

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

CHAIR: Ian Cobham

MEMBERS PRESENT:

Tenecia Bradley	Oscar DeArmas
Shirly Ferguson	Karen Hays
Harry Hoffman	Malou Harrison
Maria Jofre	Carl Jean-Charles
Susan Kah	Michael Kaldor
Ece Karayalcin	Deborah Keeler
Morris Knapp	Peter Kuentzel
Magdalena Lamarre	Patricia Lassiter
Jocelyne Legrand	Josefina Llarena
Sean Madison	Connie Miller
Lourdes Oroza	Lourdes Perez
Clyde Pfleegor	Madeline Pumariega
Penny Roache	Leslie Roberts
Herbert Robinson	Nelson Santiago
Lucy Spence	James Sullivan

MEMBERS ABSENT:

Joshua Arjona	(Sent Notification)
Maria Alvarez	(Sent Notification)
Jennifer Jean Baptiste	
Armando Ferrer	(Substitute Tenecia Bradley)
Gail Hawks	(Substitute Morris Knapp)
Kaiyang Liang	(Sent Notification)
Neil Olsen	(Sent Notification)
Nelson Pena	(Substitute Carl Jean Charles)
Nidia Romer	(Sent Notification)
Emily Sendin	(Sent Notification)

PRESENTER: Manuel Lorenzo
Jeffrey Lukenbill
John Wiacek
Richard White

RESOURCE: Juan Abascal
Julian Chiu
MaryAnn Miller
Cathy Morris

RECORDER: Carol McAlister

1. **Call to Order**

Ian Cobham called the meeting to order.

2. **Approval of the College-wide CASSC Minutes of November 11, 2003**

The College-wide CASSC minutes of November 11, 2003 were approved with the following corrections: Page 2: The requirement for faculty credentialing is a Masters Degree in field, etc.

Change to: *The credentialing requirement for faculty teaching college credit transferable courses is a Masters Degree in field, or a Masters Degree plus 18 graduate credits in the discipline being taught.*

Page 3: MOCC - **Change to: *M-DCC***

Someplace - **Change to: *some place***

3. **Learning Resources Committee**

Manny Lorenzo, Chair of the Learning Resources Committee, presented a Learning Resource Committee update.

Learning Resources Committee Responsibilities

- Review, evaluate and provide recommendations regarding learning resources (library, media, network access) needed to support academic programs, research activities, and student services.
- Provide ongoing input and recommendations for the College Technology Plan.
- Monitor compliance to and report on SACS criteria as they relate to the library, learning resources, information technology resources and systems.
- Review annual plans for learning resources (including library goals) to recommend cost effectiveness strategies while providing maximum support for students.
- Review and identify recommendations regarding service to students and faculty.

At the committee meeting the following concerns were addressed:

- Selection of instructional Software Titles
- Library Resources
- Disparity in Methods of Pay-for-Print at Libraries

Selection of Instructional Software Titles

The College commits enormous amounts of money and resources on academic software titles, yet currently lacks a comprehensive policy and methodology for selecting and evaluating these resources for instructional effectiveness and “best fit.” This applies to our labs and courtyards, as well as to software that accompanies textbooks. Presently, only technical issues related to how well an application runs on our network are vetted by Learning Resources prior to a purchase. To the Committee’s knowledge, academic departments and college-wide discipline groups do not provide consistent, articulated direction in determining whether or not a software application effectively supports academic expectations, how well a software application helps students understand a topic of study and how competing applications compare in terms of their

instructional efficacy and their price and cost-effectiveness. Other related concerns include the type of the license purchased, severity of required technical support for Campus Network Services, total cost of ownership and other recurring costs, product customer support, application and data security, application redundancy, application accessibility and consistency of experience from campus to campus.

Library Resources

The Committee also expressed some concerns regarding the funding of library resources. Especially of concern is the level of funding committed to addressing:

- The continuous replacement of books in our aging collection
- The purchase of new books in the fields of technology and the hard sciences (Collection Assessment Report in 2002 showed that we did do well; however, because of the high-rate of obsolescence and increasing materials costs, we need to aim for sustainability.)
- Additional Science Full-Text On-Line Periodicals that address the Baccalaureate program
- Other Media such as streaming media, and additional hardcopy titles

Disparate Methods in Pay-for-Print in our Libraries

System does not recognize new currency.

CAMPUS/CENTER	METHODOLOGY
North	Printing from PC is .10/page and user needs a vending card (min. \$1.00). Printing from a photocopier is .15/copy; uses card or currency.
North, Hialeah	PC printing is .10/page card or currency. Photocopies are .15/copy only cash.
North, Entrepreneurial Education Center	PC printing is free. Photocopies are .15/copy only cash.
Kendall	Printing from PC is .10/page and user needs a vending card (min. \$1.00). Printing from a photocopier is .15/copy; uses card (Advantage Card) or currency.
Wolfson	Printing from PC is .10/page and user needs a vending card (min. \$1.00) Printing from a photocopier is .15/copy; uses card of currency.
Medical	Printing from PC is .10/page and user needs a vending card (min. \$1.00) Printing from a photocopier is .15/copy; uses card of currency.
Homestead	Printing from PC is .10/page and user needs a vending card (min. \$1.00) Printing from a photocopier is .15/copy; uses card of currency.
InterAmerican	Printing from a PC is free, but limited to 15 pages per session. Photocopier is .15/copy; uses only currency.

4. **College-wide CASSC Committees**

Madeline Pumariega addressed the issue of a possible duplication of efforts of the College-wide CASSC Committees by other committees, sub-committees or work groups at the College. The Chair of College-wide CASSC explained that Dr. Lukenbill was currently in the process of reviewing the committees of CASSC to ensure that there would be no overlap between the CASSC committees or other committees, subcommittees or work groups.

5. **College-wide CASSC Membership**

Ian Cobham presented a proposal for change to the College-wide CASSC membership. The elected and appointed members are college-wide representatives of their discipline or school. Since the position of District Dean of Education no longer exists, it was proposed that the position be replaced by the Associate Provost for Academics, and the Associate Provost for Student Services be added to the College-wide CASSC membership. It was also proposed that a faculty member certified to teach any upper division course in the Baccalaureate Degree in Education be added to the College-wide CASSC membership.

**APPROVED
27 IN FAVOR
1 OPPOSED
1 ABSTAINED**

Madeline Pumariega proposed that an upper division student (junior or senior level) be added to the College-wide CASSC membership.

**APPROVED
25 IN FAVOR
2 OPPOSED
2 ABSTAINED**

Madeline Pumariega recommended a review of the College-wide CASSC membership. This recommendation was a result of changes in the schools or disciplines that may not be recognized in the current structure of the CASSC membership.

6. **Curriculum**

Richard White presented the Computer Information Systems curriculum.

Modify Associate in Science Degree

Computer Programming & Analysis –

Add Game Development Programming Option

Major Course Requirements

COP 1220	Introduction to C++ Programming	4 Credits
CGS 2405	Advanced C++ Programming	4 Credits
COP 2334	Object Oriented Programming in C++	4 Credits

Game Development Option

CGS 1XXX	Introduction to Game Development	4 Credits
COP 1XXX	Level Building and Design	4 Credits
CAP 2730	3D Programming 1	4 Credits
COP 2XXX	3D Programming 2 – Virtual Reality	4 Credits
COP 2XXX	Systems Analysis for Game Development	4 Credits
COP 2XXX	Network Programming for Game Development	4 Credits
COP 2XXX	Artificial Intelligence	4 Credits
COP 2XXX	User Interface Design	4 Credits
COP 2XXX	Game Development Project	4 Credits

General Education Requirements

ENC 1101	English Composition 1	3 Credits
SPC 1026	Fundamentals of Speech Communications	3 Credits
PPE 1005	Psychology of Personal Effectiveness	3 Credits
PHI 2604	Critical Thinking/Ethics	3 Credits
MAC 1105	College Algebra	3 Credits

Total Program Length **63 Credits**

New Courses for Game Development Option

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CGS 1XXX	Introduction to Game Development	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: This course will provide basic knowledge on the various aspects of the game industry, topics covered are: types of game development careers, game development and design processes, marketing themes, copyright laws, game company structures, various types of programming languages used by different types of games, and the impact of video games on modern society. The students will learn general programming concepts and to use common game development environments. Prerequisites: A working knowledge of the Microsoft operating system and Microsoft Office application suite. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
COP 1XXX	Level Building and Design	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: Students will create design documents for different genres of game levels and learn to create levels for existing games. Students will also learn what is required to create level building and design tools for level designers. They will create new levels for existing games, using game development tools for designing and building game levels. Prerequisite: A working knowledge of the Microsoft operating system and Microsoft Office application suite. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CAP 2730	3D Programming 1	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: This course provides the student with a foundation in 3D programming which will allow them to develop programs involving 3D vector graphics in Visual C++, while using popular graphics libraries such as DirectX, and OpenGL. Students will learn to rotate, scale, translate and texture map 3D objects using matrix operations. Programs developed will use a graphical interface, keyboard and mouse. Students will also explore

basics of 3D Engine development for modern games. Prerequisite: COP 2XXX: Level Building and Design, COP 1220, and MAC 1105. Co/Prerequisite: COP 2405. Laboratory fee. (3 hr. lecture 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
COP 2XXX	3D – Programming 2 – Virtual Reality	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: This course covers all key aspects of advanced 3D programming, teaching students how to program special effects and realism for games by using: illumination, shading, reflections, collision detection/reaction, light mapping, sound, music, alpha blending, fog, and applying basic Newtonian physics to objects. At the completion of this course, students will have an understanding of 3D game engines for real-time game rendering design. Students will also use different input devices for their games. Prerequisite: COP 2XXX 3D Graphics Programming 1. Co/Prerequisite: COP 2334. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
COP 2XXX	Systems Analysis for Game Development	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: This course provides the student with a foundation in the study of principles and practices of systems analysis for game and application development. The concepts delivered will include: software quality assurance, process models, requirements analysis, design methodologies, testing, and maintenance. Class work will include hands-on experience building a game using the extreme programming life cycle model. Students working in teams develop all life cycle deliverables for the game: requirements document, specification and design documents, system code, test plan, and user manuals. Pre/Co requisite: COP 2334. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
COP 2XXX	Network Programming for Game Development	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: This course introduces the student to network programming, hierarchy of networks and communication in a distributed computing environment. Topics covered include: network technologies, architecture, protocols, network programming, multi-player games, and sockets. Programs will be written to operate across different network environments using C/C#/C++ and their existing libraries such as DirectX, Net Framework and other popular development kits. Prerequisite: COP 1220. Co/Prerequisite: CGS 2405. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
COP 2XXX	Artificial Intelligence	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: This course covers key aspects of Artificial Intelligence (AI) including, the origins and history of Artificial Intelligence, current and future uses of AI, AI methods algorithms such as: path planning, stimulus-response agents, agent architectures, decision-making systems, game trees, neural networks, and genetic algorithms. Students will create and modify existing games to include an AI system. Pre/Co requisite: COP 2334 Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
COP 2XXX	User Interface Design	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: The course will cover designing and developing different interfaces for games. Concepts covered include: using different input/output hardware devices, creating and using existing interfaces for different types of hardware, understanding the limitation of different hardware, and understanding the development process for different systems. Students will work with different interface devices during the development of games, such as:

joysticks, game pads, mice, 3D glasses, and motion sensors. Pre/Co requisite: COP 2334. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>			<u>Term</u>
COP 2XXX	Game Development Project	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: In this course, students work in teams, emulating the real world game development environment, to create a fully workable game, which is presentable to end-users/customers. Students will synthesize all the skills acquired in courses previously taken in the game course sequence. Finished projects will include code structure and documentation. Pre/Co requisite: COP 2XXX “Artificial Intelligence” and COP 2XXX “User Interface Design”. Laboratory fee. (3 hr. lecture; 2 hr. lab)

New Courses for Networking Technologies Associate in Science Degree

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>			<u>Term</u>
CEN 2320	Upgrading MCSE Skills	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: This course will provide the information and skills necessary to support Windows-based network environments. This course is intended for advanced Microsoft Windows professionals with experience planning, implementing, and supporting a Microsoft Windows Active Directory service network. This is a performance-based course, designed around the job-related tasks a support professional must perform using new or modified features in the Windows operating system. The objectives will also assist individuals certified as Microsoft Certified Systems Engineers (MCSE) to prepare for certification upgrade exams. A combination of lectures, demonstrations, discussions, online assignments, and hands-on labs are used. This course may be repeated up to three (3) times when there has been a significant version update. Prerequisites: CEN 2321; completion of previous version’s MCSE Certification or equivalent experience. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>			<u>Term</u>
CEN 1536	Introduction to Wireless Networking	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: This course provides the student with a complete foundation of knowledge for entering into or advancing in the wireless networking industry. Topics include: an introduction to wireless LANs; RF theory; spread spectrum technologies; wireless LAN infrastructure devices; antennas and accessories; wireless LAN standards; and wireless LAN organizations to link budget math, troubleshooting, and performing a site survey. This course delivers hands-on training that benefits the novice as well as the experienced network professional. Prerequisites: CGS 1060 and CEN 1511. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>			<u>Term</u>
CEN 2537	Advanced Wireless Networking	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: This course provides the student with a complete foundation of knowledge for entering into or advancing in the wireless networking industry. Topics include: 802.11 architecture, MAC and physical layer discussions, troubleshooting wireless LAN installations, wireless LAN security and site survey fundamentals. This course is a second level course that delivers hands on training that benefits the novice as well as the experienced network professional. Prerequisite: CEN 1536. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CTS 1312	Fundamentals of Networking Security	4	1,2,3,5,6	2003-3
Special Fee:	\$35.00			

Course Description: This course provides the student with a complete foundation of knowledge for entering into or advancing in the information technology security field. Topics include: an introduction to general security concepts; communication security; infrastructure security; basic cryptography; operational and organizational security. Including topics from troubleshooting to performing a site survey, this course delivers hands on training that benefits the novice as well as the experienced network professional. Prerequisites: CEN 2305 Laboratory fee. (3 hr. lecture; 2 hr. lab)

Rename Courses

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CEN 1301	Supporting Windows 2000 Professional	4	1,2,3,5,6	2003-3
	TO: Supporting Microsoft Clients			
Special Fee:	\$35.00			

Course Description: This course provides the information and skills necessary to implement and maintain a Microsoft client operating system. The student will develop the skills to: install the Microsoft client operating system, install and support hardware devices and drivers, identify and resolve boot process issues, configure desktop settings, configure security settings for Internet Explorer, configure computers to run the Microsoft client operating system in a Windows networking environment, and configure and support computers for mobile computing. A combination of lectures, demonstrations, discussions, online assignments, and hands-on labs are used. Prerequisite: CGS 1060, CEN 1511. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CEN 1304	Supporting Windows 2000 Server	4	1,2,3,5,6	2003-3
	TO: Managing a Windows Server Environment			
Special Fee:	\$35.00			

Course Description: This course provides the information and skills necessary to implement and maintain a Microsoft server operating system. The student will develop the skills to: install the Microsoft server operating system, manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft server environment. A combination of lectures, demonstrations, discussions, online assignments, and hands-on labs are used. Prerequisite: CGS 1060, CEN 1511. Co requisite: CEN 1301. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CEN 2306	Implementing Windows 2000 Directory Services	4	1,2,3,5,6	2003-3
	TO: Implementing Directory Services			
Special Fee:	\$35.00			

Course Description: This course provides the information and skills necessary to successfully plan, implement, and troubleshoot a Microsoft server Active Directory infrastructure. The course focuses on the Microsoft server directory service environment, including forest and domain structure, Domain Name Systems (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. Prerequisite: CEN 1304. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CEN 2321	Designing Windows 2000 Directory Services TO: Designing Network & Directory Services Infrastructure	4	1,2,3,5,6	2003-3

Special Fee: \$35.00

Course Description: this course provides the information and skills necessary to successfully design a Microsoft server Active Directory and network infrastructure. The course focuses on the Microsoft server directory service environment, including meeting the needs of an organization for their: forest and domain infrastructure: site infrastructure; Group Policy structure; administrative structure; physical network; DHCP; network connectivity; name resolution strategy; and network access infrastructure strategies. Prerequisite: CEN 2306. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CTS 2300	Designing a Network Infrastructure TO: Planning Network Infrastructure	4	1,2,3,5,6	2003-3

Special Fee: \$35.00

Course Description: This course provides the information and skills necessary to successfully plan and maintain a Microsoft server operating system network infrastructure. The course focuses on: planning a TCP/IP physical and logical network; planning and troubleshooting a routing strategy; planning a Dynamic Host Configuration Protocol (DHCP) strategy; optimizing and troubleshooting CHCP; planning a Domain Name System (DNS) strategy; optimizing and troubleshooting DNS; planning and optimizing WINS; planning, optimizing, and troubleshooting IPsec network access; and troubleshooting network access. Prerequisite: CEN 2306. Laboratory fee. (3 hr. lecture; 2 hr. lab)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CTS 2311	Implementing & Managing Microsoft Exchange 2000 TO: Implementing & Managing Microsoft Exchange Server	4	1,2,3,5,6	2003-3

Special Fee: \$35.00

Course Description: This course provides the information and skills necessary to implement and maintain Microsoft Exchange Server as a messaging and collaboration system on the Microsoft Windows platform. The student will develop the skills to: install Exchange, upgrade from prior versions of Exchange, integrate Exchange Server with other messaging and collaboration platforms, deploy clients, set up user collaboration features, configure security options, implement public folders, and develop and apply a disaster recovery plan. A combination of lectures, demonstrations, discussions, online assignments, and hands-on labs are used. Prerequisite: CEN 2306. Laboratory fee. (3 hr. lecture; 2 hr. lab)

**APPROVED
26 IN FAVOR
1 OPPOSED**

Michael Kaldor was concerned that the course numbers for the 4 credit courses above were not “C” courses. MaryAnn Miller explained that the State taxonomy in the Computer Science Discipline does not generally use the designation of “C” as most computer courses are taught in the lab with computers, but will follow-up on this issue with the State.

7. **Dr. Lukenbill's Updates**

CASSC Structure

The role of the Associate Provost for Academics and the Associate Provost for Student Services are significant and appropriate as part of the College-wide CASSC structure. The positions are excellent sources of information concerning curriculum, student services, and State issues. The upper division faculty representation on College-wide CASSC as well as the student representation is also appropriate as the upper division is now part of the College.

Homeland Security Presentation

Secretary of Homeland Security, Tom Ridge, held a panel discussion today at Wolfson Campus. The session was on radio and several television crews filmed the event. The discussion was well done and well received.

Biomedical Technology

The community colleges will have a key role in the Biomedical Technology programs. Biomedical Technology is a high State priority.

Forthcoming Issues to be Presented to College-wide CASSC

Third Phase of the Honors College

The third phase of the Honors College will provide the opportunity for students who are not part of the Honors College to enroll in Honors courses and graduate with Honors.

Review of the Standards of Academic Progress (SOAP)

A review of the Standards of Academic Progress (SOAP) is forthcoming as this is an important issue. Faculty will be required to submit the last date of class attendance for any student who gets an "F", "I", or "U". The issue is not when the student withdrew from class, but the last date the student attended class as the federal government holds the College accountable for financial aid funds. Auditors insist on documentation. The goal is to bring the SOAP standards in line with the federal requirements.

Dr. Lukenbill's Retirement

Dr. Lukenbill's original retirement date was scheduled for December 19, 2003. However, Dr. Lukenbill will tentatively stay through February to allow time for transition in terms of his replacement, and to bring closure to initiatives before leaving.

Clarification on Grades-Last Date of Class Attendance

Faculty will be required to submit the last date of class attendance for any student who gets an "F", "I", or "U".

8. **Announcements**

The January 20, 2004 meeting will be in Room 3210 on Wolfson Campus

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

CASSC INFORMATION & CURRICULUM FORMS

This information is on the web.

GO to the MDC Home Page.

1. Click directly on “EMPLOYEES” link
2. ‘EMPLOYEES’ window will open.
Look at the left column and click on ‘DEPARTMENTS & ORGANIZATIONS’
3. Choose and click directly on the “CASSC” link.
All CASSC information including the Curriculum Forms and CASSC Feedback Form can be found here.

COLLEGE-WIDE CASSC SCHEDULE

<i>January 20, 2004</i>	1:30 P.M. Room 3210	<i>Wolfson</i>
February 10, 2004 (General Education Proposal)	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
<i>May 18, 2004</i>	1:30 P.M. Room 3210	<i>Wolfson</i>
June 8, 2004	1:30 P.M. Room 2106	Wolfson

July – NO MEETING
August – NO MEETING