

**COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, NOVEMBER 12, 2002
WOLFSON CAMPUS –ROOM 2106 – 1:30 P.M.**

MINUTES

CHAIR: David Brubeck

MEMBERS PRESENT: Juan Abascal
Charles Beavin
Ian Cobham
Oscar DeArmas
Armando Ferrer
Michael Guttman
Roberto Hernandez
Maria Jofre
Peter Kuentzel
Kaiyang Liang
Delia Lopez
Connie Miller
Roger Moreno
Madeline Pumariega
Herbert Robinson
Emily Sendin
Milagros Stoff
Cleveland Taylor

Holly Anderson
Dana Crawford
Gina Cortes-Suarez
Shirly Ferguson
Joan Gosnell
Mario Guerrier
Winnie Huang
Susan Kah
Kenneth Lee
Josefina Llarena
Cristina Mateo
Rolando Montoya
David Paul
Theresa Roberts
Nidia Romer
Carleen Spano
James Sullivan

MEMBERS ABSENT: Joyce Crawford (Substitute Mario Guerrier)
Rosemary Green (Notification Received)
Robert Hatch (Notification Received)
Ann Leggett (Notification Received)
Annmarie Masi (Notification Received)

PRESENTER: Jeffrey Lukenbill
Tom Stewart

RESOURCE: Gabriela Buitron
Karen Hays
MaryAnn Miller

GUEST: Eduardo Padrón

RECORDER: Carol McAlister

1. **Call to Order**
David Brubeck called the meeting to order.
2. **Introduction**
David Brubeck introduced Kaiyang Liang who accepted the appointment to serve as the college-wide C.I.S. representative (2002-2004) on CASSC.
3. **Approval of the College-wide CASSC Minutes of October 8, 2002**
The College-wide CASSC minutes of October 8, 2002 were approved as submitted.
4. **Presentation by Dr. Lukenbill**
Budget
At the present time, the budget has not been determined.

The budget situation could be impacted by the amendments approved in the recent election to (1) provide the opportunity for kindergarten for all children, and (2) to limit the number of students in a class. The time line for implementation of these amendments is still unknown. This will have impact on the College in terms of new teacher education programs, as the reduced class size will create a demand for additional teachers.

Also approved was an amendment to change the structure for the governance of education in the state of Florida.

Computer Access

The College is aware of computer security access problems. The College provides generous access for students and employees. Recently, we have had events such as stolen identity, which enables use or issuance of credit cards, registering for a course and getting a refund, and other events of a more serious nature including copyright infringement by employees. Security is needed to identify who is using a computer at a specific time. These events have caused the College to look at a means for control of computer access. There is discussion concerning implementing an efficient and strong security safeguard as soon as possible. The College has encouraged students to change their PIN, and plans to require employees and students have both a user ID and password that will identify the computer, computer user, and the time of use.

Curriculum

It is very important that the College has up-to-date curriculum. There is always new research, findings, and teaching methods. College-wide CASSC should be diligent and encouraging in monitoring that the curriculum presented at College-wide CASSC is up-to-date, and carefully reviewed as it comes forward. The deans will be working to ensure that faculty members are aware of the latest developments and research in curriculum, and that there is regular review of curriculum.

Service Excellence

The Service Excellence Program is being implemented in phases college-wide. We should be supportive of the Service Excellence Program. It is of tremendous value in terms of how we are perceived as an institution in terms of recruitment and retention.

Grade Point Average

In terms of helping students, there is currently a review of the many types of GPA's at the College in an effort to streamline the system.

5. **Acknowledgement of Dr. Padrón**

David Brubeck acknowledged Dr. Padrón. Dr. Padrón thanked the Council for many many accomplishments and hard work.

6. **Curriculum**

Rolando Montoya presented the Customer Assistance Program.

Curriculum Action – Customer Assistance Program (Vocational Credit Certificate)

Curriculum Action - Title Change

From: Customer Assistance Vocational Credit Certificate Program

To: Customer Assistance Technology Vocational Credit Certificate

Curriculum Action – Delete Courses from Program

<u>Course</u>		<u>Credits</u>	<u>Eff.</u>
<u>Abbr./No.</u>	<u>Course Title</u>		<u>Term</u>
GEB 0008	Entrepreneurship Private Enterprise System	2.5	2002-2
MNA 0103	Human Relations at Work	2.5	2002-2

Program Hours

From: 600 Hours (20 Credits)

To: 450 Hours (15 Credits)

STATE MANDATED CHANGE

Eff.
Term
2002-2

**APPROVED
35 IN FAVOR
0 OPPOSED
2 ABSTAINED**

7. **CASSC Feedback Form (Attachment A)**

Susan Kah presented the CASSC Feedback Form. The purpose of the form is to facilitate communication among the Campus and College CASSCs regarding proposals and other items that the College-wide CASSC will vote on. The form is to be completed by a member of the campus CASSC, or the individual who takes the minutes and forwarded to the Campus Academic or Student Dean. The Dean will forward the completed document to the Chair of the College-wide CASSC and the discipline or group leader designated on the form.

**UNANIMOUSLY
APPROVED
37 IN FAVOR
0 OPPOSED**

8. **College Admissions & Registration Procedures Report**

Tom Stewart presented a summary of the activities of the College-wide Admissions and Registration Procedures Committee.

Summer Term 2002-3

Effective the 2002-3 term, the College will have 3 terms each academic year. There will still be 2 six-week sessions (probably still unofficially called A and B) during the normal 12 week summer term, but they will be part of the summer term. Students will only be admitted for the term, so all students will be admitted for the summer term that begins 5/12/03. The College will not suspend students in June, only at the end of the term on 8/2/03. It will not change the way classes are offered, but classes that were in the Summer B term will now be in the Summer term.

Registration Overrides Task Force

Dr. Schinoff is chairing a special college-wide task force to review all the holds, registration edits, and registration overrides in the Odyssey system. The goal of the taskforce is to insure that the holds and edits serve a valid, legitimate, educational or administrative purpose. If not, they should be eliminated. And, if they are needed, why are so many overrides given each term? The group has met once and plans to meet again before the end of the fall term.

Student Authentication

Identity theft is becoming a growing problem nationally. Misuse of the College computing services has recently been discovered by outside law enforcement agencies. The use of the 4-digit numeric PIN has always been insufficient to insure that the person on the web is truly the correct M-DCC student. The College has encouraged every student to immediately change their PIN, but few ever do so.

In the near future, the College plans to require each employee and student have a user ID and password. Most College employees do have a user ID and password. The user ID and initial password will be assigned to each person the first time they access the M-DCC web site. The student will be required to change the password at that time. A student will then

have to log on with a user ID and password, instead of the student ID and PIN, to access student records on the web.

Odyssey Training

Odyssey was implemented in the fall of 1999. At that time, most employees had the opportunity to participate in training on various portions of the system. Since the system was implemented, many changes have been made and new employees have been hired. The College plans to offer regular training sessions in the future on various parts of the Odyssey system. The next scheduled sessions on 11/21/02 and 11/25/02 (afternoon) offer degree audit and advisement training.

Odyssey Ports

The Florida Community College Software Consortium, which provides the Odyssey software to the College, releases new enhanced versions of the software on a regular basis. The latest release called a port was installed on 9/30/02. With each port, the system adds new features and corrects existing problems. Unfortunately, each port usually introduces a few new glitches. These are annoying, but are usually fixed quickly. The next major port is scheduled for late spring of 2003.

State Employee Fee Waivers

The new School Code Bill passed by the Florida Legislature created a new waiver of up to 6 credits of matriculation fees for full-time employees of the state. This does not include employees of the K-20 educational system. The fee waiver is on a space available basis and each college is required to define what space available means. M-DCC's definition of space available is "anytime the class is open beginning the workday prior to the start of the term, through the end of the refund period for that term." This is six workdays for the fall and spring terms and four or five for the summer term. Lab fees are not included in the waiver and closed class overrides will not be permitted.

Four Year Degree Program

The College has been authorized to offer several baccalaureate degree programs in education, pending approval by the SACS accrediting association. Once approved, hopefully in late December 2002, the College will begin taking applications and admitting students for the fall term 2003. Since Odyssey programming will be required to offer 4 year degrees for the first time, CARP and the College must anticipate that the program will be accredited and prepare for that event. The Consortium has made a few of these changes and has agreed to make others as required for implementation in a timely manner.

We anticipate that there may be an additional program application fee, and programming is almost in place in the event this happens. The criteria for admission to the program have not been approved.

When the College receives the anticipated accreditation from SACS, we plan to be ready to implement the Odyssey portions as needed.

New Immigration Student and Exchange Visitor System (SEVIS) Requirements

The Immigration and Naturalization Service (INS) is implementing new laws in late January 2003, which impose additional reporting requirements for each college. We have applied to participate and will be ready to transmit the additional data required by the new federal requirement.

New College Web Look

The College has been modifying the programs used to operate the admission and registration systems on the web to make them faster and more stable. This has also resulted in a new look. The basic features have not changed significantly, but it is now more consistent and reliable.

9. **CASSC Committee Representative/Research & Testing Committee**

At the October 8, 2002 College-wide CASSC Meeting, Ian Cobham, the college level math committee representative on the Research & Testing Committee agreed to serve as the CASSC representative. At today's meeting, there was discussion concerning his remaining as the Math representative on the committee if a member of College-wide CASSC, preferably from the occupational area, would volunteer to serve as the CASSC representative. Since there were no volunteers from the Council, Ian Cobham agreed to remain serving on the committee as the College-wide CASSC representative.

10. **CASSC Committee Student Representation**

Juan Abascal explained that there had been a student inquiry concerning student representation on the committees reporting to College-wide CASSC. In the original structure of the committees by CASSC, the Distance Education Committee, College Admissions & Registration Procedures Committee, and the Recruitment Committee did not have student representation. After discussion, it was the consensus of the Council that all College-wide CASSC Committees (10 committees) have student representation.

11. **Introduction of Student College-wide CASSC Representatives**

David Brubeck introduced and welcomed the College-wide CASSC student representatives Theresa Roberts, North Campus, and Roger Moreno, InterAmerican Campus.

12. **Announcements**

CPT and CLAST Practice Test

Ian Cobham announced that a subcommittee has been appointed to develop a CPT and CLAST practice test. The goal of the subcommittee is to have the practice tests on the web for our students use. The first meeting of the subcommittee is scheduled for November 20, 2002. Suggestions and help are welcomed.

Student Services Learning Innovations

Armando Ferrer announced that the Student Services Learning Innovations proposals are currently being reviewed. An announcement of the funded proposals will be made in the near future and projects may begin as early as January 6, 2003. He also reminded the

College-wide CASSC Minutes
November 12, 2002

Council that again this year the College will not be open during the holiday period and that students should be encouraged to register early.

Student Nominations for CASSC Committees

The Student Deans will nominate students to serve on the CASSC Committees. Recommendations will be received from all campuses.

The meeting was adjourned at 3:05 p.m.

COLLEGE-WIDE CASSC INFORMATION AND CURRICULUM FORMS

The information is on the web.

- (1) Go to the M-DCC Home Page.
- (2) Click on EMPLOYEES.
- (3) 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.

The curriculum forms are also on the web in the CASSC section.

COLLEGE-WIDE CASSC SCHEDULE

Wolfson Campus

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 and August – No Meeting

College-wide CASSC Minutes
November 12, 2002