

COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, SEPTEMBER 14, 2004
WOLFSON CAMPUS –ROOM 2106 – 1:30 P.M.
MINUTES

OUTGOING CHAIR: Ian Cobham

ELECTED CHAIR: Floyd Pittman

MEMBERS PRESENT:

Maria Alvarez	Akwasi Agyeman
Jose Aragon	Toni Bilbao
Jose Bahamonde	Helen Bhagwandin
Maribel Doll	Armando Ferrer
Malou Harrison	Karen Hays
Gail Hawks	Harry Hoffman
Dwayne Hunt	Susan Kah
Michael Kaldor	Ece Karayalcin
Deborah Keeler	Magdalena Lamarre
Henry Lares	Patricia Lassiter
Sean Madison	Marlene Morales
Neil Olsen	Lourdes Oroza
Lourdes Perez	Melinda Prague
Madeline Pumariega	Clyde Pfleegor
Pavlov Rameau	Penny Roache
Leslie Roberts	Herbert Robinson
Nelson Santiago	Dwight Smith
Lucy Spence	Ernesto Valdes

MEMBERS ABSENT: Isabel Marinas (Substitute Pavlov Rameau)
Nelson Pena (Sent Notification)

PRESENTER: Gina Cortes-Suarez
Ronald Grimming
Kenneth Boos

RESOURCE: Julian Chiu
Ana Montero
Mollie Dehart

RECORDER: Carol McAlister

1. **Call to Order**
Ian Cobham called the meeting to order.
2. **Approval of the June 8, 2004 College-wide CASSC Minutes**
The minutes of the June 8, 2004 College-wide CASSC Meeting were approved as submitted.
3. **Introduction of 2004/2005 College-wide CASSC Members**
Ian Cobham welcomed the new and returning members of College-wide CASSC for the academic year 2003-2004. Members introduced themselves individually.
4. **Dr. Norma Martin Goonen's Messages**
Introductions
Dr. Goonen introduced Dr. Dwight Smith and Dr. Mollie DeHart. Dr. Smith is the new Associate Provost for Academics who will serve as a member of the Council, and Dr. Mollie DeHart is the new Director of Academic Programs who will serve as a resource to the Council.

Coordinating Committee

The current procedure is to have the outgoing lead Academic Dean and Student Dean serve a one year term of service on the Coordinating Committee. Following this procedure, Dr. Goonan announced that she was appointing Sean Madison the outgoing lead Academic Dean, and Madeline Pumariega the outgoing lead Student Dean to the Coordinating Committee. Their term of service will begin at the next Coordinating Committee Meeting.

SACS Visit

The SACS visit for reaffirmation will take place October 5-7, 2004. Basically, this is a different process than was in place ten years ago when SACS visited the College. It is a smaller visiting team which takes approximately 2 1/2 days. During that time, the team will review the Quality Enhancement Plan (QEP) and other areas of importance to SACS. There is an exit interview that will preliminarily inform the College of how they performed in relation to the process. Dr. Goonen recognized and thanked everyone involved in the demanding work in preparing for the SACS visit.

General Education Review

Every ten years, General Education offerings are reviewed. This generally takes place after the SACS visit.

Priorities

1. Organize a General Education Review
2. Curriculum
 - Review the curriculum to determine if the College is providing students their education as far as globalization is concerned. (Internationalization of the Curriculum as the world has become interrelated)
 - Ethics Institute (Ethics across the curriculum to educate ethical students)

Recognition

Dr. Goonen recognized Ian Cobham, the outgoing College-wide CASSC Chair, for his outstanding efforts as the CASSC leader, along with recognizing the Coordinating Committee and the entire College-wide CASSC.

5. **Ian Cobham**

Ian Cobham thanked the group for the opportunity to serve as the 2003/2004 Chair of College-wide CASSC. He offered a special thanks and recognition to the Coordinating Committee and the CASSC Recorder for their support and guidance during the past year.

6. **Elections 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 for the CASSC Chair, the Coordinating Committee faculty representative, and the Coordinating Committee staff representative. In response to this memo, Michael Kaldor, Melinda Prague and Jose Bahamonde were nominated to serve as Chair, Nelson Pena to serve as the support staff representative on the Coordinating Committee, and Pat Lassiter to serve as the faculty representative on the Coordinating Committee.

An updated memo was distributed at the meeting because of last minute changes in the CASSC membership. Jose Bahamonde, Michael Kaldor and Melinda Prague, who were nominated prior to the meeting, declined the nominations to serve as CASSC Chair. Floyd Pittman was nominated and accepted the nomination. Nominations were closed and Floyd Pittman was unanimously elected by the full CASSC membership to serve as the College-wide CASSC Chair (2004-2005). He will also serve as the Chair of the CASSC Coordinating Committee. With the assistance of Ian Cobham, Floyd Pittman chaired the remainder of the meeting.

The Council has a five person Coordinating Committee. The CASSC Coordinating Committee consists of the Chairperson of the College-wide CASSC, an Academic Dean and a Student Dean appointed by the College Provost, one CASSC faculty member elected by the full CASSC membership, and one CASSC staff member elected by the full CASSC membership.

Magdalena Lamarre, Patricia Lassiter and Ernesto Valdes were nominated prior to the meeting to serve as the faculty representative on the Coordinating Committee. Ernesto Valdes declined the nomination. Magdalena Lamarre and Patricia Lassiter accepted the nomination. There were no additional nominations. Magdalena Lamarre was elected by the full CASSC membership to serve as the faculty representative on the Coordinating Committee (2004-2005).

Nelson Pena was nominated to serve as the support staff representative on the Coordinating Committee. There were no additional nominations. Although not present today, prior to the meeting Nelson Pena accepted the nomination and was elected by the full CASSC membership to serve as the support staff representative on the Coordinating Committee (2003-2004).

7. **College-wide CASSC Committee Nominations/Self Nominations**

The College-wide CASSC nominations/self nominations, to be appointed by Dr. Goonen, for service on the committees reporting to CASSC are as follows:

FACULTY NOMINATIONS

Patricia Lassiter, Institutional Effectiveness Committee	Accepted	CASSC Faculty Representative
Henry Lares, International Education Committee	Accepted	CASSC Faculty Representative
Pavlov Rameau, Research & Testing Committee	Accepted	CASSC Faculty Representative

(Pavlov Rameau is sitting in for one term for Isabel Marinas)

Penny Roache was nominated to serve on the International education Committee and declined. Deborah Keeler was nominated to serve on the Research and Testing Committee but declined as she will be on leave for the spring semester.

8. **Curriculum- Fee Increases**

Lourdes Oroza introduced Kenneth Boos who presented fee increases for the Humanities courses.

NEW FEES

<u>Course</u> <u>Abb. No.</u>	<u>Course Title</u>	<u>Current</u> <u>Fee</u>	TO	<u>Proposed</u> <u>Fee</u>	<u>Effective</u> <u>Term</u>
ART 1330C	Figure Drawing	\$25.00		\$40.00	2004-2

<u>Course</u> <u>Abb. No.</u>	<u>Course Title</u>	<u>Current</u> <u>Fee</u>	TO	<u>Proposed</u> <u>Fee</u>	<u>Effective</u> <u>Term</u>
PGY 2401C	Intermediate Photography	\$20.00		\$25.00	2004-2

<u>Course</u> <u>Abb. No.</u>	<u>Course Title</u>	<u>Current</u> <u>Fee</u>	TO	<u>Proposed</u> <u>Fee</u>	<u>Effective</u> <u>Term</u>
PGY 2475	Advanced Photography	\$20.00		\$25.00	2004-2

Dwight Smith noted that the effective term on the paperwork for the fee increases was 2004-1, and should be 2004-2. The original paperwork will be corrected.

Michael Kaldor noted that on the Fee Request Form for PGY 2401C that the minimum class size of 15 divided into \$400 was not \$40. The amount should be around \$26. The same error was noted on the Fee Request Form for PGY 2475. The original paperwork will be corrected. The proposed fee on both courses is \$25.

**UNANIMOUSLY
APPROVED
0 OPPOSED
0 ABSTAINED**

9. **Information Item - Law Enforcement**

Harry Hoffman introduced Ronald Grimming who presented the Law Enforcement curriculum. The School of Justice provides basic law enforcement training, corrections training, and security officer training for individuals wanting to enter those respective professions. The School of Justice is regulated by the Florida Department of Law Enforcement (FDLE) for the basic training programs in law enforcement and corrections, and regulated by the State Department of Licenses for the security officer training programs. Additionally, the School of Justice offers in-service training programs to law enforcement officers. The School of Justice also has an assessment center for area police departments. Recently the School of Justice was given the responsibility by the College to administer the Homeland Security Program. On an annual basis, services are provided to approximately 12,000 students.

During the past 10 years, the Florida Department of Law Enforcement (FDLE), the agency that issues the State licensure for MDC, has been reviewing curriculum. This agency mandates to the training centers precisely which courses must be taken by students to ultimately become licensed as law enforcement and corrections officers in the State of Florida. Classroom knowledge and practical application were considered in the review of the curricula. During the past year, FDLE mandated that the revised curriculum be implemented by July 1, 2004 to enable the transition of classroom knowledge and the practical application process on the streets for officers.

Following is the changes in the Law Enforcement Program to continue to be licensed to deliver Basic Law Enforcement and Basic Corrections training at MDC. MDC is the largest criminal justice facility in the State of Florida in terms of the number of students that graduate from the College's programs.

Law Enforcement

(STATE MANDATED CHANGES EFFECTIVE JULY 1, 2004)

The Law Enforcement was reviewed and approved by the Academic Deans, and approved on an emergency basis by Dr. Norma Martin Goonen, Provost for Education.

VOCATIONAL CREDIT CERTIFICATES

DELETE

Correctional Officer (County) Traditional

Program Code 57017

Program Hours 574.80

NEW

Correctional Officer (County) Traditional

Program Code 57020

Program Hours 597

Vocational Credit Certificate

The Correctional Officer – County program prepares students for certification as Correctional Officers in the State of Florida. All criminal justice standards and training, Department of Education, and local standards will be met. Graduates are eligible for Certification Exam. Topics include human behavior, law, communications, facility operations, first aid, and other related topics. There is an emphasis on

College-wide CASSC Meeting
September 14, 2004

practical applications and competency-based performance. This program is offered at the School of Justice.

Students seeking entrance into the MDC School of Justice basic recruit training programs for a career in corrections are required to pass a physical screening, physical agility, Voice Stress Analysis Test, psychological test, fingerprinting and background check and the Florida Basic Abilities Test (FBAT). For more information please contact the School of Justice, FBAT Department and/or visit the FBAT Web site, at www.mdc.edu.north.fbat.

<u>Job Title:</u> Correctional Officer and Jailer	<u>Vocational</u>
Must complete all of the following courses:	<u>Credits</u>
CJD 0478 Vehicle Operations	0.53
CJD 0741 Emergency Preparedness	0.87
CJD 0747 State Exam Review Correctional Off Cert	0.70
CJD 0750 Interpersonal Skills 2	1.67
CJD 0752 Correctional Operations	2.13
CJD 0770 Criminal Justice Legal 1	1.53
CJD 0771 Criminal Justice Legal 2	0.73
CJD 0772 Criminal Justice Communications	1.40
CJD 0773 Interpersonal Skills 1	2.07
CJK 0031 First Aid for Criminal Justice Officers	1.33
CJK 0040 Firearms	2.93
CJK 0050 Criminal Justice Defensive Tactics	3.33
CJK 0095 Criminal Justice Topics	0.67

DELETE

Correctional Officer - State

Program Code 57009
Program Hours 550.80

NEW

Correctional Officer - State

Program Code 57021
Program Hours 595

Vocational Credit Certificate

The Correctional Officer – State program prepares students for certification as Correctional Officers in the State of Florida. All criminal justice standards and training, Department of Education, and local standards will be met. Graduates are eligible for employment with any correctional agency in the state upon graduation from the program and successful completion of the State certification Exam. Topics include human behavior, law, communications, facility operations, first aid and other related topics. There is emphasis on practical applications and competency-based performance. This program is offered at the School of Justice.

Students seeking entrance into the MDC School of Justice basic recruit training programs for a career in corrections are required to pass a physical screening, physical ability, Voice Stress Analysis Test, psychological test, fingerprinting and background check and the Florida Basic Abilities Test (FBAT).

College-wide CASSC Meeting
September 14, 2004

For more information please contact the School of Justice, FBAT Department and/or visit the FBAT Web site, at www.mdc.edu.north.fbat.

<u>Job Title:</u>		<u>Vocational</u>
		<u>Credits</u>
Must complete all the following courses:		
CJD 0741	Emergency Preparedness	1.00
CJD 0747	State Exam Review Correctional Off Cert	0.70
CJD 0750	Interpersonal Skills 2	1.67
CJD 0752	Correctional Operations	2.47
CJD 0770	Criminal Justice Legal 1	1.53
CJD 0771	Criminal Justice Legal 2	0.73
CJD 0772	Criminal Justice Communications	1.40
CJD 0773	Interpersonal Skills 1	2.07
CJK 0031	First Aid for Criminal Justice Officers	1.33
CJK 0040	Firearms	2.93
CJK 0050	Criminal Justice Defensive Tactics	3.33
CJK 0095	Criminal Justice Special Topics	0.67

DELETE

Law Enforcement Officer (Traditional)

Program Code 57007

Program Hours 574.80

Effective Term: 2003-3

NEW

Law Enforcement Officer (CMS)

Program Code 57022

Program Hours 844

Effective Term: 2003-2

Vocational Credit Certificate

The Law Enforcement Officer program prepares students for certification as Police Officers in the State of Florida. All criminal justice standards and training, Department of Education, and local standards will be met. Graduates are eligible for employment with any law enforcement agency in the state upon graduation from the program and successful completion of the State Certification Exam. Topics include law, human issues, patrol, traffic, investigations and communications. There is an emphasis on practical applications and competency-based performance. This program offered at the School of Justice

Students seeking entrance into the MDC School of Justice basic recruitment training programs for a career in law enforcement are required to pass a physical screening, physical agility, Voice Stress Analysis Test, psychological test, fingerprinting and background check and the Florida Basic Abilities Test (FBAT). For more information, please contact the School of Justice, FBAT Department and/or visit the FBAT Web site, at www.mdc.edu.north.fbat.

College-wide CASSC Meeting
September 14, 2004

<u>Job Title: Law Enforcement Officer</u>		<u>Vocational</u>
Must complete all the following Courses		<u>Credits</u>
CJD 0210	State Exam Review for Police Officer Certification	0.67
CJD 0620	Police Training Practicum's	0.67
CJK 0006	Criminal Justice Introduction and Law	2.23
CJK 0010	Human Issues	1.67
CJK 0015	Communications	2.57
CJK 0020	Law Enforcement Vehicle Operation	1.60
CJK 0031	First Aid for Criminal Justice Officers	1.33
CJK 0040	Firearms	3.47
CJK 0050	Criminal Justice Defensive Tactics	3.33
CJK 0060	Patrol	1.90
CJK 0070	Investigations	1.77
CJK 0075	Investigating Offenses	1.33
CJK 0080	Traffic Stops	2.07
CJK 0085	Traffic Crash Investigations	1.07
CJK 0090	Tactical Applications	1.80
CJK 0095	Criminal Justice Special Topics	0.67

NEW COURSES IN CORRECTIONAL OFFICER- COUNTY, CORRECTIONAL OFFICER- STATE AND LAW ENFORCEMENT OFFICER VCATIONAL PROGRAMS

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u> <u>Term</u>
<u>Abb. No.</u>	<u>Course Title</u>			
CJK 0006	Criminal Justice Introduction & Law	2.23	North	2004-1

Course Description: This course includes the basics of law, ethics, and professionalism, working the community, the history of the Criminal Justice System in Florida and the Criminal Justice Standards and Training Commission. (67 contact hrs.)

Special Fee: \$91.00 (2004-1)

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u> <u>Term</u>
<u>Abb. No.</u>	<u>Course Title</u>			
CJK 0010	Human Issues	1.67	North	2004-1

Course Description: This course provides a basic understanding of human relations with an emphasis on the student's ability as a Police Officer to influence others in a positive manner using interpretation skills. The student will learn the important role interpersonal skills play in the relationship between the police and community. For School of Justice students only. (50 contact hrs.)

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u> <u>Term</u>
<u>Abb. No.</u>	<u>Course Title</u>			
CJK 0015	Communications	2.57	North	2004-1

Course Description: This course is designed to teach trainees to take statements from victims, witnesses, and suspects; write incident and arrest reports; and engage in note taking skills, such as grammar, spelling, sentence structure, etc., are covered to ensure accuracy, completeness, and clarity. For School of Justice students only. (77 contact hrs.)

College-wide CASSC Meeting
September 14, 2004

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CJK 0020	Law Enforcement Vehicle Operations	1.60	North	2004-1

Course Description: This course introduces the student to the physiological and psychological factors affecting vehicle operations. It stresses the importance of vehicle maintenance, environmental conditions affecting driving, and elements of basic driving skills including skids and other causes of accidents. The student will demonstrate hands-on basic driving skills. For School of Justice students only. (48 contact hrs.)

Special Fee: \$155.00 (2004-1)

Special Fee: \$324.00 (2004-2)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CJK 0031	First Aid for Criminal Justice Officers	1.33	North	2004-1

Course Description: This course prepares criminal justice recruits for a variety of medical emergencies with minimal medical supplies. Students will learn to initiate treatment for a variety of medical emergencies, understand and perform CPR, and know when to activate EMS and perform basic life support until help arrives. CPR and First Responder certification cards are issued upon successful completion. Basic training for School of Justice students only. (40 contact hrs.)

Special Fee: \$74.00 (2004-1)

Special Fee: \$237.00 (2004-2)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CJK 0040	Firearms	Variable	North	2004-1
		2.93 to 3.47		

Course Description: This firearms course is designed to teach future officers how to use both handguns and shotguns. Students must qualify with both weapons under both daylight and night conditions. Students must also demonstrate ability for both accuracy and decision making. Students are also introduced to chemical weapons and their effects. For School of Justice Students only. (88-104 contact hrs.)

Special Fee:	County	\$ 857.00	(2004-1)
	State	\$1,146.00	(2004-1)
	Independents	\$583.00	(2004-1)
	Independents	\$1,146.00 (88 Contact Hours)	(2004-2)
		\$1,309.00 (104 Contact Hours)	(2004-2)
	Agencies:	\$403.00	(2004-1)
	Agencies	\$1,019.00	(2004-2)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CJK 0050	Criminal Justice Defensive Tactics	3.33	North	2004-1

Course Description: This defensive tactics course is designed to teach future officers how to physically defend themselves, physically control persons under arrest, and know what level of force is appropriate under differing circumstances. Additionally, a physical conditioning program is part of this course. For School of Justice students only. (100 contact hrs.)

Special Fee: \$137.00 (2004-1)

\$315.00 (2004-2)

College-wide CASSC Meeting
September 14, 2004

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CJK 0060	Patrol	1.90	North	2004-1

Course Description: This course provides potential police officers with the knowledge, skills and abilities to function as a Patrol Officer in a law enforcement agency. Various methods of patrol activity, officer safety, and techniques will be examined. For School of Justice students only. (15 contact hrs.)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CJK 0070	Investigations	1.77	North	2004-1

Course Description: This course provides training for new recruits in the search and location of physical evidence, along with the reproduction and identification collection, preservation and transporting of evidence to the crime laboratory. A basic understanding of the investigation of crimes needed by the street officer in their initial involvement of a crime scene will be provided. In addition, the fundamentals of interviewing, interrogation and statement taking will be addressed. For School of Justice students only. (53 contact hrs.)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CJK 0075	Investigating Offenses	1.33	North	2004-1

Course Description: This module includes the causes and effects of domestic violence; common facts and misconceptions about suicide and risk procedures for prevention and intervention and officers responsibilities; identifying signs of adult, elder and child abuse and the proper procedure for reporting each. This course also includes methods and skills for conducting an initial investigation of a death; the definition, characteristics and situation in which an officer may encounter Sudden Infant Death Syndrome (SIDS); procedures for crime scene management; evidence collection and handling; developing information; and preparing an investigation report. For School of Justice Students only. (40 contact hrs.)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CJK 0080	Traffic Stops	2.07	North	2004-1

Course Description: This course includes the methods and skills for stopping a vehicle for a violation or other lawful reason; infraction; types of criminal violations and their elements; abandoned vehicle handling; procedures for making a felony stop and legal issues regarding traffic stops. For School of Justice students only. (62 contact hrs.)

Special Fee: \$419.00

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CJK 0085	Traffic Crash Investigations	1.07	North	2004-1

Course Description: This course includes instruction on traffic crash investigation; knowledge of common violations resulting in crashes; information gathering skills; DUI enforcement techniques; identification and handling of evidence; photographing evidence; crash scene management; determining cause of accident; and completion of crash reports and driver exchange forms. For School of Justice students only. (32 contact hrs.)

College-wide CASSC Meeting
September 14, 2004

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CJK 0090	Tactical Applications	1.80	North	2004-1

Course Description: This course includes the Florida court system structures and how courts relate to law enforcement; instruction in the first response to emergency situations and rescue; general information involving law enforcement officers dealing with bomb explosives, bomb threats and weapons of mass destruction. Students will learn skills to perform different law enforcement functions while assigned to a special detail such as indoor or outdoor public events; the elements of unlawful assemblies and riots; and types of force that can be used in riotous situations and riot control procedures. For School of Justice students only. (54 contact hrs.)

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
CJK 0095	Criminal Justice Special Topics	0.67	North	2004-1

Course Description: In this course students will receive additional instruction on topics from Modules 1-14 to reinforce learning and to strengthen skills as needed. Based on the school's prior training experience, the school will select suitable topic(s) and identify the topic(s) to students prior to the starting date on the basic recruit training academy. For School of Justice students only. (20 contact hrs.)

CHANGE COURSES IN CORRECTIONAL OFFICER- COUNTY, CORRECTIONAL OFFICER- STATE AND LAW ENFORCEMENT OFFICER VOCATIONAL PROGRAMS

CJD 0741	Emergency Preparedness (State) Change Vocational Credits <u>From:</u> .87 Vocational Credit <u>To:</u> 1.00 Vocational Credit <u>Special Fee:</u> Remains \$28	Effective Term: 2004-1
	Emergency Preparedness (County) Vocational Credits: Remains .87 Change Special Fee <u>From:</u> \$28.00 <u>To:</u> \$45.00	Effective Term: 2004-1
CJD 0752	Correctional Operations (State) Change Vocational Credits <u>From:</u> 2.13 Credits and 64 Clock Hours <u>To:</u> 2.13 – 2.47 * Variable Vocational Credits *Variable credits and variable contact hours are because of different requirements for State Corrections and County Corrections (State Mandate)	Effective Term: 2004-1
CJD 0620	Police Training Practicum's Special Fee: \$142.00 (2004-1) \$248.00 (2004-2)	

**RETIRE COURSES PER STATE MANDATE
FROM CORRECTIONAL OFFICER (COUNTY),
CORRECTIONAL OFFICER (STATE), AND
LAW ENFORCEMENT OFFICER**

CJD 0254	Medical First Responder
CJD 0704	Defensive Tactics – State
CJD 0705	Criminal Justice Weapons
CJD 0723	Vehicle Operations
CJD 0732	LE Traffic Enforcement
CJD 0734	L.E. Investigations
CJD 0731	Law Enforcement Patrol
CJD 0762	Criminal Justice Communications
CJD 0730, CJD 0760, CJD 0761	- Criminal Justice Legal 3, Criminal Justice Legal 1, Legal 2
CJD 0763	Interpersonal Skills
CJD 0274	Criminal Justice Weapons for Law Enforcement 2
CJD 0704	C/J Defensive Tactics
CJD 0705	C/J Weapons
CJD 0795	Criminal Justice Weapons for Corrections 2

10. **Information Item – B.S. in Exceptional Student Education K-12**

Leslie Roberts explained that in October, 2003, SACS visited the College to review the Baccalaureate Degree Program. A number of things were looked at during this visit including a general review of the program curriculum. At the June SACS meeting, SACS voted for the College to become a Level II institution and granted the Baccalaureate Degree.

There is another layer of program approval at the state level called the Initial Institutional Program Approval for which folios were submitted in the spring. The College received feedback in late June. Part of the feedback dealt with the Exceptional Student Education Program (ESP). To add to the depth and breadth of the program, consultants recommended two courses be added to the program. These courses are EEX 3101, Survey of Normal/Abnormal Language & Speech Development and EEX 4221, Educational Assessment of Exceptional Students. In order to be sensitive to the program length, it was decided that EEX 4764, Integrating Assistive Technology be deleted from the program. The changes were in direct response to the feedback received from the State with the need to respond by September 15. These changes were made to meet the deadline in this area. The deadline has since been moved up to October 1, 2005. Modifications on other programs will be coming forward.

INFORMATION ITEM

B.S. IN EXCEPTIONAL STUDENT

EDUCATION

K-12

ADD NEW COURSES

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEX 3101	Survey of Normal/Abnormal Language & Speech Development	1	1,2,3,5,6	2004-1

Course Description: This course is a survey of normal language and speech development, an overview of major communication disorders and supportive strategies for classroom teachers.

Prerequisite: Admission to the College of Education

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEX 4221	Educational Assessment of Exceptional Students	3	1,2,3,5,6	2004-1

Course Description: This course is a study of theory and practice of informal and formal assessment of behavior and/or learning problems. Practice with evaluation instruments and curriculum based assessment strategies are key components of the course. Use of assessment information in designing academic K-12 curriculum plans is taught.

DELETE COURSE

<u>Course</u>				<u>Eff.</u>
<u>Abb. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEX 4764	Integrating Assistive Technology	3	1,2,3,5,6	2004-1

Michael Kaldor expressed concern that these courses were being offered in 2004-1, prior to being presented at College-wide CASSC. He explained that there was significant discussion last year concerning this same matter of offering curriculum before being presented at CASSC, and thought this subject had been somewhat resolved to prevent reoccurrences. Also, he commented that he was not saying these courses shouldn't be in the program, but that the courses should be effective the following semester.

Dr. Goonen explained that she is aware of the need for curriculum to go through CASSC before being approved and offered to students. She expressed concern that she would have preferred the curriculum go through normal channels but that CASSC does not meet in July or August. In these specific cases, the School of Justice had a July 1st deadline. Without meeting this deadline our students could not have continued in this program. Regarding the School of Education, in order for the School of Education to submit the program changes to the state for DOE approval,

the time-line had to be met. Not meeting the School of Education time-line by September 15th would have a negative impact on students and delay graduation.

In closing the discussion on informational curriculum items, Floyd Pittman suggested that Coordinating Committee work with Dr. Goonen to ensure preventing reoccurrences of curriculum being offered before being presented at CASSC.

11. **SACS Update**

Gina Cortes-Suarez said that the SACS visit is scheduled from October 5-7, 2004. The College had been preparing for two years for this visit which occurs every 10 years. This SACS visit is different than past visits in the sense that it is a smaller committee of 11 members coming from other colleges and universities. It is the first time that the committee will be comprised of individuals from both universities and colleges. Previous visits consisted of only community college individuals. This visit will have university visitors as a result of the Baccalaureate Program, and MDC becoming a Level II institution. The committee will visit the College for approximately 2 1/2 days which includes an exit report and a draft of the report that will be sent to the institution.

The SACS committee will be looking at the MDC Quality Enhancement Plan (QEP) and only the QEP which is entitled "Student Success at Miami Dade College: The Mathematics Connection". The groups or individuals with whom the SACS visitors will be talking with have been notified and pre-visit briefings with all groups have been scheduled.

Gina Cortes-Suarez introduced Patrick Bibby who chaired the QEP team and presented a summary of the QEP.

Summary

Miami Dade College has identified a set of high risk courses, defined to be high enrollment courses with low pass rates. High risk courses are major obstacles for students and prevent a large number of them from completing their postsecondary programs.

The four high risk courses with the largest enrollments at the College are all mathematics: MAT 0020 (College-Prep Mathematics), MAT 0024 (College-Prep Algebra), MAT 1033 (Intermediate Algebra), and MAC 1105 (College Algebra). The College has supported a number of faculty-driven initiatives in an attempt to enhance student success in these courses. The Quality Enhancement Plan (QEP) extends these initiatives and complements the College's Learning Agenda, its Strategic Plan, and its mission.

The purpose of the QEP is to enhance student learning in mathematics using a variety of innovative curricular, instructional, support, and assessment strategies. These strategies include frequent assessment, supplemental instruction, additional student support, specialized advisement, faculty development, and incorporating mathematics into other disciplines. The goals of the QEP are as follows:

College-wide CASSC Meeting
September 14, 2004

- To improve student mastery of competencies in the targeted high risk mathematics courses of College-Prep Mathematics (MAT 0020), College-Prep Algebra (MAT 0024), Intermediate Algebra (MAT 1033), and College Algebra (MAC 1105).
- To foster a positive student attitude toward the learning of mathematics.

The implementation of the QEP will be accomplished incrementally over the four-year period from fall 2004 through summer 2008. Throughout the implementation, specific strategies will be assessed to determine their impact on student learning. In addition, a QEP Oversight Committee will evaluate the various components of the plan, document the progress of the QEP and make modifications to the plan as appropriate. The four-year total cost to implement the QEP is projected to be approximately \$1.5 million. Once the QEP is fully implemented, it will impact approximately 45,000 students per year.

See: http://www.mdc.edu/eppa/documents_and_popups/QEP%20final.pdf

12. **Announcements**

Susan Kah announced that the November 9th CASSC meeting scheduled to be held at Medical Center Campus will be held in Room 1175. Questions concerning directions or parking can be addressed to Susan Kah.

Floyd Pittman announced that a brief meeting of the Coordinating Committee will be held following today's CASSC meeting.

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

College-wide CASSC Calendar Schedule 2004-2005

September 14, 2004	Room 2106	Wolfson Campus
October 12, 2004	Room 2106	Wolfson Campus
November 9, 2004	Room 1175	Medical Center Campus
December 7, 2004	Room 2106	Wolfson Campus
January 11, 2005	Room 2106	Wolfson Campus
February 8, 2005	Room 2106	Wolfson Campus
March 8, 2005	Room 2106	Wolfson Campus
April 12, 2005	Room 2106	Wolfson Campus
May 17, 2005	Room 3208-09	Wolfson Campus
June 14, 2005	Room 2106	Wolfson Campus
July, 2005	No Meeting	
August, 2005	No Meeting	

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.