

COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, FEBRUARY 8, 2005
MEDICAL CENTER CAMPUS – ROOM 1175 – 1:30 P.M.
MINUTES

CHAIR: Floyd Pittman

MEMBERS PRESENT:	Akwasi Agyeman	Maria Alvarez
	Jose Aragon	Michael Arminio
	Dorothy Avondstondt	Toni Bilbao
	Maribel Doll	Armando Ferrer
	Malou Harrison	Gail Hawks
	Karen Hays	Harry Hoffman
	Dwayne Hunt	Michael Kaldor
	Magdalena Lamarre	Larry LaClair
	Henry Lares	Sean Madison
	Isabel Marinas	Carol Miller
	Marlene Morales	Neil Olsen
	Lourdes Oroza	Nelson Pena
	Lourdes Perez	Madeline Pumariega
	Penny Roache	Leslie Roberts
	Herbert Robinson	Rebecca Sanchez
	Nelson Santiago	Lucy Spence
	Dwight Smith	Mervyn Solomon
	Ivan Urena	Ernesto Valdes

MEMBERS ABSENT:	Jose Bahamonde	(Substitute Dorothy Avondstondt)
	Helen Bhagwandin	(Sent Notification)
	Ece Karayalcin	(Sent Notification)
	Deborah Keeler	(Substitute Mervyn Solomon)
	Patricia Lassiter	(Sent Notification)
	Bryant Muriel	
	Melinda Prague	(Substitute Rebecca Sanchez)
	Clyde Pfleegor	(Substitute Larry LaClair)
	Maria Ricci	
	Claudia Segovia	(Substitute Ivan Urena)

PRESENTER: Colleen Ahern-Hettich
Greg Ferenchak
Norma Martin Goonen
Chris Migliaccio
Brad Stocker
Richard White

RESOURCE: Gina Cortes-Suarez
Julian Chiu
Mollie DeHart

RECORDER: Carol McAlister

1. **Call to Order**
Floyd Pittman called the meeting to order.
2. **Approval of the December 7, 2004 College-wide CASSC Minutes**
The minutes of the December 7, 2004 College-wide CASSC Meeting were approved as submitted.
3. **Introductions**
Floyd Pittman introduced Isabel Marinas and Mervyn Solomon. Isabel Marinas, the elected CASSC math representative, was on leave for 2004-1. During Isabel's absence, Pavlov Rameau served as her substitute. Mervyn Solomon will complete Deborah Keeler's term of service on CASSC as Deborah will be on a Professional Development Leave for 2004-2. Deborah was the elected Library representative.
4. **Dr. Goonen's Update on SACS Recommendations**
Dr. Goonen reported that the SACS visit was a success and acknowledged the work of Dr. Cortes-Suarez, the Quality Enhancement Plan team, and all those who helped with the planning. The College received a positive exit review on the final day of the visit, and has now received four written recommendations from the On-Site Review Team. All four recommendations center around the broad issue of institutional effectiveness, and the role that the assessment of learning outcomes plays on review and improvement.
5. **Curriculum – IDS 1920 Earth Literacy Colloquium (New Course)**
Lourdes Oroza introduced Christopher Migliaccio, Brad Stocker, and Colleen Ahern-Hettich who were an integral part of the college-wide effort in the design of IDS 1920, Earth Literacy Colloquium and presented the course.

ADD NEW COURSE

<u>Course</u>				<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
IDS 1920	Earth Literacy Colloquium	3	1,2,3,5,6	2005-1

Course Description: This course in an in-depth exploration of the principles of Earth Literacy from multiple perspectives with an understanding of the interconnected role that science, education, cultural and cosmology play in the formation of human attitudes towards the natural world.

Prerequisite: none; permission of Earth Ethics Institute

Corequisite: none

**UNANIMOUSLY
APPROVED**

6. **Curriculum – Delete Courses & Change Existing Course**

Lourdes Oroza introduced Richard White who presented the courses to be deleted and changes to an existing course.

Delete Courses

<u>Course</u>		<u>Justification</u>	<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>		<u>Term</u>
CDA 1522	Microcomputer Networking	No longer taught at any campus	2004-2
<u>Course</u>			<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Justification</u>	<u>Term</u>
CEN 1300	Intro to Windows NT	No longer offered at any campus	2004-2
<u>Course</u>			<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Justification</u>	<u>Term</u>
CGS 1558	Internetworking with TCP/IP	No longer offered at any campus	2004-2
<u>Course</u>			<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Justification</u>	<u>Term</u>
CGS 1110	Computer Application in Early Childhood	No longer offered at any campus	2004-2
<u>Course</u>			<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>	<u>Justification</u>	<u>Term</u>
COP 2400	Microcomputer Assembly Language	No longer offered at any campus	2004-2

The following course was withdrawn from the courses to be deleted as it is currently offered at a Homestead Campus.

<u>Course</u>	
<u>Abr. No.</u>	<u>Course Title</u>
CTS1101	Introduction to Windows

CHANGE EXISTING COURSE

Change Existing Course Title from: Managing Windows 2000 Networking Environment

Change Existing Course Title to: Managing a Windows Networking Environment

New Course Description: This course will provide the knowledge required by System and Network Administrators who implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows network operating system. This course focuses on performing desktop and server installation and configuration tasks, how to perform troubleshooting tasks, hardware and software installations, configurations and upgrades, and perform network and system operation tasks. Typical network services and resources that would be managed include messaging, database, file and print servers, proxy server or firewall, Internet and intranet, remote access and client computer management.

Prerequisite: CEN 2305. Special fee. (3 hr. lecture; 2 hr. lab)

**UNANIMOUSLY
APPROVED**

7. **Curriculum – Fee Increases**

Carol Miller introduced Greg Ferenchak who presented fee increases.

FEE INCREASES

<u>Course</u>			<u>Justification</u>	<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>			<u>Term</u>
RTE 1804	Radiographic Clinical		cost of film badge service	2005-1
	<u>Course Special Fee</u>	<u>TO</u>	<u>Recommended Course Special Fee</u>	
	\$0.00		\$25.00	

<u>Course</u>			<u>Justification</u>	<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>			<u>Term</u>
RTE 1814	Radiographic Clinical 2		cost of film badge service	2005-1
	<u>Course Special Fee</u>	<u>TO</u>	<u>Recommended Course Special Fee</u>	
	\$0.00		\$25.00	

<u>Course</u>			<u>Justification</u>	<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>			<u>Term</u>
RTE 2834	Radiographic Clinical 4		cost of film badge service	2005-1
	<u>Course Special Fee</u>	<u>TO</u>	<u>Recommended Course Special Fee</u>	
	\$0.00		\$25.00	

<u>Course</u>			<u>Justification</u>	<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>			<u>Term</u>
RTE 2844	Radiographic Clinical 5		cost of film badge service	2005-1
	<u>Course Special Fee</u>	<u>TO</u>	<u>Recommended Course Special Fee</u>	
	\$0.00		\$25.00	

**UNANIMOUSLY
 APPROVED**

8. **Draft Proposal for Summer Emergency Curriculum Approval Process**

Floyd Pittman presented a draft proposal for a summer emergency curriculum approval process during the time-frame when CASSC does not meet. This would be an addendum to the Miami Dade College Curriculum Approval Process approved by College-wide CASSC. Following review of the draft proposal, there was discussion concerning the timeline between the announcement of the special meeting and the actual meeting date. A two week lead time for special meetings was suggested. It was also noted that every effort be made to reach faculty. Concerning faculty unable to attend special meetings, it was recommended that a substitute representative attend. There was further discussion concerning the timeline for emergency curriculum. For instance, if a mandate is received in October with an implementation deadline for the following fall, the curriculum should come forward in a timely manner and not as an emergency during the summer. It was also recommended that the proposal include curriculum mandated by “accrediting agencies/licensing” as well as the state.

DRAFT

Proposal for Curriculum Approval Process for Summer & August (Faculty Vacation)

Regarding curriculum **mandated by the state or accrediting agencies/licensing**, with an effective implementation date of fall term, the College-wide CASSC Chair or designee will call a special meeting for all the members of College-wide CASSC, including faculty who are available. Because of summer limitations, a quorum is not necessary. A 50% plus 1 vote is required for approval.

During the weeks of August when faculty are on vacation, the Provost for Education or designee will have the authorization to approve mandated state or accrediting agencies/licensing curriculum with an effective implementation date of fall term.

This item will be further discussed at the March College-wide CASSC meeting.

9. **Announcements**

- (a.) Madeline Pumariega announced that a few Miami International Film Festival movie tickets are available for students at the Student Life Department at their campus.
- (b.) Lucy Spence announced that to celebrate the African-American History Month, the North Campus is having a Cultural Bazaar on Wednesday, February 23, 2005 from 10:00 a.m. – 3:00 p.m. The bazaar will have vendors with different cultural products, dances, story teller, fashion show and much more.
- (c.) Armando Ferrer announced that the college-wide Open House held recently was a great success. The event was for anyone interested in attending the College for summer or the upcoming fall semester. He also announced that Financial Aid applications can now be completed online for next year, and that the College's first deadline for institutional scholarships is February 28, 2005.
- (d.) Ivan Urena, the substitute for the student CASSC representative Claudia Segovia, announced that the Student Government, working with Student Life, collected college-wide more than \$1,500 for the Tsunami relief effort. Student Government is also collecting for the Student United Way Campaign.

Student Government representatives are preparing to attend the Florida Junior College Student Government Association Conference at which legislative issues and student concerns will be addressed. This year is important for MDC students because Student Government is promoting additional funding for College. Wolfson Campus Student Government is planning to start a lobbying session for MDC which is a letter writing campaign. The letter writing campaign will start before the opening of the legislative session in March.

- (e.) Akwasi Agyeman took the opportunity to thank the CASSC senior administrators for their support of the Miami International Film Festival for the students. In the two years that MDC has been overseeing the Miami International Film Festival, it has been a pleasure to have free tickets available for our students and wanted to say thanks.

Madeline Pumariega acknowledged that Student Government also played a critical role in ensuring that the College took care of our students.

The meeting was adjourned at 3:50 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 1175	Medical Center Campus
January 11, 2005	Cancelled	
February 8, 2005	Room 1175	Medical Center Campus (General Education Proposal)
March 8, 2005	Room 2106	Wolfson Campus (General Education Approval)
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.