

**COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL  
TUESDAY, MARCH 11, 2003  
WOLFSON CAMPUS –ROOM 2106 – 1:30 P.M.**

**MINUTES**

**CHAIR:** David Brubeck

<b>MEMBERS PRESENT:</b>	Juan Abascal	Holly Anderson
	Charles Beavin	Dana Crawford
	Ian Cobham	Gina Cortes-Suarez
	Shirly Ferguson	Armando Ferrer
	Mario Guerrier	Rosemary Green
	Michael Guttman	Robert Hatch
	Winnie Huang	Susan Kah
	Josefina Llarena	David Lebron
	Ken Lee	Anna Leggett
	Delia Lopez	Connie Miller
	Rolando Montoya	David Paul
	Herb Robinson	Nidia Romer
	Zasha Sanchez	Emily Sendin
	Carleen Spano	Milagros Stoff
	Cleveland Taylor	Carmen Vazquez

<b>MEMBERS ABSENT:</b>	Oscar DeArmas	(Substitute David Lebron)
	Roberto Hernandez	(Notification Received)
	Joan Gosnell	(Substitute Carmen Vazquez)
	Peter Kuentzel	(On Leave)
	Maria Jofre	(Sent Notification)
	Kaiyang Liang	(Notification Received)
	Annmarie Masi	
	Cristina Mateo	
	Therese Roberts	
	Madeline Pumariega	(Substitute Delia Lopez)
	James Sullivan	

**PRESENTERS:** Babatunde Amole  
Catherine Hanus-Zank  
Richard Printiss

**GUEST:** Marjan Mazza

**RESOURCE:** Ken Blye  
Karen Hays  
Catherine Morris

Gabriela Buitron  
MaryAnn Miller

**RECORDER:** Carol McAlister

1. **Call to Order**

David Brubeck called the meeting to order.

2. **Approval of the College-wide CASSC Minutes**

The College-wide CASSC minutes of February 11, 2003 were approved as submitted.

3. **Learning Innovations Leadership Team (LILT)**

Catherine Hanus-Zank presented a Learning Innovations Leadership Team (LILT) update. An e-mail was sent out in February announcing a new Request for Proposals (RFP) for the third round of grants under the Learning Innovations project. There is approximately \$100,000 funding with a March 31, 2003 submission deadline. The grants are in support of innovative teaching strategies. Faculty may propose anything that would be tied to student related outcomes such as enhanced performance, retention, employability, or improvement of the student experience. There is no limit to the size (large or small) of an idea that can be proposed by a faculty member. There are two other opportunities that do not have deadlines. These are travel requests and visiting consultant requests. Also, these opportunities must have student related outcomes such as increased performance, retention, employability, or any of the other student related outcomes. The RFP's, travel requests, and the visiting consultant request forms are on-line. Visit the M-DCC Home Page under Learning Innovations for the RFP's, travel requests and visiting consultants requests. The LILT team and members of the LILT Advisory Council are available to answer faculty questions. A thank-you was extended to everyone for support of the Learning Innovations Leadership Team.

4. **Dr. Lukenbill's Presentation**

**Administrative Changes**

Dr. Padron has chosen to move people into new assignments, each bringing their strengths, knowledge, experience and new ideas to keep the campuses alive and vital. The new appointments in leadership positions will enable the administrators to build on what has happened in the past, and respond to the new challenges. The appointments will be effective on May 5, 2003.

Karen Hays' role in leadership of her areas of responsibility and working with College-wide CASSC were acknowledged. Also, the Academic and Student Deans who are part of College-wide CASSC will be taking on new responsibilities. This will impact the CASSC membership but the transition will be smooth and begin with the May meeting.

**Legislative Effort**

The legislative effort is still very important. Reports from Tallahassee indicate struggles to find funds. There is a difference of opinion between the Senate and the House in terms of issues particularly the mandate for pre-k and limited class size, and where to draw funds to support these endeavors. Although the College is optimistic, the possibility exists that colleges and universities may face a funding shortfall. The College is hopeful that a reduction is not to the extent that it prevents fulfilling the College mission. It is possible that if a reduction of funds occurs, the College might not be able to continue to provide the scope of programs and services

which it currently offers. It is of great importance that we continue to work to encourage everyone to write, send e-mails, and telephone their legislators with their concerns.

#### Men's Basketball Program

The current men's basketball team is in compliance with the NJCAA regulations. An eligibility issue existed on last year's men's basketball team. M-DCC has addressed the situation in the most effective manner possible. The coaches have resigned their coaching positions, and M-DCC notified the National Junior College Athletic Association (NJCAA) of the irregularities. The College has taken action that will ensure continued integrity of the program and the overall athletic programs at the College.

A presentation will be made at College-wide CASSC for the purpose of understanding the rules, operations and expectations of athletics. There are rules concerning scholarships, eligibility, etc. It is important for College-wide CASSC to understand the academic and student issues and requirements. Issues could be presented to CASSC for review, guidance and direction. The College is committed to review the educational portion of the athletic programs with the coaches, athletic staff, and College-wide CASSC.

Concerning the men's basketball program, the College placed the program on a two-year probation with a review after one-year, cut the scholarships from 12 to 10, and reviewed the program.

#### High School Achievement Award

The High School Achievement Award has been in place at the College for a number of years. This program is an incentive for the public and private schools to encourage the top students to attend M-DCC. Originally scholarships were offered to the top 10% of graduating seniors. This was eventually extended to the top 20% because many of the top 10% were choosing to attend universities. The College wants to maintain an appropriate balance between excellent students, high achievers, and those with deficiencies that we needed to work with. With the funding situation as critical as it is, the funds available for the award have decreased. Additionally, there has been a reduction of earnings on the College endowments. Review and discussion of this program has been ongoing. Although this award is offered to the top 20% of graduating seniors, 40-45% of these students need some kind of remediation of at least one college prep class. The recommendation, which is still being reviewed, is that as a condition for receiving the High School Achievement Award, the student must meet the requirement for taking college level courses. To remain in the program, students must maintain a 3.0 G.P.A., and take 24 credits per academic year.

#### Programs of Pre-eminence

Dr. Hays explained that the State is gathering information from colleges and universities concerning programs of pre-eminence. The State requested that the College provide highlights of successful programs, and those that with appropriate funding would be exemplary. The College identified student achievements, such as the number of graduates. University goals and community college goals are not the same. The criteria that makes sense for community colleges was identified.

### Chronicle of Higher Education

The Chronicle of Higher Education recently had an article concerning faculty at colleges and universities. The gist of the article was that in the past a university graduate from a degree program, masters or a doctorate program, interested in teaching, usually had a goal to teach in a major university. When teaching in a major university was not possible, then a state university, or a good private four-year liberal arts college was considered. Often, the last consideration was a teaching position at a community college. The Chronicle of Higher Education article sited a turnaround of interest in teaching at community colleges. Community colleges are becoming attractive to graduates of universities. This is due to the emphasis on teaching instead of research and publications, and the opportunity to help students learn.

### Faculty Retirement

Historically, this will be the single largest year for retirement of faculty. Approximately 65 faculty will be retiring between now and the start of next year. An analysis of the staffing needs to identify positions, and possibly additional positions, is near completion. Recruitment of faculty will be both local and outside of the area. The information on the positions will be available on the College web site.

Often in the hiring process the criteria includes degrees, possibly a doctorate, must have a master's degree, look at other work done, and experience. A student graduating with a master's degree and no teaching experience may have a poor chance of being hired at the College. If we were in the applicant's position, we would be enthusiastic with a great desire to teach at M-DCC. One of the perspectives that will be shared with the screening committees is to take a broad view of the qualifications of the interested applicants. Frequently too much emphasis is placed on teaching experience. The College is looking for applicants who are enthusiastic about teaching, with depth, possibly different backgrounds and perspectives. We do not want to limit our thinking to believe that only a person who has taught before is good enough to teach at M-DCC. It would be beneficial to have young, energetic people, recently out of college with new ideas to provide a balance with our mature faculty. We should have clear expectations concerning cognitive skills, communications skills, ability to work effectively in terms of curriculum, etc.

It was suggested that a teaching demonstration become part of the standard hiring process for new faculty. The Deans will be reviewing the interviewing and hiring processes. This suggestion will be forwarded to them for further consideration.

## **CURRICULUM**

Susan Kah introduced Richard Prentiss who presented the Medical Records Transcriptionist Vocational Credit Certificate, the Coder/Biller Specialist Vocational Credit Certificate and the Health Information Management (A.S) curriculum.

5. **Medical Records Transcriptionist - Vocation Credit Certificate**  
**Delete Vocational Credit Course from Certificate**

<u>Course</u>		<u>Voc.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>
SLS 0341	Employability Skills	1

**Change Credits**

**From:**

<u>Course</u>	<u>Course Title</u>	<u>Voc.</u> <u>Credits</u>	<u>Campus</u>	<u>Eff.</u> <u>Term</u>
HIM 0036	Med. Rec. Trans. Clinic Practice	4	4	
<b><u>TO:</u></b> HIM 0036	Med. Rec. Trans. Clinic Practice	5	4	2002-3

6. **Coder/Biller Specialist Program – Vocational Credit Certificate**

**Delete Vocational Credit Courses from Certificate**

<u>Course</u>	<u>Course Title</u>	<u>Voc.</u> <u>Credits</u>
SLS 0341	Employability Skills	1
HIM 0272	Delinquent Claims/ Insurance Problem Solving	1

**Add New Vocational Credit Course**

<u>Course</u>	<u>Course Title</u>	<u>Voc.</u> <u>Credits</u>	<u>Campus</u>	<u>Eff.</u> <u>Term</u>
HIM 0280C	Physician Coding	2	4	2002-3

**Change Course Title**

<u>Course</u>	<u>Course Title</u>	<u>Voc.</u> <u>Credits</u>	<u>Campus</u>	<u>Eff.</u> <u>Term</u>
<b><u>FROM:</u></b> HIM 0270	Health Insurance Claims	1.5	4	
<b><u>TO:</u></b> HIM 0270	Health Insurance Claims/ Delinquent Claims & Problems	1.5	4	2002-3

7. **Health Information Management (A.S.)**

**Add New College Credit Courses**

<u>Course</u>	<u>Course Title</u>	<u>College</u> <u>Credits</u>	<u>Campus</u>	<u>Eff.</u> <u>Term</u>
HIM 2214C	Health Statistics	2	4	2002-3
HIM 2512C	Supervision & Organization for HIM	2	4	2002-3
HIM 2211C	Health Information Technologies	2	4	2002-3

**Delete College Credit Courses from Health Information Management (A.S.)**

<u>Course</u>	<u>Course Title</u>	<u>College</u> <u>Credits</u>	<u>Campus</u>
HIM 2512	Supervision & Organization for HIM Management	2	4
HIM 2512L	Supervision & Organization for HIM Management	2	4
CGS 2140C	Health Applications in Data Processing	2	4

**MEDICAL RECORDS TRANSCRIPTIONS (Vocational Credit Certificate)  
 CODER BILLER SPECIALIST PROGRAM (Vocational Credit Certificate)  
 HEALTH INFORMATION MANAGEMENT (A.S.)**

**UNANIMOUSLY  
 APPROVED  
 0 OPPOSED  
 1 ABSTAINED**

Susan Kah introduced Babatunde Amole who presented the Dental Hygiene (A.S.) curriculum.

8. **Dental Hygiene (A.S.)**

**Add New College Credit Courses**

<u>Course</u>		<u>College</u>		<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
DEH 2602	Periodontology 1	1	4	2002-3

**Change Course Title**

<u>Course</u>		<u>College</u>		<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
<b><u>FROM:</u></b>				
DEH 2603	Periodontology	2	4	
<b><u>TO:</u></b>				
DEH 2603	Periodontology 2	2	4	2002-3

**FROM:**

DEH 2603L	Periodontology Lab	1	4	
<b><u>TO:</u></b>				
DEH 2603L	Periodontology 2 Lab	1	4	2002-3

**Delete College Credit Course from Dental Hygiene (A.S.)**

<u>Course</u>		<u>College</u>	
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>
DEH 2960	National Dental Hygiene Board Review	1	4

**UNANIMOUSLY  
 APPROVED**

9. **Student Introduction**

David Brubeck introduced Zasha Sanchez, InterAmerican Campus, who will serve as the student representative on College-wide CASSC for the remainder of the academic year 2002-2003.

10. **Learning Resources Committee**

Juan Abascal proposed the following:

Change the composition of the Learning Resources Committee to include three additional faculty members (English, Math and Science).

The charge of the Learning Resources Committee be strengthened to include communication and coordination with the discipline committees regarding academic software when applicable.

Juan Abascal and Jackie Zelman serve as resource to the Learning Resources Committee.

**UNAMIOUSLY  
APPROVED**

11. **Announcements**

**Campus Bookstores**

Nidia Romer reported that faculty and students are concerned about inconsistent textbook prices at campus bookstores. Other concerns were expressed such as selling packages at higher prices than agreed upon by the publisher.

Gina Cortes-Suarez explained that for the past year Terry Lull has been gathering the Regional Director of the bookstore and the campus bookstore manager at a particular campus, and coordinating meetings in the Academic Dean's office. For example, the regional manager and the North Campus bookstore manager, assistant manager, etc. are invited to attend a meeting at the North Campus in the Academic Dean's office dealing with bookstore issues. The Academic Dean of the home campus, the campus that is hosting the meeting, sends an invitation to all Chairs. The Chairs of the departments on campus bring detailed information concerning items to be discussed. Concerns discussed at these meetings with the correct and detailed information have been resolved. It was strongly recommended that when bookstore concerns arise, such as prices, treatment of students, etc., detailed information be given to the Department Chair. A general e-mail is sent to all Chairs prior to the meetings. It was recommended that the Department Chairs solicit faculty input. The meetings are scheduled once a semester.

**College-wide CASSC Committee Information**

David Brubeck announced that the College-wide CASSC Coordinating Committee was in consensus that (1) the Chairs of the committees be invited to the first meeting of the academic year (September, 2003); (2) the committees meet a minimum of twice per major semester (Fall and Spring); and, (3) the committee minutes be forwarded to the College-wide CASSC Chair.

The meeting was adjourned at 3:30 PM.

College-wide CASSC  
March 11, 2003

**College-wide CASSC Schedule/Wolfson Campus**

<b>April 8, 2003</b>	<b>1:30 p.m.</b>	<b>Room 2106</b>
<b>May 13, 2003</b>	<b>1:30 p.m.</b>	<b>Room 2106</b>
<b>June 10, 2003</b>	<b>1:30 p.m.</b>	<b>Room 2106</b>
<b>July and August – No Meeting</b>		

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

- (1) M-DCC HOME PAGE
- (2) CLICK ON EMPLOYEES
- (3) UNDER THE EMPLOYEES MENU, DEPARTMENTS & ORGANIZATIONS,  
THE FIRST BULLET IS CASSC
- (4) CLICK ON CASSC
- (5) ON THE LEFT SIDE OF THE PAGE IS “QUICK LINKS”
- (6) CLICK ON CURRICULUM FORMS