

**COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL**  
**TUESDAY, MARCH 8, 2005**  
**WOLFSON CAMPUS – ROOM 2106 – 1:30 P.M.**  
**MINUTES**

**CHAIR:** Floyd Pittman

**MEMBERS PRESENT:**

Akwasi Agyeman	Maria Alvarez
Jose Aragon	Michael Arminio
Helen Bhagwandin	Toni Bilbao
Maribel Doll	Armando Ferrer
Malou Harrison	Karen Hays
Harry Hoffman	Michael Kaldor
Ece Karayalcin	Magdalena Lamarre
Patricia Lassiter	Sean Madison
Isabel Marinas	Carol Miller
Neil Olsen	Lourdes Oroza
Nelson Pena	Lourdes Perez
Clyde Pfleegor	Madeline Pumariega
Penny Roache	Leslie Roberts
Herbert Robinson	Nelson Santiago
Lucy Spence	Dwight Smith
Ernesto Valdes	

**MEMBERS ABSENT:**

Jose Bahamonde	(Sent Notification)
Gail Hawks	
Dwane Hunt	
Henry Lares	
Marlene Morales	
Bryant Muriel	
Maria Ricci	
Claudia Segovia	
Mervyn Solomon	(Substitute for Deborah Keeler on Professional Development Leave)

**PRESENTER:** David Brubeck  
Norma Martin Goonen  
Mattie Roig

**RESOURCE:** Julian Chiu  
Mollie DeHart

**RECORDER:** Carol McAlister

1. **Call to Order**

Floyd Pittman called the meeting to order.

2. **Approval of the February 8, 2005 College-wide CASSC Minutes**

The minutes of the February 8, 2005 College-wide CASSC Meeting were approved with the following amendment: Michael Kaldor requested that the February minutes be amended to indicate that 2 or 3 months had gone by and the faculty and discipline committees have not heard anything from the School of Education about the changes in the science curriculum in the upper division. He would like the records to specify that no contact had been made as of the February 8<sup>th</sup> College-wide CASSC meeting with any of the faculty or any of the discipline committees.

Leslie Roberts requested an addition as it was her opinion that this was not accurate information since the School Director had met with the science chairs prior to the February College-wide CASSC meeting, and that it was the responsibility of the chairs to discuss this meeting with the faculty and formulate an advisory committee in order to move forward. Leslie Roberts also explained that at Wolfson Campus, following the February CASSC meeting, the School Director did meet with the science faculty. Mike Kaldor said that he would like to add that at the meeting the School Director did not answer a single question that was she was asked.

In conclusion, Michael Kaldor said that to this date, March 8, 2005, the Discipline Committees have not been advised of any changes from anyone.

3. **Miami Dade College Baccalaureate Degree Programs**

Dr. Goonen announced that the State of Florida, Department of Education, Teacher Preparation Program Approval Site Review Team visited the College on March 1<sup>st</sup> through March 3<sup>rd</sup>. The site team reviewed the standards of compliance for each of the six bachelor's programs, and visited with students, faculty, and administration. The committee also talked to supervisor's of MDC student interns at Miami Dade County Public Schools. In the exit interview, the site team reported that they would recommend full approval for all six baccalaureate degree programs to the State Program Approval Committee. The visiting Teacher Preparation Program Approval Site Review Team commended our faculty, students and academic administration, specifically Dr. Leslie Roberts and Dr. Nora Hernandez-Hendrix.

4. **MDC Alma Mater**

Dr. Goonen said that the College is in the process of developing an alma mater, and introduced David Brubeck who teaches music at Kendall Campus and has been involved with this project. David Brubeck presented a sample alma mater that he composed. He explained that given MDC's emphasis and mission, the selected lyrics for the sample alma mater reflect both MDC's emphasis and mission:

MDC Alma Mater (Sample)

Miami Dade, my all for thee, where wisdom and compassion meet.

With deep respect, for others' ways.

May truth sought here, guide all our days.

Hail Alma Mater we will carry your fame and always remember days at Miami Dade.

Where hearts can hope and dreams are born.

Where friends are found, forever more.

5. **Identification Badges**

Dr. Goonen announced that the Student Deans, Directors of Student Life, etc., will be piloting a program in the Student Services areas where employees will be wearing name badges. The sample name badge has the employee's first and last name, "Students First" and the Miami Dade logo. The badge reinforces pride and professionalism as a MDC family member and employee, and relays the message "Students First". Although the badges will be piloted in the Student Services areas, the badge could be implemented college-wide.

6. **Curriculum**

Carol Miller introduced Mattie Roig, the Natural Sciences Discipline convener who presented the OCB 1010C (delete course) along with OCB 1010 and OCT 1010L (new courses).

**Delete Course**

<u>Course</u>		<u>Justification</u>	<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>		<u>Term</u>
OCB 1010C	Introductory Marine Biology	Divided into a Lecture Course (OCB1010) & Lab Course (OCB 1010L)	2005-1

**Add New Courses**

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>			<u>Term</u>
OCB 1010	Introduction to Marine Biology	3	1,2,3,5,6	2005-1

Course Description: An introduction to the biology of the seas. Emphasis is placed on the variety of marine organisms and their structural, physiological, and behavioral adaptations within specific marine environments. Special attention is directed to marine communities, e.g., coral reefs and shallow grass flats, and the factors limiting the distribution of organisms within those communities. Discussions will also be directed towards geological, chemical and physical characteristics of the world's oceans (3 hr. lecture).

Prerequisite/Corequisite: None

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff.</u>
<u>Abr. No.</u>	<u>Course Title</u>			<u>Term</u>
OCB 1010L	Introduction to Marine Biology Lab	1	1,2,3,5,6	2005-1

Course Description: An optional laboratory class for OCB 1010. This laboratory course stresses understanding, familiarization, and identification of local marine organisms and study of local marine communities through field trips to selected local marine habitats and hands-on laboratory activities. An introduction to field collection methods and various sampling techniques is presented (2 hr. Laboratory)

Corequisite: OCB 1010

Special Fee: \$23.00

**UNANIMOUSLY  
 APPROVED**

7. **Floyd Pittman Presentation**

Floyd Pittman reviewed the curriculum approval process from the beginning of the process through Campus CASSC, Feedback Forms, and College-wide CASSC. In particular, Floyd focused on the duplication of documents, and his efforts to move the CASSC paperwork forward to Sharepoint for electronic review. Sharepoint would also enable the forms to be initiated from our offices. To access the site you must have Office 2003 Service Pak One on your computer.

Approximately 20 laptop computers were set up for the members use to review the College-wide CASSC Sharepoint site. Floyd Pittman demonstrated the CASSC information available on the site. He explained that eventually it will be possible to digitally sign the curriculum forms and forward them on to the next person. In the interim, the curriculum forms will be placed on-line and can be viewed on-line.

A demonstration of the streamlined Feedback Form was presented on Sharepoint. The originator will complete the top portion of the form, and the bottom portion of the form will be completed by the Campus CASSC Recorder. One Feedback Form will have the information from all six campuses on a particular curriculum item. It was suggested that this form be used as a testing mechanism as it is not finalized. Tentatively, the implementation for this form is September. The curriculum forms will take additional time before finalization.

Comments:

- (1) We have MAC users. (Floyd Pittman volunteered to talk to Gabe Yanni about this concern)
- (2) When using the College website, if using a Browser other than Internet Explorer, will it work? (Floyd Pittman said that this item should be taken up with the Web Steering Committee concerning the design.)
- (3) Need feedback from the Campus CASSC Recorders as they complete the Feedback Forms. This can only be given after the form is used. Possible training may be needed. Probably be helpful if every Academic Dean's office provides a slate of users who will need access to the form.
- (4) Do we now make Sharepoint part of the CASSC orientation for new members? Revisit how this orientation is done as it may need to have this included.
- (5) Security was discussed.

In conclusion, Floyd Pittman said that we are using technology at the College, and he would like to have a bank of lap tops in Learning Resources for all meetings, not just College-wide CASSC. This would demonstrate to the state and nation that we are using our technology and conserving resources.

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

Floyd Pittman presented the updated draft proposal for the summer emergency curriculum approval process by having the members view the proposal on Sharepoint. The version included the suggested changes from the February CASSC meeting.

The process of formulating the draft proposal was discussed. Floyd Pittman explained concern had been expressed at previous CASSC meetings that during the summer when faculty are not available curriculum had been approved without faculty review. The draft will be submitted to the Academic Deans for review and recommendations.

Michael Kaldor suggested that this proposal include a time-line such as “a special meeting should be announced two weeks in advance.” He explained that if a special meeting is called, time is needed to find a replacement.

After discussion, Floyd Pittman volunteered to forward the document to the Academic Deans so they may further review this item and present an equitable proposal to College-wide CASSC.

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

**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.

9. **Dr. Dehart (Sharepoint)**

Dr. Dehart encouraged the Council to move forward with the use of Sharepoint to bring forth the technology available at the College. The District Office of Academic Programs will continue to work with Floyd Pittman to have the CASSC forms Sharepoint and to bring about College-wide CASSC operating on an electronic basis.

10. **Dr. Goonen’s Recognition**

Dr. Goonen complemented Floyd Pittman’s work to bring College-wide CASSC to an electronic format.

11. **Announcements**

Michael Kaldor requested that the records indicate that the faculty and the Discipline Committees have still not been contacted by the School of Education in terms of the changes in the curriculum, and as far he is aware of, as of yesterday this item was not on the schedule for Conference Day on Thursday, March 10<sup>th</sup>.

College-wide CASSC Meeting  
March 8, 2005

The meeting was adjourned at 3:00 p.m.

## College-wide CASSC Calendar Schedule 2004-2005

April 12, 2005	Room 2106	Wolfson Campus
May 17, 2005	<b>Room 3208-09</b>	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.