

COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, NOVEMBER 9, 2004
MEDICAL CENTER CAMPUS – ROOM 1175 – 1:30 P.M.
MINUTES

ACTING CHAIR: Leslie Roberts

MEMBERS PRESENT:	Akwasi Agyeman	Vanya Albury
	Maria Alvarez	Jose Aragon
	Michael Arminio	Jose Bahamonde
	Maribel Doll	Sheri Goldstein
	Karen Hays	Harry Hoffman
	Dwayne Hunt	Susan Kah
	Deborah Keeler	Magdalena Lamarre
	Henry Lares	Patricia Lassiter
	Neil Olsen	Lourdes Oroza
	Nelson Pena	Maria Ricci
	Lourdes Perez	Penny Roache
	Rebecca Sanchez	Maria Serrano
	Dwight Smith	Lucy Spence
	Ernesto Valdes	Erie Wilson

MEMBERS ABSENT:	Armando Ferrer	(Substitute Vanya Albury)
	Michael Kaldor	(Sent Notification)
	Helen Bhagwandin	(Sent Notification)
	Toni Bilbao	(Sent Notification)
	Malou Harrison	(Substitute Erie Wilson)
	Gail Hawks	
	Ece Karayalcin	(Sent Notification)
	Sean Madison	(Sent Notification)
	Marlene Morales	(Substitute Rebecca Sanchez)
	Bryant Muriel	
	Clyde Pfleegor	
	Floyd Pittman, Chair	(Leslie Roberts, Acting Chair)
	Madeline Pumariega	(Substitute Sheri Goldstein)
	Melinda Prague	(Substitute Maria Serrano)
	Pavlov Rameau	
	Herbert Robinson	(Sent Notification)
	Nelson Santiago	(Sent Notification)
	Claudia Segovia	

PRESENTER: Ralph Covert
Jim Dube
Steven Kelly
German Munoz
Greg Sharp
Paula Sargent

GUEST: Gina Cortes-Suarez

RESOURCE: Julian Chiu
Mollie DeHart

RECORDER: Carol McAlister

Floyd Pittman, College-wide CASSC Chair, was unable to chair the meeting as he was attending the League for Innovation Conference in Tampa, Florida. Magdalena Lamarre, Coordinating Committee faculty representative, was not able to chair the meeting due to illness. Madeline Pumariega, the Student Dean on the Coordinating Committee was attending an out of town conference and Sean Madison, the Academic Dean was ill. Nelson Pena, support staff representative on the Coordinating Committee, deferred to chair the meeting since Leslie Roberts, the lead Academic Dean was agreeable to chair.

1. **Call to Order**

Leslie Roberts called the meeting to order.

2. **Introduction**

Leslie Roberts introduced Maria Ricci, InterAmerican Campus, who will serve a one year term of service as the student representative for the upper division.

Bryant Muriel, North Campus, and Claudia Segovia, Wolfson Campus, were recently appointed as the student representatives for a one year term of service on College-wide CASSC. They were unable to attend today's meeting.

3. **Approval of the October 12, 2004 College-wide CASSC Minutes**

The minutes of the October 12, 2004 College-wide CASSC Meeting were approved with the modification that Michael Arminio be shown as present at the October 12th meeting.

4. **FUNERAL SCIENCE CURRICULUM**

Harry Hoffman introduced Ralph Covert who presented the Funeral Science curriculum

DELETE 63010
Embalming Credit Certificate
(North Campus Only)

The Embalming College Credit Certificate program is designed for those students who wish to be embalmers only and have selected not to consider funeral directing as part of their career choice. The certificate program is for the State of Florida only.

Students in this program are given a broad understanding of all phases of embalming as well as the public health responsibilities of the embalmer. Courses in the curriculum are accredited by the American Board of Funeral Service Education. However, the certificate program is not accredited by the American Board and is valid for the State of Florida Licensure only

Major Course Requirements – 31 Credits Required

(Select the following courses)

BSC 1084	Functional Anatomy	3 Credits	
FSE 1106	Funeral Service Chem	3 Credits	
FSE 1080	Funeral Law	3 Credits	
FSE 2100	Embalming 1	3 Credits	Co-Req FSE 2100L
FSE 2100L	Embalming 1 Lab	2 Credits	Co-Req FSE 2100
FSE 2140	Embalming 2	3 Credits	Co-Req FSE 2140L
FSE 2140L	Embalming 2 Lab	2 Credits	Co-Req FSE 2140
FSE 2120	Restorative Art	3 Credits	Co-Req FSE 2120L
FSE 2120L	Restorative Art Lab	1 Credit	Co-Req FSE 2120
FSE 2106	Funeral Serv Microbio	3 Credits	
FSE 2160	Pathology	4 Credits	Pre-Req BSC 1084
FSE 2831	funeral Sci Prof Rev 1	1 Credit	Pre-Req Permission of Dept. Chair

**UNANIMOUS
 APPROVAL
 0 OPPOSED
 0 ABSTAINED**

DELETE COURSE

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
<u>Abr. No.</u>	<u>Course Title</u>			
FSE 2944	Professional Practicum (Elective Course)	3	North	2004-2

Justification: Few students enroll in course as students enroll in FSE 1204 Computer Literacy for FSE.

**UNANIMOUS
 APPROVAL
 0 OPPOSED
 0 ABSTAINED**

5. **SIGN LANGUAGE INTERPRETATION**

Harry Hoffman introduced Paula Sargent who presented the Sign Language Interpretation curriculum.

CHANGE EXISTING COURSE CREDITS

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>			<u>Term</u>
EHD 1941	Interpreting Internship/Practicum 1	3	1	
<u>TO:</u>				
EHD 1941	Interpreting Internship	5	1	2004-2

Course Description: The course includes field observation and supervised practical interpreting experience in a one-to-one interpreting situation in the community. The student is assigned to a practicing interpreter who acts as a mentor for the duration of the internship. A minimum of 225 hours is spent in the internship experience. This includes meetings with college staff and the interpreter/mentor.

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>			<u>Term</u>
SPA 2626	English & Communication	2	1	
<u>TO:</u>				
SPA 2626	Manual Alphabet Skills Development	3	1	2004-2

Course Description: Content focuses on acquiring both expressive and receptive skill in the manual alphabet of American Sign Language, commonly known as fingerspelling. A performance test is given at the beginning of the course to determine existing competency.

**UNANIMOUS
APPROVAL
0 OPPOSED
0 ABSTAINED**

DELETE COURSE

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>			<u>Term</u>
EHD 1942	Interpreting Internship/Practicum	3	1	2004-2

Justification: In 1999 the number of credits needed for graduation with an Associate of Science degree in Sign Language Interpretation was increased at the State level from 64 to 72 credits. At that time, several changes were made in the program to comply with new standards. A second Internship/Practicum, EHD 1942, was added to give students additional practical experience in sign language interpreting. As with any career involving cognition and psychomotor skills, hands on field experience is essential.

Since that time it has been found that the requirement of having a second internship is extremely difficult for all parties involved – student, interpreter-mentor and college personnel. Students have a difficult time arranging for one practicum, let alone two. Most of our students have full time jobs and they most often face significant hardships to arrange for the internship.

Additionally, interpreter mentors are difficult to find and secure. To have a single internship will reduce these obstacles while offering ample hours for the requisite practice and experience and will be a significant advantage to the program and its students.

**UNANIMOUS
APPROVAL
0 OPPOSED
0 ABSTAINED**

6. **HUMAN SERVICES CURRICULUM-NEW ASSOCIATE IN
SCIENCE-HUMAN SERVICES GENERALIST**

Lourdes Oroza introduced German Munoz and Jim Dube. Jim Dube and German Munoz presented the Human Services Generalist curriculum and the Addiction Counseling curriculum including the Addiction Studies Certificate.

The Human Services Generalist Associate in Science curriculum forms presented at College-wide CASSC indicated a request for a new Associate in Science degree program. Susan Kah explained that as with all new programs, upon the approval by College-wide CASSC, the new programs are presented to the Executive Committee and the Board of Trustees for final approval. The opinion was expressed that sufficient documentation was lacking for the need of factual data, background, and evidence of the need in the local community for hiring the graduates. Therefore, discomfort was expressed in terms of approving the program without complete documentation.

Lourdes Oroza explained that this was not a new program but changes to an existing program as a result of state requirements. There was some discussion that the program had been end-termed. There was other discussion that it could not have been end-termed as students are currently in the program, and the program has a code in the MDC system. It was determined that the program is not in the catalog. Lourdes Oroza further explained that the technicality is whether the program is officially deleted and we are asking for a new program because the program is gone and the numbers are gone, or whether we are changing an active program. Lourdes respectfully requested the Council approve the changes to the program as an existing program.

Debbie Keeler made a motion that the item be tabled until the December CASSC meeting at which time the corrected paperwork could be presented for review.

Susan Kah said it would be helpful if the determination of a new program or existing program is clarified. She further explained that if this is a new program, there is a lack of information as to why this should be a new program and documentation for a new program would be needed. A change in the program would require focusing on the changes to the program.

NEW ASSOCIATE IN SCIENCE-HUMAN SERVICES GENERALIST-65 Credits

The Generalist Human Services Associate in Science degree prepares students for employment in the network of programs and agencies which provide for a vast array of human needs. These include areas such as child care, criminal justice, education, health, housing, income maintenance, mental health and retardation, among others. These needs are provided for in a variety of settings such as clinics, hospitals, nursing homes, rehabilitation centers and social agencies.

Major Course Requirements-18 Credits

<u>Course</u>	<u>Course Title</u>	<u>Credits</u>	<u>Pre/Corequisites</u>
DEP 2000	Human Growth & Development	3	
HUS 1001	Introduction to Human Services	3	
HUS 1xxx	Domestic Abuses and Family Violence	3	
HUS 2820	Field Experience In Human Services	3	
ISS 1120	The Social Environment	3	
SYG 2010	Social Problems	3	

Major Electives-32 Credits Required

(Select from the following courses)

CLP 2001	Basic Human Development	3	
CLP 2140	Abnormal Psychology	3	
DEP 2481	Death Attitudes & Life Affirmation	3	
HUS 1xxx	HIV/AIDS & Substance Abuser	1	
HUS 1302	Basic Counseling Skills	3	
HUS 2303	Counseling Techniques	3	
HUS 2xxx	Issues & Ethics in Human Services	3	
PCO 2731	Human Relations	3	
PPE 2001	Dynamics of Behavior	3	
PSB 2442	Psychology of Addiction	3	
SOP 2002	Social Psychology	3	
SOP 2772	Human Sexuality	3	
SYG 2430	Marriage & the Family	3	
ISS 1935	Social Science Seminar	1 – 3 variable credits	

General Education Requirements-15 Credits Required

Communications-3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3	
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Oral Communications-3 Credits Required

(Select the following course)

SPC 1026	Fun of Speech Comm	3	
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Humanities-3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3	Pre/Co Req. ENC 1101
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Behavioral Science Social Environment-3 Credits Required

PPE 1005	Psy of Personal Effect	3	
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Mathematics/Science-3 Credits Required

BSC 1005	General Education Biology	3	
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COMPUTER COMPETENCY

By the 16th college level credit, etc.

**TABLED
26 IN FAVOR
1 OPPOSED
2 ABSTAINED**

HUMAN SERVICES CURRICULUM (NEW ASSOCIATE IN SCIENCE-ADDICTION COUNSELING)

There was discussion that although this new program and College Credit Certificate were extremely important, further specific and factual data was needed to support the program. The new program proposal process includes documentation in terms of community demand, workforce data, projected numbers of students, projected graduates, resources needed, faculty credentials, job availability, letters of support at the A.S. degree level on letterhead, etc. Additionally, documentation that was shared with the Academic Deans and the campus CASSCs was not included in the packets presented to the College-wide CASSC members. It was suggested that this information would have been helpful to the College-wide CASSC members in review of the Addiction Counseling curriculum. The message was strongly expressed that factual data was needed for the College-wide CASSC members, the Executive Committee and the Board of Trustees.

Lourdes Oroza moved that College-wide CASSC accept the program in the A.S. in Addiction Counseling and the College Credit Certificate in Addiction Studies. Additional documentation would be provided for the Board of Trustees presentation.

NEW ASSOCIATE IN SCIENCE-ADDICTION COUNSELING-73 Credits

The Human Services program with a specialization in Addiction Studies is designed to prepare students for employment as human services specialist, human services practitioners, chemical dependency practitioners, addiction specialist, mental health and social services practitioners, or to provide supplemental training for persons previously or currently employed in these occupations. The program is also designed to provide most of the general academic and addiction specific requirements of the Certification Board for Addiction Professionals of Florida.

Major Course Requirements – 19 Credits Required

<u>Course</u>	<u>Course Title</u>	<u>Credits</u>	<u>Pre/Corequisites</u>
HUS 1001	Introduction to Human Services		
	Or		
HUS 1XXX	Addiction Treatment Delivery Systems	3	
HUS 1XXX	HIVAIDS & Substance Abuser	1	
HUS 1XXX	Domestic Abuses & Family Violence	3	
HUS 2820	Field Experience in Human Services	3	
ISS 1120	The Social Environment	3	
SYG 2010	Social Problems	3	
DEP 2000	Human Growth & Development	3	

Addiction Studies Specialization – 39 Credits

<u>Course</u>	<u>Course Title</u>	<u>Credits</u>	<u>Pre/Corequisites</u>
HUS 1302	Basic Counseling Skills	3	
HUS 1XXX	Family Issues in Chemical Dependency	3	
HUS 1XXX	Addiction Counseling & the Law	3	
HUS 1XXX	Assessment & Treatment Planning	3	
HUS 1XXX	Group Counseling in Substance Abuse	3	
HUS 2303	Counseling Techniques	3	

College-wide CASSC Meeting
November 9, 2004

HUS 2XXX	Issues & Ethics in Human Services	3
HUS 2XXX	Human Services Addiction Counseling Practicum	6
PSB 2442	Psychology of Addiction	3
SOP 2772	Human Sexuality	3
HUS 2XXX	Independent Addiction Study	3

General Education Requirements – 15 Credits

<u>Course</u>	<u>Course Title</u>	<u>Credits</u>	<u>Pre/Corequisites</u>
ENC 1101	English Comp 1	3	
SPC 1026	Fun of Speech Comm	3	
PHI 2604	Critical Think/Ethics	3	ENC 1101
PPE 1005	Psy of Personal Effect	3	
BSC 1005	General education Biology	3	

Computer Competency by the 16 college level credit, etc.

NEW COLLEGE CREDIT CERTIFICATE IN ADDICTION STUDIES

CIP # 031704060

Total credits required for the degree is 39

This Addiction Studies Certificate prepares the student for employment as chemical dependency practitioners, addiction specialists, mental health and social services practitioners, or to provide supplemental training for persons previously or currently employed in these occupations.

<u>Course</u>	<u>Course Title</u>	<u>Credits</u>
HUS 1302	Basic Counseling Skills	3
HUS 1XXX	Family Issues in Chemical Dependency	3
HUS 1XXX	Addiction Counseling & the Law	3
HUS 1XXX	Addiction Treatment Delivery Systems	3
HUS 1XXX	Assessment & Treatment Planning in Addiction	3
HUS 1XXX	Group Counseling in Substance Abuse	3
HUS 2303	Counseling Techniques	3
HUS 2XXX	Issues & Ethics in Human Services	3
Or		
PHI 2604	Critical Thinking & Ethics	3
HUS 2XXX	Addiction Counseling Competencies	3
HUS 2XXX	Human Services Addiction Counseling Practicum	6
PSB 2442	Psychology of Addiction	3
SOP 2772	Human Sexuality	

COMPUTER COMPETENCY

By the 16th college level credit, etc.

ADD NEW COURSES

<u>Course</u>				<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
HUS 1xxx	Addiction Treatment Delivery System	3	1,2,3,5,6	2004-2

Course Description: Addiction Treatment Delivery Systems is designed to survey the modalities of addiction treatment. The course will study federal and state systems as well as private-not-for-profit and private-for-profit programs. All of these will be described using examples drawn from local agencies, the diverse populations they serve, and the politics and economics of the systems. This course will also present a critical exploration of the history and theory defining problems of addiction treatment and the characteristics and career issues of an addiction treatment services worker.

<u>Course</u>				<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
HUS 1xxx	HIV/AIDS and the Substance Abuser	1	1,2,3,5,6	2004-2

Course Description: HIV/AIDS and the Substance Abuser is designed to educate prospective addiction counselors for the evaluations, counseling and outreach skills necessary for working with HIV disease and AIDS. The course will explore not only how this disease affects one personally, but also how this pandemic has affected many psychosocial aspects of our society.

<u>Course</u>				<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
HUS 1xxx	Domestic Abuse & Family Violence	3	1,2,3,5,6	2004-2

Course Description: Domestic Abuse & Family Violence is designed to educate human services workers for the evaluation, counseling and outreach skills necessary for working with victims of domestic violence. The dynamics of partner violence, child abuse, and elder abuse will all be explored.

<u>Course</u>				<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
HUS 1xxx	Family Issues in Chemical Dependency	3	1,2,3,5,6	2004-2

Course Description: Family Issues in Chemical Dependency is designed to analyze the effects of chemical abuse on the family system. Emphasis will be placed on family roles and dynamics; characteristics of children (including adult children) of chemical abusers, theories of co-dependence; and adaptations made individually and socially by family members. Critical issues and strategies in family treatment will be explored.

<u>Course</u>				<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
HUS 1XXX	Addiction Counseling and the Law	3	1,2,3,5,6	2004-2

Course Description: Addiction Counseling and the Law is designed to introduce addiction counseling students to the vocabulary, agencies and processes required to work with clients involved in both the criminal and civil justice systems. This course focuses on the relationship between the law and Human Services institutions, patterns of law-making and law-breaking, the legal structures and processes, and law as an instrument of public policy, social control and social change. The roles and functions of police, courts and correctional services will be surveyed. Common civil issues that affect clients in recovery will be explored. In addition this course will enable students to explain the legal basis for alcohol and other drug services in Florida. State statutes pertaining to alcohol and drugs and their administrative rules will be reviewed. Confidentially requirements, compliance standards, and professional ethics will be presented.

Prerequisite: PSB 2442

<u>Course</u>				<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
HUS 1xxx	Assessment & Treatment Planning in Addiction	3	1,2,3,5,6	2004-1

Course Description: Assessment & Treatment Planning in Addictions is designed to familiarize students with the core functions of Assessment and treatment planning for the chemically dependent client. Emphasis on treatment planning will be accomplished drawing from the Florida Certification Board for addiction professionals and the Department of Children’s and Family Services guidelines.

Prerequisite: PSB 2442, Psychology of Addiction, 3 Credits
HUS 2xxx, Addiction Counseling Competencies, 3 Credits

<u>Course</u>				<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
HUS 1xxx	Group Counseling in Substance Abuse	3	1,2,3,5,6	2004-2

Course Description: Group Counseling in Substance Abuse stresses development of effective group counseling leadership skills including organizing, implementing, and evaluating group counseling programs. The course also includes actual group experience.

Prerequisite: PSB 2442, The Psychology of Addiction, 3 Credits

***APPROVED
14 IN FAVOR
0 OPPOSED
13 ABSTAINED**

***Robert’s Rules of Order Revised – VIII (Page 2 of 8)**

“While it is the duty of every member who has an opinion on the question to express it by his vote, yet he cannot be compelled to do so. He may prefer to abstain from voting, though he knows the effect is the same as if he voted on the prevailing side.”

7. **Program Review Process Design Team**

In Floyd Pittman's absence, Dwight Smith explained that he had previously discussed the need for College-wide CASSC members to serve on the Program Review Process Design Team. The need for program review is stipulated in state statutes, indicating that all institutions in the state undertake cyclical program review to ensure programs are reviewed at least once every seven years. Feedback from the SACS visit indicates that the College programs need to provide evidence with regards to outcomes. Also, the guidelines for College-wide CASSC calls for review of academic programs. The Program Review Process Design Team will review the previous Program Review Process and set-up a timeline and implementation plan to conduct program reviews.

At the Coordinating Committee Meeting of October 25th, Floyd Pittman, Magdalena Lamarre and Nelson Pena volunteered to serve on the team.

In Floyd Pittman's absence, Dwight Smith requested volunteers to serve on the team. Lucy Spence volunteered to serve on the Program Review Process Team.

Karen Hays requested that when the team is complete, Floyd Pittman come back to College-wide CASSC with the goals of the team and the team members names.

8. **College Admissions and Registration Procedures Committee**

Steven Kelly, Chair of College Admissions and Registration Procedures Committee (CARP) presented a committee update.

CARP works closely with the Dean of Student Services and others to support and communicate priorities. The primary functions are to:

- Recommend goals and strategies to evaluate the goals for admissions and registration services.
- Review College admissions and registration policies and recommend revisions on an annual basis.
- Review, evaluate and recommend revisions, as appropriate, to College admissions, registration, course scheduling, and records procedures to ensure effectiveness and college-wide consistency.
- Monitor SACS criteria and State requirements to ensure compliance in the areas of admissions and registration.
- Recommend new opportunities, services, procedures and guidelines.

The meeting highlights are as follows for 2003-2004:

- Technical Manual of Procedures 11000.815740 – TECH Prep Articulation with Miami Dade County Public School System
- Technical Manual of Procedures 1100.815110 – Foreign Credentials; International Transcript Evaluation
- Reports from Academic Affairs, Financial Aid Committee, Institutional Research, Odyssey, International Programs
- FACTS.org transient from processing and institutional profile

College-wide CASSC Meeting
November 9, 2004

- Port Upgrade – September/October 2004
- SSN → SID Conversion – November 24-28, 2004
- Information sharing, announcements, discussions, and some recommendations/decisions made on item such as: meeting dates/places; calendar approvals to align with Board approved calendars; SEVIS and international student issues; Dual Enrollment & accelerated HS graduation; Residency-for-Tuition-Purposes; electronic transcripts; Bachelors Degree (Education) degree audits and graduation processes; admission over the web; curriculum reports; foreign institution coding (Odyssey) and Odyssey Port upgrade.
- Limited Access for Restricted Programs (Medical Programs & School of Education)

The remaining Scheduled Meetings for 2004-2005 are the following:

November 19, 2004	InterAmerican Campus
January 21, 2005	North Campus
February 18, 2005	Kendall Campus
March 18, 2005	Wolfson Campus
April 15, 2005	Medical Campus
May 20, 2005	Homestead Campus
June 17, 2005	InterAmerican Campus

You can help CARP help you with the following:

- Encourage response to class rolls (attendance & enrollment issues)
- Last Date of Attendance (“F” “U” “I”)
- Response to purge rolls (current term – distributed November 4, return November 12)
- Prepare students for SSN → SID
- Residency for Tuition Purposes – not automatic after 1 year

9. **Structure of College Admissions and Registration Procedures Committee (CARP)**

Following is the current structure of CARP:

College-wide Registrar (Chair)
Assistant College-wide Registrar
Student Dean
Associate Provost for Student Services
Campus Registrars (6)
Advisement Director
Financial Aid Director
Bursar
Associate Academic Dean
International Student Advisor
Computer Applications Representative
2 Faculty (1 from College-wide CASSC)
Support Staff from Admissions/Registration
1 Student Representative

Lourdes Perez proposed that the structure of CARP be changed to include a staff representative from the School of Education.

**UNANIMOUS
APPROVAL
0 OPPOSED
0 ABSTAINED**

10. **Professional Development Day**

Greg Sharp presented a Professional Development Day update.

The name has been changed from Professional Day to Conference Day. Each year Conference Day will have a new theme. This year the theme is “Making a Difference” (Conference Day: Making a Difference). “Conference Day: Making a Difference” is scheduled for the entire day of March 10, 2005 at Kendall Campus. There will be eight themes or tracks for the morning. 70 presentations will be made at the 9:00 a.m. slot, and another 70 presentations for the 10:00 a.m. slot. The call for proposals went out last week. It has not been determined if Conference Day will be opened with a keynote speaker as the committee is reviewing this item. The Discipline Committee sessions will be held in the afternoon. This is the same format used in the past years. Also, buses will be run from North Campus and Wolfson Campus to Kendall Campus.

Information on “Conference Day: Making a Difference” is on the CT&D website.

11. **Announcements**

None

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 (General Education Proposal)
March 8, 2005	Room 2106	Wolfson Campus (General Education Proposal)
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.