

**COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, DECEMBER 10, 2002
WOLFSON CAMPUS –ROOM 3208-09 – 1:30 P.M.**

MINUTES

CHAIR: David Brubeck

MEMBERS PRESENT:

Juan Abascal	Holly Anderson
Charles Beavin	Dana Crawford
Joyce Crawford	Ian Cobham
Gina Cortes-Suarez	Oscar DeArmas
Shirly Ferguson	Armando Ferrer
Rosemary Green	Michael Guttman
Robert Hatch	Winnie Huang
Susan Kah	Anna Leggett
Kaiyang Liang	Josefina Llarena
Cristina Mateo	Connie Miller
Roger Moreno	David Paul
Madeline Pumariega	Theresa Roberts
Nidia Romer	Emily Sendin
Carleen Spano	Milagros Stoff
James Sullivan	Cleveland Taylor
Carmen Vazquez	

MEMBERS ABSENT:

Joan Gosnell	(Substitute Carmen Vazquez)
Roberto Hernandez	
Peter Kuentzel	(Notification Received)
Maria Jofre	(Notification Received)
Ken Lee	
Annmarie Masi	(Notification Received)
Rolando Montoya	(Notification Received)
Herbert Robinson	(Notification Received)

PRESENTERS:

Carter Burrus
Guillermina Damas
Dorma Gottlieb
Alexandria Holloway
Patrick Hughes
Jeffrey Lukenbill
Thomas Meyer
Richard White

RESOURCE: Gabriela Buitron
Ken Blye
MaryAnn Miller

RECORDER: Carol McAlister

1. **Call to Order**

David Brubeck called the meeting to order.

2. **Approval of the College-wide CASSC Minutes of November 12, 2002**

The College-wide CASSC minutes of November 12, 2002 were approved with the following changes: (1) Page 1 - Anna Leggett - Notification Received, (2) Page 3- change GRA's to GPA's, and (3) delete page 6.

3. **Presentation by Dr. Lukenbill**

Baccalaureate Degree

In May 2002, the College was authorized to offer baccalaureate degree programs in Exceptional Student Education and Secondary Education in the areas of science and math. Recognition was given to Joan Gosnell, Leslie Roberts and a number of other people who worked together to submit an application for accreditation to the Southern Association of Colleges and Schools (SACS). On December 10th, the College was awarded SACS approval of the application to implement baccalaureate programs for the fall term.

Elementary Education Teachers, Nurses, Technician Shortage

As a result of the shortages in the areas of nursing, elementary education teachers, and various technical areas, it is anticipated that the College may be requesting additional Baccalaureate Degrees. The intent is not to have all four-year programs, but to focus on programs that are not available to members of the community, or where the shortage is severe and meets the criteria to offer additional degrees.

School for Advanced Studies

The School for Advanced Studies is a program offered by M-DCC at Kendall, North and Wolfson Campuses for high school students with high ability and high potential in need of a different program. The students take their last two years of high school totally at the College. The current model is to have the student take three courses (math, English and social science) with high school teachers who are located at the College, and three regular college credit courses. Yearly, a large number of these students graduate with an Associate Degree before they graduate with a high school diploma as M-DCC's graduation is in May, and high school graduation is in June. These students do extremely well at the College.

The Bill Gates Foundation, along with other major foundations, has initiated a nation-wide program to change the high school model. The goal is to have smaller high school classes located at college and university campuses, particularly four-year institutions. High-risk students in the areas of science and technology will be targeted for recruitment. As a result of Miami's diversity, need, and population, it was selected as one of the program sites. The Gates Foundation program is a 9th through 12th grade four-year program. This presents challenges to both the College and the school system concerning curriculum, space, and program administration. The possibility of additional funding from the Gates Foundation would improve the quality of education, particularly for minority students. The Miami-Dade County school system plans to revamp the School for Advanced Studies to match the program the Gates Foundation has instituted. The Academic Deans will be meeting with Miami-Dade County school representatives to explore this opportunity.

Funding

Tentatively, the funding situation for the current year is stable. Next year could bring a shortfall, but nothing is certain until the legislature meets in spring. College-wide CASSC will be kept informed of the funding situation.

Deferred Retirement Option Program (DROP) Faculty Staffing

The Deferred Retirement Option Program (DROP) is a program that began in 1998. Participation in the program is for a maximum of five years, and for many the five years will be completed during the year 2003. The College is working to identify the areas that will have the greatest need for faculty. The Deans have completed a thorough retirement analysis. In anticipation of future openings, the College has posted positions in the Chronicle and other journals. The goal is to begin screening candidates in January 2003.

4. Curriculum – PSC 1121L (New Course)

Carleen Spano introduced Guillermina Damas who presented a new course PSC 1121L.

<u>Course</u>				<u>Eff.</u>
<u>Abbr.No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
PSC 1121L	General Education Physical Science Lab	1	1,2,3,5,6	2002-2

Special Fee: \$20.00

**UNANIMOUSLY
APPROVED**

5. **Curriculum – C.I.S. Curriculum**

Carleen Spano introduced Richard White who presented the changes to the PC Support Services Vocational Credit Certificate Program, the Business Computer Programming Vocational Credit Certificate Program, and the Network Support Services Vocational Credit Certificate. The changes presented were mandated by the State.

Changes to Vocational Credit Certificate Program PC Support Services

Current Program Credits 30	New Program Credits 30
Delete:	CGV 0250 Database Applications 2.5 Credits
	OFT 0712 Beginning Word Processing 2.5 Credits
	OTA 0101 Beginning Keyboarding 1.5 Credits
	OTA 0421 Office Procedures 1 2.5 Credits
	ACO 0101 Accounting 1 2.5 Credits
	ACO 0511 Microcomputer Bookeep Bus 2.5 Credits
	BUV 0302 Customer Service/Business 2.5 Credits
	CGS 0501 Elec Spreadsheet 2.5 Credits
	CGS 0948 Co-Op Work Experience 2.5 Credits
	OTA 0303 Writing for Business 2.5 Credits

Add New

Courses:

Course

<u>Abbr.No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
CEN 0530	Implementing a Network Infrastructure	2.5	1,2,3,5,6	2002-2
<u>Special Fee:</u>	\$60.00			
CEN 0533	Implementing Directory Services	2.5	1,2,3,5,6	2002-2
<u>Special Fee:</u>	\$60.00			
CGS 0890	Networking Essentials	2.5	1,2,3,5,6	2002-2
<u>Special Fee:</u>	\$60.00			
CGS 0500	Word Processing	1.5	1,2,3,5,6	2002-2
<u>Special Fee:</u>	\$26.00			

Add Existing Course: CGS 0266 Supporting Windows Server 2.5 Credits

Changes to Vocational Credit Certificate Program Business Computer Programming

Current Program Credits 40	New Program Credits 40
Delete:	OTA 0101 Beginning Keyboard 1.5 Credits
	OTA 0421 Office Procedures 1 2.5 Credits
	ACO 0102 Accounting 2 2.5 Credits

Add New

Courses:

Course

<u>Abbr.No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
CGS 0500	Word Processing	1.5	1,2,3,5,6	2002-2
<u>Special Fee:</u> \$26.00				

Add Existing Courses:

CGV 0350	Objective Orientation Program C++	2.5 Credits		
CGS 0266	Supporting Windows Server	2.5 Credits		

Changes to Vocational Credit Certificate Program Network Support Services

Current Program Credits: 30 New Program Credits: 35

<u>Delete:</u>	<u>Course Title</u>	<u>Credits</u>
EEV 0538	Input/Output Devices 2	2.5 Credits
EEV 0556	Main/Trblesht Net Syst 2	2.5 Credits
EEV 0700	Input/Output Devices 1	2.5 Credits
EEV 0701	Main/Trblesht Net Syst 1	2.5 Credits
OTA 0101	Beginning Keyboarding	1.5 Credits
OTA 0421	Office Procedures 1	2.5 Credits

Add New

Courses:

Course

<u>Abbr.No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
CGS 0500	Word Processing	1.5	1,2,3,5,6	2002-2
<u>Special Fee:</u> \$26.00				

CGS 0890	Networking Essentials	2.5	1,2,3,5,6	2002-2
<u>Special Fee:</u> \$60.00				

CEN 0530	Designing A Network Infrastructure	2.5	1,2,3,5,6	2002-2
<u>Special Fee:</u> \$60.00				

CEN 0533	Implementing Directory Services	2.5	1,2,3,5,6	2002-2
<u>Special Fee:</u> \$60.00				

CEN 0531	Designing Directory Services	2.5	1,2,3,5,6	2002-2
<u>Special Fee:</u> \$60.00				

Add Existing Course:

MTB 0102	Business Math	2.5 Credits		
----------	---------------	-------------	--	--

Change Existing Course Title

Change Existing Course From: CGS 0263 Micro Network (Lan)

To: CGS 0263 Supporting Windows Professional

New Course Description

The prospective network support professional will learn the skills necessary to perform day-to-day administrative tasks in a single-domain Microsoft Windows based network. The course includes administration of user accounts, groups, file and printer resources, managing data storage, monitoring access to resources, and backing up and restoring data. 75 Hours

Prerequisites: CGS 0890, CGV 0010. Laboratory fee.

Change Existing Course From: CGS 0266 Computer Networking

To: CGS 0266 Supporting Windows Server

New Course Description

The prospective network support professional will learn the skills necessary to perform installation and configuration tasks in a Microsoft Windows 2000-based network. The course includes installation, configuration, Active Directory services, disks, partitions, file permissions, networking protocols, DHCP services, DNS services, WINS, IS, and Terminal Server, as well as deployment and upgrading strategies for a Windows based network. 75 Hours. Prerequisite: CGV 0010. Laboratory fee.

**UNANIMOUSLY
APPROVED**

6. **Curriculum – Translation and Interpretation Studies**

New Associate in Science Degree

Credits for Translation and Interpretation Studies: English/Spanish Track

Associate in Science Degree - 66 Credits

(See Attachment A)

Add

New

Courses:

Course

Abbr.No.

Course Title

Credits

Campus

Eff.

Term

LIN 2XXX

Introduction to Sociolinguistics

3

1,2,3,5,6

2002-2

SPT 28XX

Financial and Business Translation

3

1,2,3,5,6

2002-2

Special Fee:

\$15.00

SPT 28XX

Consecutive Interpretation

3

1,2,3,5,6

2002-2

Special Fee:

\$15.00

SPT 28XX

Medical Interpretation and Translation

3

1,2,3,5,6

2002-2

Special Fee:

\$15.00

SPT 28XX Simultaneous Interpretation Strategies 3 1,2,3,5,6 2002-2
Special Fee: \$15.00

New College Credit Certificate Translation Studies: English-Spanish

Total Credits Required for the new College Credit Certificate in Translation Studies:
English-Spanish is 30.
(See Attachment B)

New College Credit Certificate Interpretation Studies: English-Spanish

Total Credits Required for the new College Credit Certificate in Interpretation
Studies: English-Spanish is 33.
(See Attachment C)

UNANIMOUSLY
APPROVED

7. **Curriculum - Chemistry**

Gina Cortes-Suarez introduced Dorma Gottlieb who presented the Chemistry curriculum.

CHM 1020

Title Change: Chemistry in our World 3 Credits

To: General Education Chemistry

New Course Description

A course designed to provide the non-science major with an introductory study of the substances central to our daily lives. There are no prerequisites for this course and it requires a minimum level of math. The basic chemistry of nutrition, medicines, cosmetics, household cleaners and the environment are among the subjects investigated. This course will fulfill the general education physical science requirement for non-majors. It does not serve as a preparation course for CHM 1045. (3 hr. lecture)

CHM 1020L

Title Change: Chemistry in our World 1 Credit

To: General Education Chemistry Laboratory

New Course Description: Laboratory for CHM 1020. Corequisite: CHM 1020. Laboratory fee. (2 hr. lab)

CHM 1025 Introductory Chemistry 3 Credits

New Course Description: Elementary principles of modern chemistry, including concepts of atomic and molecular structure, chemical bonding, stoichiometry and the properties of solutions. Required of all students who do not meet the prerequisites for CHM 1045. Pre/corequisite: MAT 1033 or acceptable score on the Algebra Placement Test. (3hr lecture)

CHM 1025L Introductory Chemistry Laboratory 1 Credit

New Course Description: Laboratory for CHM 1025. Pre/corequisite: MAT 1033 or acceptable score on the Algebra Placement Test. Corequisite: CHM 1025. Laboratory fee. (2 hr. lab)

CHM 1033 Chemistry for Health Sciences 3 Credits

New Course Description: This course emphasizes chemistry topics related to the allied health sciences through study of the essentials of inorganic and organic chemistry and some biochemistry and their applications to physiological functions. Prerequisite: MAT 0024. Corequisite: CHM 1033L. (3 hr. lecture)

CHM 1033 L Chemistry for Health Sciences Laboratory 1 Credits

New Course Description: Laboratory for CHM 1033. Prerequisite: MAT 0024. Corequisite: CHM 1033. Laboratory fee (2 hr. lab)

CHM 1045 General Chemistry 3 Credits

New Course Description: First half of the CHM 1045-1046 sequence for science, premedical science and engineering majors. Students in programs requiring both courses must complete the CHM 1045-1046 sequence prior to transfer to a senior institution. Major topics in modern chemistry include: stoichiometry, atomic structure, bonding, thermochemistry, acids and bases, solutions and gas laws. Prerequisite: CHM 1025 or high school chemistry with a grade of "C" or better. Corequisites: CHM 1045L, MAC 1105. (3 hr. lecture)

CHM 1045L General Chemistry Laboratory 2 Credits

New Course Description: Laboratory for CHM 1045. Prerequisite CHM 1025 or high school chemistry with a grade of "C" or better. Corequisites: CHM 1045, MAC 1105. Laboratory fee. (4 hr. lab)

CHM 1046 General Chemistry and Qualitative Analysis 3 Credits

New Course Description: Second course in the CHM 1045-1046 sequence. Major topics in modern chemistry include: thermodynamics, kinetics, solutions equilibria including acids, bases and other ionic equilibria and electrochemistry. Prerequisite: MAC 1105, CHM 1046L with a grade of "C" or better. Corequisite: CHM 1046L

CHM 1046L General Chemistry and Qualitative Analysis Laboratory 2 Credits

New Course Description: Laboratory for CHM 1046. Prerequisites: CHM 1045, 1045L and MAC 1105. Corequisite: CHM 1046. Laboratory fee. (4 hr. lab)

CHM 2032 Survey of General Chemistry 3 Credits

New Course Description: An introduction to the fundamental concepts of chemistry: scientific measurements; atomic theory; molecules and chemical bonds; qualitative and quantitative aspects of the behavior of gases; chemical reactions; aqueous solutions; salts and electrolytes; equilibrium; kinetics; acid-base theory; radioactivity and nuclear chemistry. Not designed for science majors. Prerequisites: CHM 1025 or high school chemistry with a grade of "C" or better, MAT 1033 or acceptable score on the Algebra Placement Test. Corequisite: CHM 2032L. (3 hr. lecture)

CHM 2032L Survey of General Chemistry Laboratory 1 Credit

New Course Description: Laboratory for CHM 2032. Prerequisites: CHM 1025 or high school chemistry with a grade of "C" or better, MAT 1033 or acceptable score on the Algebra Placement Test. Corequisite: CHM 2032. Laboratory fee (2 hr. lab)

CHM 2120 Quantitative Analysis 3 Credits

New Course Description: Principles and laboratory techniques involving quantitative determinations. Gravimetric, volumetric, oxidation-reduction and instrumental methods included. Prerequisite: CHM 1046 with a grade of "C" or better. Corequisite: CHM 2120L. (3 hr. lecture)

CHM 2120L Quantitative Analysis Laboratory 2 Credits

New Course Description: Laboratory for CHM 2120. Prerequisite: CHM 1046, 1046L. Corequisite: CHM 2120. Laboratory fee. (4 hr. lab)

CHM 2132C Basic Chemistry Instrumentation 3 Credits

New Course Description: Designed for chemistry students and professionals who need to learn or refresh their abilities to use common instrument found in chemistry laboratories. Prerequisite: CHM 1046, CHM 1046L with a grade of "C" or better. Laboratory fee. (1 hr. lecture; 4 hr. lab)

CHM 2205 Survey of Organic and Biochemistry 3 Credits

New Course Description: An introduction to organic chemistry, stressing the chemistry of functional groups and a survey of the biochemistry of proteins, carbohydrates and lipids, their metabolism in humans and the function of enzymes and nucleic acids. Prerequisite: CHM 2032 or permission of department chairperson. Corequisite: CHM 2205L. (3 hr lecture)

CHM 2205L Survey of Organic and Biochemistry Laboratory 2 Credits

New Course Description: Laboratory for CHM 2205. Prerequisite CHM 2032, CHM 2032L. Corequisite: CHM 2205. Laboratory fee. (4 hr. lab)

CHM 2210 Organic Chemistry 3 Credits

New Course Description: First half of the CHM 2210-2211 sequence. Students should complete the CHM 2210-2211 sequence before transferring to a senior institution. A study of the nomenclature, preparations, reactions and electronic and structural features of alkanes, alkenes, alkynes, alkyl halides, aromatic hydrocarbons and other organic compounds. Prerequisite: CHM 1046 with a grade of "C" or better. Corequisite: CHM 2210L. (3 hr. lecture)

CHM 2210L Organic Chemistry Laboratory 2 Credits

New Course Description: Laboratory for CHM 2210. Prerequisite: CHM 1046, 1046L with grades of "C" or better. Corequisite: CHM 2210. Laboratory fee. (4 hr. lab)

CHM 2211 Organic Chemistry 3 Credits

New Course Description: Second half of the CHM 2210-2211 sequence. A study of the nomenclature, preparations, reactions and electronic and structural features of alcohols, ethers, phenols, aldehydes, ketones, carboxylic acids, acid anhydrides, amides, esters and other organic compounds. Prerequisite: CHM 2210 with a grade of "C" or better; Corequisite: CHM 2211L. (3 hr. lecture)

CHM 2211L Organic Chemistry Laboratory 2 Credits

New Course Description: Laboratory for CHM 2211. Prerequisite: CHM 2210, 2210L with grades of "C" or better. Corequisite: CHM 2211. Laboratory fee. (4 hr. lab)

FEE Changes

<u>Special Fees:</u>	CHM 1020	\$15.00
	CHM 1025	\$15.00
	CHM 1033	\$15.00
	CHM 1045	\$15.00
	CHM 1046	\$15.00
	CHM 2032	\$15.00
	CHM 2120	\$15.00
	CHM 2205	\$15.00
	CHM 2210	\$15.00
	CHM 2211	\$15.00
	CHM 1020L	\$30.00
	CHM 1025L	\$30.00
	CHM 1033L	\$30.00
	CHM 1045L	\$30.00
	CHM 1046L	\$30.00
	CHM 2032L	\$30.00
	CHM 2120L	\$30.00
	CHM 2205L	\$30.00
	CHM 2210L	\$30.00
	CHM 2211L	\$30.00
	CHM 2132C	\$45.00

**UNANIMOUSLY
APPROVED WITH THE
FOLLOWING:**

Survey of General Chemistry CHM 2032 and Survey of General Chemistry Lab CHM 2032L course titles remain unchanged.

Revision to course description for CHM 1045 General Chemistry (the minutes reflect the revision in the course description).

8. **Honors College Presentation**

Alexandria Holloway, Dean of the Honors College, along with Carter Burrus and Patrick Hughes, Honors Directors, presented an Honors College update.

The Honors College at Miami-Dade Community College started in academic year 2002-1. The current enrollment in the Honors College is 75 students from approximately 17 countries. It is housed at Wolfson Campus in ETCOTA, and will be relocating to Building One, second floor sometime in January 2003.

The Honors College offers a challenging environment for gifted students. Students take advanced courses, participate in seminars and are well advised and guided. The Honors College is a place where goal-oriented, academically gifted students can explore new ideas, and engage in creativity and intellectual collaborations with experienced faculty. The college-wide Honors College faculty are required to be certified in a 36-hour workshop. At this time, three faculty are assigned to the Honors College as lead faculty to teach the courses that are specifically designated as Honors College courses.

To be eligible to apply for admission in the Honors College, the applicants must meet established criteria and submit proof of the following:

- A 3.7 GPA and a score on the CPT that will place the student in college level courses, or
- A combined SAT score of 1200, or a composite ACT score of 26
- An essay on an assigned topic
- Three letters of recommendation (teacher, community member and an individual who knows the student's academic abilities)
- Official high school transcripts

Honors College students receive the Honors College Fellows Award that includes the full cost of in-state tuition, fees and a book allowance. This year the students also received a small stipend. This is in addition to any other scholarship or financial assistance a student may receive. The Fellows Award is renewable for one additional year providing the Honors College requirements are met. Applications are available in the Honors College, the New Student Center on any campus, and on the Honors College web site.

The first new Honors College students are excited about being accepted into the Honors College. The College has made a commitment to "*EXCELLENCE IN EDUCATION*" to these students, and we ask them to bring a commitment to the College to maintain a 3.5 GPA and attend a colloquium every other Thursday from 3:30 p.m. to 5:00 p.m. The Honors College offers a rigorous curriculum with challenging courses, seminars and enrichment activities. There is also a requirement of three leadership classes. The Honors College students are grouped into what is called a Learning Community. Each year the Honors College will have a theme. This year the theme is "Environmental Justice", and the curriculum is tailored to the

theme. Upon graduation, 36 credits must be Honors designated courses, primarily General Education courses, but could also be in the discipline area when a major is declared. Students receive recognition as Honors College graduates at Commencement.

Advisement is given personally inside the Honors College. This is of great importance because it enables the advisor to better understand the student and give direction to meet the goals of the student for educational and career planning. It is the responsibility of the Honors College advisor to encourage the students in their selection of the correct classes for transfer. Also, student internships are offered to gain outside school experiences, and exposure to the students' specific discipline.

Cultural enrichment is an added advantage of the Honors College. The Honors College experiences include cultural enrichment that goes on outside the classroom, as well as in the classroom. A few of the experiences of this semester included attending the Florida Philharmonic, Florida Grand Opera, touring the Miami River and participating in community services. Next semester, a trip to New York is planned to offer expanded opportunities.

Looking forward, next year the Honors College will be expanded to Kendall Campus and North Campus. Tentatively, the same processes initiated at Wolfson Campus will be implemented. Both campuses are well prepared to staff the Honors College curriculum. The Honors College requested the same continued effort and support from Kendall Campus and North Campus as was received at Wolfson Campus.

An invitation was extended to visit the current or the new location of the Honors College.

9. **Distance Education Committee Report**

At the request of the Distance Education Committee Chairperson, Kristi Lozano, the committee report was postponed and will be rescheduled for a future meeting.

10. **Announcements**

Registration - Holiday Break

Armando Ferrer said that students should be encouraged to register for classes early. Students will be able to register on STAR service and on-line during the holiday break.

Rosemary Green – Thank You

Rosemary Green thanked the College-wide CASSC for the cards and flowers received during her absence from the CASSC.

The meeting was adjourned at 3:15 p.m.

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

Go to the M-DCC Home Page.

(1) Click on EMPLOYEES.

Under the Employee Menu, Departments & Organizations, the first bullet is CASSC.
Click on CASSC.

On the left side of the page is QUICK LINKS.

Click on Curriculum Forms.

COLLEGE-WIDE CASSC SCHEDULE

Wolfson Campus

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