

**COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, SEPTEMBER 9, 2003
WOLFSON CAMPUS –ROOM 2106 – 1:30 P.M.**

MINUTES

OUTGOING CHAIR: David Brubeck

ELECTED CHAIR: Ian Cobham

MEMBERS PRESENT:

Juan Abascal	Maria Alvarez
Pilar Benitez	Toni Bilbao
Armando Ferrer	Shirly Ferguson
Gail Hawks	Karen Hays
Harry Hoffman	Malou Harrison
Maria Jofre	Susan Kah
Mike Kaldor	Ece Karayalcin
Deborah Keeler	Peter Kuentzel
Kaiyang Liang	Patricia Lassiter
Magdalena Lamarre	Jocelyn Legrand
Josefina Llarena	Sean Madison
Connie Miller	Neil Olsen
Lourdes Oroza	Lourdes Perez
Nelson Pena	Clyde Pfleegor
Madeline Pumariiega	Leslie Roberts
Herbert Robinson	Nidia Romer
Nelson Santiago	Emily Sendin
Lucy Spence	James Sullivan

MEMBERS ABSENT:

Oscar DeArmas	Substitute Pilar Benitez
Roberto Hernandez	Substitute Jocelyn Legrand
Penny Roache	Sent Notification

PRESENTER:

Joanne Bashford	Barbara McElroy
Gina Cortes-Suarez	Jorge Obeso
Guillermina Damas	

RESOURCE:

Norvell Holyfield
MaryAnn Miller
Jorge Obeso

GUESTS:

Rita Fidalgo
Silvio Rodriguez

RECORDER: Carol McAlister

ORIENTATION

Karen Hays presented an orientation prior to the meeting for new members and returning members who wished to attend.

1. **Call to Order**

David Brubeck called the meeting to order.

2. **Introductions**

David Brubeck welcomed the new and returning members of College-wide CASSC for the academic year 2003-2004. Members introduced themselves individually.

3. **Approval of the College-wide CASSC Minutes of June 10, 2003**

The College-wide CASSC minutes of June 10, 2003 were approved as submitted.

4. **Juan Abascal's Message**

Juan Abascal expressed Dr. Lukenbill's regrets that he was unable to attend today's meeting to personally recognize and thank David Brubeck, Oscar DeArmas, and Shirley Ferguson for their outstanding service to College-wide CASSC. Dr. Lukenbill also sent his congratulations to the new Chair of College-wide CASSC who will be elected today, along with congratulations to the faculty and support staff representatives who will be elected to serve on the CASSC Coordinating Committee for academic year 2003-2004.

Juan Abascal reiterated on behalf of Dr. Lukenbill, the critical importance of the work of CASSC, and his appreciation to the members for their willingness to serve on the council. We look forward to a productive year.

5. **Reaffirmation of Accreditation Process**

Gina Cortes-Suarez presented an accreditation process update.

At the current time, the College is seeking accreditation from the Southern Association of Colleges and Schools (SACS) for the Baccalaureate Degree in Education. The information requested by SACS has been sent, and the visiting team will be at the College from October 13-15, 2003. The team will work closely with key individuals at the College to review the Baccalaureate Degree in Education. SACS will determine the accreditation status in their December, 2003 meeting. The College is confident that the Baccalaureate Degree in Education will receive accreditation. CASSC will be receiving updated information concerning the accreditation of the baccalaureate degree programs following the visit from SACS.

The College is in the process of reaffirmation of accreditation (2003-2005). The reaffirmation of accreditation is awarded by the Southern Association of Colleges and Schools (SACS) Commission on Colleges. The College has selected "Charting the 21st Century Learning Agenda" as the theme for this process. The intent of the theme is that we at the College recognize the efforts involved in this process are not only for accreditation, but these efforts are also of great importance to the College as we focus on the quality of student learning.

MDC'S REAFFIRMATION OF ACCREDITATION PROCESS
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
(SACS)
COMMISSION ON COLLEGES

What is SACS? What is the Commission on Colleges?

- The Commission on Colleges of the Southern Association of Colleges and Schools is the regional body for the accreditation of higher education institutions in the southern states and Latin America.

Why do we need to be accredited?

- Accreditation is a symbol of quality. The government often uses accreditation as a standard for determining whether an institution will receive funding, including financial aid to students. It also benefits students transferring to other institutions.

What is accreditation?

- Accreditation of an institution signifies that the institution has a purpose appropriate to higher education and has resources, programs, and services sufficient to accomplish that purpose on a continuing basis.

THE PROCESS

Internal Review

- Submit Institutional Profile
- Submit Compliance Certification
- Submit Quality Enhancement Plan (QEP)

Institutional Profile

- Management/Governance
- Enrollment Trends
- Financial Indicators
- Program Location
- Program Delivery

Compliance Certification

- Internal Analysis
- Compliance with Core Requirements and Comprehensive Standards

Quality Enhancement Plan

- Submit at the beginning of the 10th year
- Focused
- Engaging the academic community
- Must contribute to institutional improvement

The Off-Site Peer Review

- Small committee
- Will review the Compliance Certification
- Serves as advisory group to On-Site Peer Review Committee

The On-Site Peer Review

- Will verify the institution's statement of compliance
- Evaluate any non-compliance
- Submit report of its findings
- Recommends to the Commission on Colleges regarding our accreditation status

Areas Covered in Comprehensive Standards

- Institutional Mission
- Governance and Administration
- Institutional Effectiveness
- Educational Programs
- Faculty
- Library and Learning Resources
- Student Affairs and Services
- Financial and Physical Resources

TIMELINE

Compliance Certificate	March 15, 2004
Review by Off-Site Committee	May 18-19, 2004
Conference Call with SACS Staff	TBA
Quality Enhancement Plan	August 30, 2004
Review by On-Site Committee	October 5-7, 2004
MDC Response	TBA
Review by COC	June 21-23, 2005
COC Action on Reaffirmation	December, 2005

MDC ORGANIZATION

- SACS Leadership Team
 - Joanne Bashford
 - Gina Cortes-Suarez
 - Maria Da Cunha
 - Joan Gosnell
 - Karen Hays
 - EH Levering
 - Jeffrey Lukenbill
 - Cristina Mateo
 - Eduardo J. Padron
 - Floyd Pittman
 - Herbert Robinson
 - Kathie Sigler
 - Carol Wynter

- Compliance Team

Juan Abascal

David Faison

Gary Gosnell

Malou Harrison

Janis Jordan

Susan Kah

Greg Knott

Manny Lorenzo

Cathy Morris

Richard Schinoff

Jackie Zelman

Ian Cobham

- On Line Support Team

Robert Calabrese

Stacy Harper

Michael Martinez

Victor Nwanko

Rene Ramos

Juan Sanchez

6. **New FIU Core Curriculum (Attachment I)**

Toni Bilbao presented an update of the new FIU core curriculum. Effective Fall, 2003, FIU will implement a new University Core Curriculum (UCC) for both freshmen and transfer students. These changes should encourage MDC students to complete the AA degree, as the new core curriculum penalizes the student transferring to FIU who has not met the degree requirements. All levels of personnel at MDC should strongly encourage students to complete the AA degree requirements before transferring to FIU.

Students exempt from the new FIU core curriculum are the following:

- 1) Transferring with an AA pursuant to the State of Florida Articulation Agreement.
- 2) Transferring with "General Education Met" on transcripts, and have met the FIU freshman admission requirements.
- 3) Students transferring within the AS Statewide Articulation Programs Hospitality, Business Management and Nursing). These students are granted acceptance of their 18 hours of completed "General Education" and required to complete 18 more hours of the FIU University Core Curriculum. AS to BS agreements are currently under review for alignment with the new requirements.

All other students will be required to satisfy the new University Core Curriculum. Students who transfer to FIU before earning 60 transferable hours, without the statement "General Education Met" on their transcript or an AA posted on their transcript will be required to meet the FIU freshman admission requirements.

7. **(a) Academic and Student Services Effectiveness Committee**

Joanne Bashford, Chair of the Academic and Student Services Effectiveness Committee, presented modifications to the committee structure and charge. The modifications to the committee charge were implemented to ensure an active committee with a college-wide effectiveness process in place before the October 13, 14, and 15, 2003 SACS visit for accreditation of the Baccalaureate Degree in Education. The changes to the to the committee structure were the addition of an Associate Provost for Faculty Initiatives and a Campus CIO. The changes were reviewed and recommended by the Coordinating Committee at the September 2, 2003 meeting.

CASSC Institutional Effectiveness Committee Charge

- (#1) Identify and assess existing planning, and evaluation practices at the College related to academic, student services, **and administrative** functions.
- (#2) Develop an institution-wide, systematic, research-based effectiveness plan incorporating the many planning and evaluation efforts at the College.
- (#3) **Recommend core effectiveness indicators for academic, student, and administrative outcomes.**
- (#4) **Serve as liaison to campus/area effectiveness planning efforts.**
- (#5) Monitor college compliance with SACS institutional effectiveness requirements and expectations.

*Substantive changes in bold

Concerning the addition to charge #1, adding **administrative**, Joanne Bashford explained that SACS requires Miami Dade College have an institutional effectiveness process in the academic, student services, and administrative areas. Therefore, it was included with the academic and student services functions on the committee, as it did not seem sensible to set up a separate administrative committee.

(b) Academic & Student Services Effectiveness Committee Name Change

The Academic & Student Services Effectiveness Committee recommended a modification of name to reflect the role of the committee to the **CASSC Institutional Effectiveness Committee**.

**UNANIMOUS
APPROVAL**

8. **CASSC Coordinating Committee**

David Brubeck explained that the CASSC Coordinating Committee meets a week or two weeks prior to the College-wide CASSC meeting. At that time, the committee reviews the feedback from each campus on various items such as curriculum and items are collected for the agenda for College-wide CASSC. The committee is officially comprised of two faculty representatives, one support staff representative, and two administrative representatives. In addition to the five voting members who serve on the Coordinating Committee, there are resource people such as MaryAnn Miller, Carol McAlister and Juan Abascal who usually attend the meeting. Additional resource people are invited as needed. With the recent changes in the Vice Provost position in the District Office for Education, there is now the Associate Provost for Academics, Juan Abascal, and the Associate Provost for Student Support, Toni Bilbao. At the September 2nd Coordinating Committee Meeting, it was recommended that Toni Bilbao serve as a resource for the committee. It had been proposed at previous Coordinating Committee meetings that an additional resource person be available to the Chair for continuity, advice, help in emergencies, or various tasks as needed. There seemed to be a symmetry to add an additional resource in an advisory capacity to the Coordinating Committee at the Associate Provost level; therefore, Dave Brubeck proposed that the committee would also add a resource person for faculty which is a non-voting person. The precedent has been established by the Coordinating Committee to modify things with regards to itself. The Coordinating Committee did recommend and added as a resource person Toni Bilbao, and a faculty member which could be the immediate, past College-wide CASSC Chair.

For clarification it was reiterated that the CASSC Coordinating Committee, as per the Faculty Commission recommendations, sets the CASSC agenda and works in consultation with the Provost to make the appointments to the committees reporting to CASSC. The Coordinating Committee also schedules the committee reports to College-wide CASSC. The agenda is not determined on a voting basis but from information presented from the academic and student services areas. The Coordinating Committee is comprised of five voting members, and resource people who do not necessarily meet on a regular basis but as needed. The Coordinating Committee meets in the District Office of Education, and therefore these resource people are easily accessible (Juan Abascal, MaryAnn Miller & Carol McAlister), particularly in relation to curriculum concerns.

The opinion was strongly articulated that the CASSC Coordinating Committee reports to College-wide CASSC. Concern was expressed that the College-wide CASSC was not asked to vote on the above recommendation from the Coordinating Committee as it is not the responsibility of the Coordinating Committee to approve recommendations. It was also noted that all members of the Coordinating Committee were not present at the September 2, 2003 meeting.

Concerning the issue of the outgoing CASSC Chair serving as resource to the Coordinating Committee, if the issue needs to be addressed further, it should be addressed by the incoming College-wide CASSC Chair.

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

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

FACULTY NOMINATIONS

Gail Hawks	Academic Advisement Committee
Patricia Lassiter	College Admissions & Registration Procedures
James Sullivan	International Education Committee
Maria Alvarez	Student Retention Committee

SUPPORT STAFF NOMINATIONS

Shirly Ferguson (Kendall Campus)	Academic & Student Services Legislative Issues
Nelson Pena (Medical Center Campus)	(Preferably from Kendall Campus or InterAmerican Campus)

10. **Professional Development Day Committee**

Marie Nock, District Director, Staff and Program Development, requested three faculty representatives from College-wide CASSC to serve on the Professional Development Day Committee (2003-2004). Deborah Keeler, Patricia Lassiter and Neil Olsen volunteered to serve on the committee.

11. **Curriculum-Biology Curriculum, Finance Curriculum and Bachelor of Science in Secondary Science Education in the Physics Concentration and Chemistry Concentration**

The above curriculum was presented to the campus CASSC's for review, followed by a Coordinating Committee review at their June 27, 2003 meeting. Since no College-wide CASSC meetings are held in July or August, the curriculum was forwarded to Dr. Lukenbill for final approval.

Biology Curriculum (New Course BSC 4330L Biotechnology Laboratory)

Finance Curriculum

Bachelor of Science in Secondary Science Education – Physics Concentration

Bachelor of Science in Secondary Science Education – Chemistry Concentration

Jorge Obeso reviewed the Biology curriculum.

Barbara McElroy reviewed the Finance curriculum

Guillermina Damas reviewed the Bachelor of Science in Secondary Science Education in the Physics and Chemistry areas.

Michael Kaldor made the following comments concerning the Bachelor of Science in Secondary Science Education, Physics Concentration and Chemistry concentration:

- 1.) PHY 3042C, Physics 3, is not included in the Physics concentration.
(*PHY 3042C, Physics 3, is now PHY 3504C, Thermodynamics and Waves*)

- 2.) PHY 4320, Intermediate Electromagnetism, the course description includes information that the course will also complement the topics offered in PHY 4224 (optics).
(It should read PHY 4424.)
- 3.) PHZ 3133, Mathematical Physics lists the following prerequisites:
MAC 2311, MAC 2313, MAP 2302, PHY 2049.
(Delete MAC 2313 and replace with 2312).
- 4.) For example, concerning chemistry courses, if a student decides to change their major from Chemistry Education to Chemistry, these courses might not count for a Chemistry major. I was of the opinion that it was decided that the catalog would have a listing stating that such and such a course might not count for a major in Chemistry but rather fulfill the requirement for Chemistry Education at Miami Dade College. This would apply to the education programs in Mathematics, Biology, Chemistry, Earth Science, and Physics.

Also need to identify the courses in the course descriptions in the Science and Math Education programs that would not count for a major in each of those five fields. For instance, a student enrolled in Survey of Organic Chemistry, it would not count for a major in Chemistry.

12. **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, Ian Cobham and Gail Hawks were nominated to serve as Chair, Shirly Ferguson and Lucy Spence to serve as the support staff representative on the Coordinating Committee, and Emily Sendin to serve as the faculty representative on the Coordinating Committee.

Ian Cobham and Gail Hawks were nominated to serve as the CASSC Chair. Gail Hawks declined the nomination and there were no additional nominations for the CASSC Chair at the meeting. Ian Cobham accepted the nomination and was elected by the full CASSC membership to serve as the College-wide CASSC Chairperson (2003-2004). He will also serve as the Chair of the CASSC Coordinating Committee (2003-2004).

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 Provost, 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.

Emily Sendin was nominated to serve as the faculty representative on the Coordinating Committee. There were no additional nominations at the CASSC meeting. Emily Sendin was elected by the full CASSC membership to serve as the faculty representative on the Coordinating Committee (2003-2004).

Shirly Ferguson and Lucy Spence were nominated to serve as the support staff representative on the Coordinating Committee. Lucy Spence was elected by the full CASSC membership to serve as the support staff representative on the Coordinating Committee (2003-2004).

The meeting was adjourned at 3:30 p.m.

COLLEGE-WIDE CASSC INFORMATION AND CURRICULUM FORMS

This information is on the web.

Go to the M-DCC Home Page.

1. Click directly on "EMPLOYEES" link
2. "EMPLOYEES" window will open.
Look at the left column, and click directly on "DEPARTMENTS & ORGANIZATIONS"
3. "DEPARTMENTS & ORGANIZATIONS" window will open.
4. Then choose and click directly on the "CASSC" link.
All CASSC information, including the Curriculum Forms can be found here.

COLLEGE-WIDE CASSC SCHEDULE

October 14, 2003		1:30 P.M. Room 2106	Wolfson
November 11, 2003		1:30 P.M. Room 2106	Wolfson
December 9, 2003		1:30 P.M. Room 2106	Wolfson
January 20, 2004		1:30 P.M. Room 3210	Wolfson
February 10, 2004	(General Education Proposals)	1:30 P.M. Room 2106	Wolfson
March 9, 2004	(General Education Vote)	1:30 P.M. Room 2106	Wolfson
April 13, 2004		1:30 P.M. Room 2106	Wolfson
May 18, 2004		1:30 P.M. Room 3210	Wolfson
June 8, 2004		1:30 P.M. Room 2106	Wolfson

July – NO MEETING
August – NO MEETING