College. The Center presents the best writers of contemporary literature and organizes programs that engage the intellect and fire the imagination of South Florida's multiethnic, multicultural community, uniting them through the love of the written word. The role of the Florida Center for the Literary Arts within Miami-Dade Community College includes multidisciplinary curriculum enhancement. All six M-DCC campuses are included in its program schedule. The Center also networks with varied cultural organizations and academic institutions, and serves as a supportive environment for emerging, established and student writers.

The Florida Center for the Literary Arts encompasses literacy, writing and writers, journalism and journalists, theatre and cinema, and the Miami Book Fair International. Its components are:

The Reading Connection

Programming that enhances the reading skills of children and adults and instills a love of books.

Write In Our Midst

Programs that bring authors into contact with students and the community, including residencies, reading, lectures, workshops and writers' institutes. Encourages the voice of established, emerging and student writers by publishing literary journals.

News and Views

Programs that bring journalists into contact with students and the community, including residencies, forums and discussions on journalism, and educational opportunities for emerging journalists.

From Page to Stage

Residencies for playwrights and screenwriters, and opportunities for established and emerging writers to develop works for stage and screen.

Miami Book Fair International

The largest event of its kind in the U.S. – a week-long program of readings and panel discussions that culminates with a street fair combining back-to-back author sessions with books, exhibitions and sales.

Operating with an interim staff until July 2002, within its first year of operation the Center dedicated its resources towards administrative and organizational activities, hiring staff, and establishing policies and procedures to ensure future efficiency and increased productivity in programming. The Center established its mission and met the following goals: (1) to provide dynamic programming that involves our multicultural community; (2) to enhance multidisciplinary curriculum efforts on all six M-DCC campuses; (3) to serve as support for emerging and established writers; and (4) to network with varied cultural organizations in an effort to develop Miami as a cultural center. Also, within its first year the Center produced an abundance of programs and events that touched the lives of hundreds of South Florida residents.

The Center was officially launched in September 2002, and will forge stronger and more productive ties between students, the general public, and the area's academic and literary communities, as well as between South Florida's literary arena and those throughout the hemisphere. It will contribute to making Greater Miami and Miami-Dade Community College an epicenter of academic and literary activity in the Americas and beyond.

7. **Student Services Learning Innovations**

Rene Garcia presented an update on Innovations in Student Services, a new initiative from the Learning Agenda, announced by Dr. Padrón in early September. The purpose of Innovations in Student Services is to promote the development of creative activities and programs that enhance student success. This effort was directed to all full-time Student Services personnel to provide them with an opportunity to receive support for the implementation of new ideas. Approximately \$200,000 is available. Collaborative proposals across departments and campuses are encouraged. Proposals are due November 1, 2002, and may include pilot projects to determine the effectiveness of new strategies, consultants to address a specific issue, and/or research. The proposals will be reviewed by an Advisory Council, which will make recommendations to Dr. Padrón. An announcement of the funded proposals will be made by December 1, 2002 and projects may begin as early as January 6, 2003.

8. **Research and Testing Committee**

Cathy Morris, Chair of the Research and Testing Committee, presented a committee update.

Committee Membership

- District Director of Institutional Research
- Academic or Associate Dean
- 5 Faculty
 - 2 from College Level English and Math
 - 2 from ESL and College Prep Reading
 - 1 from Occupational/Vocational Program
- 6 Campus Testing Directors
- 1 Director of CLAST Administration & Program Evaluation
- 1 Campus Registrar
- 1 College CASSC Representative

- 1 Support Staff Member – Testing Area
- 1 Computer Applications Representative
- 1 Student Representative

Committee Responsibilities

Review College's testing programs and make recommendations for change

- ESL Placement Test Subcommittee (Piloted ACT/ESL test; Field tested LOEP from College Board)
- TABE Subcommittee (consistency of use)
- Bright Futures testing requirements
- New CLEP procedures & equivalents
- Recommended transcribing of Computer Competency Test

Review, evaluate and revise testing policies and procedures

- Revised Procedure 1321 Authorization to Conduct Research
- Revised Procedure 8303 Placement Testing of Students (merged 8404 on Placement Criteria into 8303)

Generate an annual placement criteria document

- Begin to gathering input in November
- R & T Committee finalizes by April
- To Deans, Campus CASSCs, and College-Wide CASSC for input
- To Executive Committee
- Implementation by July 1

Assure accurate storage and retrieval of test scores

- State ELT Reports – lists of first-time-degree-seeking students without scores; new M-DCC limits on overrides
- ACT/SAT download program

Advise and help determine College research priorities

- ESL/ENS/EAP Research

Approve multi-campus research studies

- | | |
|---|---------------------|
| • Sexual Harassment Policies (Student/Staff Interviews) | REJECTED |
| • Miami Politics Research | APPROVED |
| • National ESL Survey | APPROVED |
| • Paternal Teasing/Body Image | REJECTED |
| • National Survey of College Students (Literacy) | APPROVED |
| • M-DCC faculty/administrators doctoral studies | ALL APPROVED SO FAR |

2002-2003 Agenda Highlights

- Placement Criteria for 2003-04
- Improve reporting of test scores

- Continue work to find new ESOL test
- Update Computer Competency Test
- Research Agenda with Academic Deans
- Review multi-campus research requests

9. **Innovative Communication Strategies**

Shirly Ferguson gave a presentation on innovative communication strategies. She explained that the discussions and presentations within the College-wide CASSC are significant, of the highest importance, and are note-worthy to our colleague's college-wide. Council members were encouraged to share CASSC information through communication with their colleagues concerning academic and student services discussions, presentations, informational items, curriculum items, decisions, and other important information.

Shirly presented the following suggestions as means of making connections through communication with our colleagues about what College-wide CASSC accomplishes, and the contributions made on behalf of the constituencies the members represent:

- Post a hard copy of CASSC Agenda on Community Bulletin Boards in your department and coffee lounge
- Develop an E-mail Directory (ED) mail router – Ask your colleagues “did you see ED?”
- Include CASSC Minutes on your agenda for discussion at Staff and Department meetings
- Post a list of CASSC websites by campus in offices where colleagues frequently visit.

10. **Announcements**

No announcements

The meeting was adjourned at 2:45 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 Process). Scroll down for curriculum forms.

COLLEGE-WIDE CASSC SCHEDULE

		<u>WOLFSON CAMPUS</u>
November 12, 2002		1:30 P.M. Room 2106
December 10, 2002		1:30 p.m. Room 3208-09
January 14, 2003		1:30 P.M. Room 2106
February 11, 2003	(General Education Proposals)	1:30 P.M. Room 2106
March 11, 2003	(General Education Vote)	1:30 P.M. Room 2106
April 8, 2003		1:30 P.M. Room 2106
May 13, 2003		1:30 P.M. Room 2106
June 10, 2003		1:30 P.M. Room 2106
July – NO MEETING		
August – NO MEETING		