

**COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL**  
**TUESDAY, MAY 18, 2004**  
**WOLFSON CAMPUS –ROOM 3208-09 – 1:30 P.M.**  
**MINUTES**

**CHAIR:** Ian Cobham

<b>MEMBERS PRESENT:</b>	Maria Alvarez	Toni Bilbao
	Oscar DeArmas	Armando Ferrer
	Malou Harrison	Karen Hays
	Harry Hoffman	Maria Jofre
	Susan Kah	Michael Kaldor
	Larry LaClair	Magdalena Lamarre
	Patricia Lassiter	Sean Madison
	Connie Miller	Neil Olsen
	Lourdes Oroza	Nelson Pena
	Mario Perez	Penny Roache
	Herb Robinson	Arturo Rodriguez
	Nidia Romer	Nelson Santiago
	Emily Sendin	Lucy Spence
	James Sullivan	Annette Torna

<b>MEMBERS ABSENT:</b>	Joshua Arjona	
	Jennifer Jean Baptiste	
	Shirley Ferguson	(Sent Notification)
	Gail Hawks	
	Deborah Keeler	(On Leave)
	Ece Karayalcin	(Sent Notification)
	Peter Kuentzel	(Sent Notification)
	Jocelyne Legrand	(Sent Notification)
	Kaiyang Liang	(Sent Notification)
	Josefina Llarena	(Sent Notification)
	Lourdes Perez	(Substitute Mario Perez)
	Clyde Pflieggor	(Substitute Larry LaClair)
	Melinda Prague	(Sent Notification)
	Madeline Pumariega	(On Leave-Sent Notification)
	Leslie Roberts	(Substitute Arturo Rodriguez)

**PRESENTER:** Linda Burton  
Lourdes Espana  
Greg Ferencak  
Rene Garcia  
Kristi Lozano  
Donald Orr  
Silvio Rodriguez

**GUEST:** Paul Dirks  
Norma Goonen

**RESOURCE:** Julian Chiu  
Jacqueline Espejo

**RECORDER:** Carol McAlister

1. **Call to Order**

Ian Cobham called the meeting to order.

2. **Approval of the April 13, 2004 College-wide CASSC Minutes**

The minutes of the April 13, 2004 College-wide CASSC Meeting were approved as submitted.

3. **Introduction of Dr. Goonen**

Ian Cobham welcomed Dr. Norma Goonen, the new Provost for Education, to College-wide CASSC. Dr. Goonen is not new to Miami Dade College as she has an Associate of Arts Degree from MDC. She also earned a Bachelor's Degree in English and a Master's Degree in Adult Education, Administration and Supervision from Florida International University, and a Doctorate in Educational Leadership from the University of Florida.

As Provost of Education, Dr. Goonen will serve as the College's Chief Academic and Student Services Officer providing academic vision for the institution. Reporting to the College, Dr. Goonen will manage the day-to-day operational relationships of Academic Affairs, Student Services, Accreditation Activities, Faculty Initiatives and Workforce Development. Dr. Goonen will also update College-wide CASSC with important announcements and the direction that the College is taking with the activities under her charge.

Dr. Goonen said that she was pleased to be at MDC as it was "coming home" since she had attended North Campus. Dr. Goonen chose to attend MDC because of her desire for the best education possible at an institution with a reputation for great opportunity, and is now a proud MDC alumna. Dr. Goonen expressed thanks for her warm welcome and looks forward to working with everyone at the College.

4. **Presentations to Outgoing Members**

The Chair and Dr. Goonen, on behalf of College-wide CASSC and Dr. Padrón recognized and thanked outgoing College-wide CASSC members Maria Jofre, Foreign Languages representative, and Annette Torna, the student upper division representative, for their service to College-wide CASSC.

5. **Radiography Curriculum**

Susan Kah introduced Greg Ferenchak who presented proposed changes in the Radiography curriculum.

**Radiography Program**

**ADD NEW COURSE**

<u>Course</u>			<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u> <u>Term</u>
RTE XXXX	New Imaging Modalities in Radiology	1	Medical 2004-1

Course Description: This course will enable the students to compare and contrast the current imaging modalities with the emerging technologies available in Radiology departments. Included in this course will be pictorial archiving and communications systems (PACs), digital imaging, and fusion imaging.

Prerequisites: RTE 1418 Radiographic Technique 1, RTE 1613 Radiologic Physics, and RTE 2457 Radiologic Technology 2.

Corequisite: RTE 2854 Radiographic Clinical 6.

Special Fee: \$25.00

**CHANGE EXISTING COURSE CREDITS AND COURSE DESCRIPTION**

<u>Course</u>			<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u> <u>Term</u>
RTE 2854	Radiographic Clinic 6	4	Medical
		<b>to</b>	
		3	2004-1

New Course Description: The student will complete the competencies required by the American Registry of Radiologic Technologists to become eligible to apply to sit for the certification exam. The student will socialize into radiography practice by beginning to work ore independently of a radiographer. The student will use organizational skills to provide care to clients assigned to them during radiographic exams. During this course the student will be assigned to one rotation during hours other than the normal working hours of the radiology department to gain competency in procedures not usually available during the day.

Prerequisite: RTE 2844. (9 hours clinic)

**UNANIMOUSLY  
APPROVED  
28 IN FAVOR  
0 OPPOSED  
0 ABSTAINED**

## 6. Mathematics Curriculum

Karen Hays introduced Lourdes Espana and Donald Orr who presented proposed changes in the mathematics curriculum.

Lourdes Espana presented the following MGF 1107 curriculum:

### CHANGE COURSE DESCRIPTION

<u>Course</u>			<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u> <u>Term</u>
MGF 1107	Mathematics for Liberal Arts 2	3	1,2,3,4,6 2004-1

Existing Special Fee: \$10.00

New Course Description: This course introduces the student to the concepts of financial mathematics, linear and exponential growth, numbers and number systems, history of mathematics, elementary number theory, voting techniques, and graph theory.

Prerequisite: MAT 1033 with a grade of C or better or equivalent.

### New Course Competencies:

- Competency 1: The student will demonstrate knowledge of financial mathematics by:
- Differentiating between simple and compound interest
  - Computing the present and future value of lump sums or streams of payments.
  - Constructing amortization schedules and computing payments on installment loans.
- Competency 2: The student will demonstrate knowledge of linear and exponential growth by:
- Utilizing the coordinate plane to graph relationships.
  - Differentiating between linear and exponential growth.
  - Developing models of population growth using linear and exponential growth concepts.
- Competency 3: The student will demonstrate knowledge of numbers and number systems by:
- Describing a number system and its use.
  - Describing the evolution of the real number system.
  - Converting numbers written in one base to another.
- Competency 4: The student will demonstrate knowledge of the History of Mathematics by:
- Presenting some of the important events and personalities in the history of mathematics.
- Competency 5: The student will demonstrate knowledge of elementary number theory by:
- Applying the properties of the integers and their structure in relation to the prime numbers.
  - Computing the least common multiple and greatest common factor of two numbers using the Euclidean Algorithm.
  - Performing operations with modular arithmetic.
- Competency 6: The student will demonstrate knowledge of Voting Techniques by:
- Distinguishing between plurality, Borda Count, plurality with elimination and pairwise comparison voting methods.
  - Stating what reasonable criteria a voting method must have.

- c. Determining the flaws in a voting method.
  - d. Determining winning conditions.
- Competency 7: The student will demonstrate knowledge of Graph Theory by:
- a. Defining the basic terms used in graph theory.
  - b. Using graphs to model relationships of sets of objects.
  - c. Applying Euler’s Theorem to solve problems.
  - d. Using Fleary’s Algorithm to find Euler Circuits
  - e. Solving routing problems by using graph Eulerization.

Donald Orr presented the following MGF 1118L curriculum:  
**CHANGE COURSE DESCRIPTION (The Course Description change is in bold)**

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>			<u>Term</u>
MGF 1118L	Math Computation Review	1	1,2,3,4,6	2004-1

New Course Description: The purpose of this course is to prepare for the computational section of the CLAST exam. This course will cover all of the computational competencies of the CLAST exam as well as general test taking skills. This course will not count as a Gordon Rule mathematics course.

Prerequisite: Departmental Permission. **May be repeated.** (2 hr. lab)

- (1) **PROPOSAL**  
May not count as elective credit
- (2) **PROPOSAL**  
Will be repeatable for a maximum of three times (maximum of three attempts)
- (3) **PROPOSAL**  
Assigned grades will be S, P, U

**UNANIMOUSLY  
APPROVED  
28 IN FAVOR  
0 OPPOSED  
0 ABSTAINED**

- 7. **Distance Education Committee**  
Kristi Lozano, Chair of the Distance Education Committee, explained that Virtual College, Open College and Life Lab are now under one umbrella.

Kristi Lozano presented the following Distance Education Committee update:

**OVERVIEW FOR ACADEMIC YEAR  
2003-2004**

**5 Rotating Meetings Scheduled for the Distance Education Committee**

October 24 at Medical Center Campus  
November 21 at Kendall Campus  
February 13 at Kendall Campus  
April 16 at Medical Center Campus  
June (TBA at North Campus)

**Sub-committees for the Year**

Student Services  
Quality Instruction  
Program Planning & Implementation

**STUDENT SERVICES SUBCOMMITTEE**

**Student Orientation**

Introduction  
Policies & Procedures  
Resources  
Model Course  
Advisement  
Skills for Success  
Technology

**Student Orientation Modules – Skills for Success**

**Online Communications**

Introduction  
Online Relationships (Instructor, Peers, Learning Communities & Multicultural Issues)  
Netiquette  
Positive Communications  
Chat  
Group Activities  
Time Management  
Study Skills  
Online Research

**Student Orientation Modules – Technology**

Basics  
Internet & Web  
Learning Management System (WebCT)

**QUALITY INSTRUCTION SUBCOMMITTEE**

Suggested Policies for Retention Issues

Testing & Proctoring Issues  
Faculty Survey on Course Quality  
More Support from College Training and Development for faculty course development

### **PROGRAM PLANNING & IMPLEMENTATION SUBCOMMITTEE**

Virtual College Web Portal

\* Learning Management Systems

Staffing

Support from College Training and Development to assist faculty in course development

Faculty Meetings at the Campuses

Survey to Determine Faculty Interest in Teaching for Virtual College

### **Future Focus**

- Revising Blue Ribbon Course Standards
- Committee needs to represent Open College and Life Lab
- Retention Issues
- Effective Program Planning and Implementation

\*Kristi Lozano addressed the issue of new “Learning Management Systems”. The Distance Education Committee reviewed some of the learning management systems and looked at the new enterprise technologies and the capabilities of the systems. The new systems are more effective in the classroom and have better communication tools. The possibility exists to have other portals in Spanish, Continuing Education, Hospitality, etc. The new enterprise systems are based on dot net technology which allows communication amongst the different types of applications. Tentatively, over the summer, vendors will be brought to the campuses for faculty review, evaluation and feedback before an RFP is finalized.

Nidia Romer expressed concern that faculty are on leave during the summer, and suggested having the vendors visit in spring when faculty are available. Kristi Lozano explained that the review process began in March and that the Learning Management System (LMS) portal is up where all programs can be viewed. There is also a survey on needs on the LMS portal and a discussion board.

There was also discussion about the amount of time allotted for converting courses in WebCT into the new LMS platform. Kristi Lozano explained that the old system and new system would both be place for a year or two years as it will take time to make the conversion.

Distance Education is currently on Medical Center Campus, and will relocate to Wolfson Campus within the next few weeks.

Ian Cobham suggested that Homestead Campus be placed on the rotating meeting schedule for the Distance Education Committee.

8. **Placement Criteria Document – 2004-2005(ATTACHMENT I)**

Silvio Rodriguez distributed the MDC Placement Criteria Document (Draft #5, dated May 18, 2004) approved by the Executive Committee this morning, May 18<sup>th</sup>. This document has an annual, comprehensive review. The underlines on the attached document signify new information, and the strike through indicate information removed. Page one has a shaded area which denotes that it was moved from another section within the document.

There was discussion on item 4 of page 3. Students who have not satisfied college preparatory reading and writing requirements may not enroll in any Gordon Rule course. Students may select from a list of courses maintained by the Academic Advisement office and approved by the pertinent academic department, for co-enrollment with college prep courses. Concerning this item, Silvio Rodriguez said that the Executive Committee charged Malou Harrison and Norma Goonen with the responsibility of establishing the above referenced college-wide list.

Michael Kaldor addressed the issue of students in college prep taking general education courses, as these students do not have the required skills. Silvio Rodriguez explained that he is working on the first phase of a research project that includes a chart that shows general education courses. This chart displays whether college preparatory edits are active in Odyssey, and/or prerequisite/corequisite course requirements exist in Odyssey, as most do not. The second phase of the project will provide course performance data of college prep students who took general education courses.

Michael Kaldor asked if faculty is involved in the project. Silvio Rodriguez said that the Research & Testing Committee has faculty representation, and offered an invitation for CASSC faculty to attend the May 19<sup>th</sup> Research & Testing Committee meeting as the above referenced project will be discussed.

Sean Madison informed the Council that a faculty survey is forthcoming in the near future. The objective of the survey is to determine the difficulty level for college prep students satisfying general education course requirements. This information will supplement the data that Silvio Rodriguez will provide to the Academic and Student Deans.

There was discussion on the ACT-ESL new table on page 5 related to the reading exemption score changed from 96 to 98. Silvio Rodriguez explained that the Academic Deans asked the CASSC Research & Testing Committee to revisit the ESL Discipline Committee recommendation to use 98 rather than 96 for reading exemption purposes. The Research & Testing Committee voted to support the higher exemption scores.

Ian Cobham, who is on the Research & Testing Committee, had concerns with the process as he was of the opinion that data was needed to support the higher exemption score.

9. **Math Retreat**

Linda Burton presented an update on the Math Retreat with the assistance of Lourdes Espana.

The Math Retreat is an opportunity for math faculty to examine the math program at Miami Dade College. Math faculty have been meeting formally and informally to discuss the challenges of teaching and learning math. Many of the math faculty attended the American Mathematical Association of Two Year Colleges Conference (AMATYC) and returned with a shared vision of a successful math program. These experiences provided fertile ground for the development of the Math Retreat.

The Math Retreat was highly attended. The participation was enthusiastic. An outside facilitator ensured the process was active and engaging. No one person's agenda was promoted. All the presentations except one were by Miami Dade College faculty.

At the retreat the participants addressed curriculum issues, instructional strategies, delivery modes, training, resources, Learning Support Labs, part-time instructors, and the affective domain of learning.

Developments emerging from the Math Retreat include a presentation upon request to the Science Department on Professional Development Day. Ideas were shared concerning designing a retreat. Another consequence is that the SACS Quality Enhancement Plan is focusing on the math discipline.

The math faculty are looking forward to another shared experience at the American Mathematical Association of Two Year Colleges Conference in Orlando in November, 2005.

10. **On-line Student Orientation**

The new On-line Student Orientation was presented by Armando Ferrer and Rene Garcia. The On-Line Orientation was developed by Madeline Pumariega and Rene Garcia with input from a variety of Student Services sources. The International Student Orientation, part of the On-Line Orientation, was developed by the International Student advisors and spearheaded by Paula Epstein. The new On-line Student Orientation is an access point for our students to receive information concerning the College and to complete an admissions application, the Federal Financial Aid application, and secure a Social Security number through imbedded links in the Orientation. The Orientation also provides directions to the campuses, success strategies and a virtual tour of the campuses. Additionally, it is easy to change information. The International Student Orientation is also available in Spanish and French. The Academic Program portion is currently being populated and it is expected to be released into production in the next two months.

11. **College-wide CASSC Calendar**

Following is the College-wide CASSC calendar for 2004-2005:

September 14, 2004	October 12, 2004	November 9, 2004
December 7, 2004	January 11, 2005	February 8, 2005
March 8, 2005	April 12, 2005	May 17, 2005
June 14, 2005		

Ian Cobham explained that the College-wide CASSC meetings are held on Wolfson Campus. The November CASSC meeting is scheduled the week of Book Fair which is held on Wolfson Campus and that all rooms have been scheduled for this special event. It was suggested that the meeting be moved to another campus, or the date be moved to the following Tuesday. This will be discussed further at the June 8<sup>th</sup> College-wide CASSC meeting.

12. **Announcements**

Ian Cobham congratulated Penny Roache and Emily Sendin, College-wide CASSC members who have been honored as Learning Innovations Golden Apple Grant recipients. Their efforts are greatly appreciated.

The last meeting of the academic year will be on June 8<sup>th</sup>, 1:30 p.m., in Room 2106.

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**

**June 8, 2004**

**1:30 P.M. Room 2106 Wolfson**

**July – NO MEETING  
August – NO MEETING**