

COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, OCTOBER 11, 2005
MEDICAL CENTER CAMPUS – ROOM 1175 – 1:30 P.M.
MINUTES

CHAIR: Joseph McNair

MEMBERS PRESENT:

Akwasi Agyeman	Jose Aragon
Michael Arminio	Jose Bahamonde
Helen Bhagwandin	Toni Bilbao
Ian Cobham	Christopher Corbin
Michael Cuellar	Maribel Doll
Andrew Fancher	Armando Ferrer
Robert Foran	Iliana Grana
Catherine Hanus-Zank	Malou Harrison
Laurie Hime	Dwayne Hunt
Mayte Insua-Auais	Marta Junco-Ivern
Miriam Lorenzo	Carol Miller
Sean Madison	Isabel Marinas
Vilma Menendez	Beverly Moore-Garcia
Marlene Morales	Victor Okafor
Lourdes Oroza	Lourdes Perez
Madeline Pumariega	Leslie Roberts
Herbert Robinson	Steve Roitstein
Dwight Smith	Jill Thompson
Ernesto Valdes	Annette Wells
Mary Worsley	

MEMBERS ABSENT: Deborah Smith (Substitute Mary Worsley)
Henry Lares (Substitute Jill Thompson)

PRESENTERS: Norma Martin Goonen
Steven Kelly

RESOURCE: Julian Chiu
Mollie DeHart

RECORDER: Carol McAlister

1. **Call to Order**

Joseph McNair called the meeting to order.

2. **Approval of the September 13, 2005 College-wide CASSC Minutes**

The minutes of the September 13, 2005 College-wide CASSC Meeting were approved as submitted.

3. **Chair Transition**

Joseph McNair explained that this item, Chair Transition, is in reference to the election of the CASSC Chair and who should serve as the Chair at the first meeting of the year. It was suggested that the election be held at the September meeting, as is the current procedure, with the new Chair beginning their term of service at the following meeting. September would be the transition meeting at which the prior elected Chair would preside. The new Chair would assume the position at the October meeting. This would enable the new Chair to be prepared in advance for the meeting.

Armando Ferrer proposed that the election be held at the September meeting, but the elected Chair not take over the position until the October meeting.

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4. **Curriculum**

Joseph McNair reported that curriculum would not be presented at this meeting. Curriculum must be reviewed at the Campus CASSC's for input before being presented at College-wide CASSC. The September Campus CASSC's were cancelled due to the unexpected closure of the College resulting from weather conditions.

5. **CASSC Committee Reports**

Joseph McNair expressed his concern that as committee reports are presented at CASSC not only is the status quo reported, but that CASSC also have discussion on the ideas and visions that we would like to see at the College with regards to the respective committees and programs.

6. **College Admissions and Registration Procedures Committee (Armando Ferrer)**

Armando Ferrer reported that the College Admissions and Registration Procedures Committee (CARP) is one of the oldest standing committees at the College. CARP deals with admission and registration issues as well as other ongoing concerns. The main purpose of the group is to make recommendations to the institution of changes of procedures in admissions and registration as well as other issues.

7. **Purge Rolls**

Armando Ferrer explained that there had been issues with the purge rolls. He was of the opinion that some of these were technical problems which have been corrected. We are currently in the second phase of additional, extensive testing to ensure that in the near future system problems will be eliminated.

8. **Dr. Goonen's Announcements**

Bachelor of Applied Science (BAS) in Public Safety Management, Human Services with a Specialization in Addiction Studies Associate in Science, and College Credit Certificate in Addiction Studies

The Bachelor of Applied Science in Public Safety Management, Human Services with a Specialization in Addiction Studies Associate in Science Degree, and a College Credit Certificate in Addiction Studies were approved by the MDC Board of Trustees at the September 29, 2005 meeting.

The BAS in Public Safety Management has been delivered to the State for review by the Department of Education. CASSC will be updated on the progress of the proposal.

Learning Agenda II

As part of the Learning Agenda II series an all day retreat on the role of Student Services and General Education will be held on Monday, October 24th at Kendall Campus. Dr. Peggy Maki, an internationally acclaimed author and educator, will serve as the facilitator. Another Learning Agenda II activity is scheduled to take place on November 21st. This activity is a General Education Retreat with Discipline Conveners and Student Services on Kendall Campus. Dr. Maki will also facilitate this activity.

On October 17th there will be a workshop for all MDC professional exempt non-contractual employees. It will be held in the gym at Kendall Campus, 7:30 a.m. – 2:00 p.m.

The Excess Credit Bill and Residency Bill

Tentative, the Excess Credit Bill and the Residency Bill will come before the Legislature again this year.

9. **College Admissions and Registration Committee (CARP) (Steven Kelly)**

Steven Kelly, Chair of CARP, presented a committee update.

The College Admissions and Registration Procedures Committee is one of seven committees of the College Academic and Student Support Council.

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

- 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.

College-wide CASSC Meeting
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- 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 structure of the CARP committee follows:

College-wide Registrar	Steve Kelly, Chair
Assistant College-wide Registrar	Ferne Creary
Student Dean	Armando Ferrer
Associate Provost for Student Services	Toni Bilbao
Campus Registrars	Jackie Power
	Dulce Beltran
	Rulx Jean-Bart
	Lily Lindo
	Alexander Baez
	Regina Ferguson
Advisement Director	Nora Cooper
Financial Aid Director	(VACANT)
Bursar	Rosa Ferrer
Associate Academic Dean	(VACANT)
International Student Advisor	Floris Giol
Computer Applications Representative	Harold Harper
2 Faculty (1 from College CASSC)	Akwasi Agyeman (CASSC)
	Jocelyn Legrand
Support Staff Member-Admissions/Registration	Isabel De La Serna
Student Representative.	(TBA)

Membership Recommendation

Steve Kelly recommended that Marina Hernandez from Hialeah Campus (Campus 7) be added to the membership. He also recommended that a resource person, if not an additional member, from District Academic Programs be appointed to CARP (District Academic Programs; Mollie DeHart and/or Dwight Smith).

Meeting Highlights

- Reports on academic affairs, Financial Aid, Odyssey and International Programs
- FACTS org transient form processing and institutional profile, “in process” developments and new initiatives
- Port Upgrade – September/October 2004
- SSN – SID Conversion – November 2004
- College Admissions & Registration Services Academic & Administrative Calendar
- Holds and Edits – New Online – due date for obligations

- Technical Manual of Procedures 1100.815110 – Transfer Credit Evaluation
- TMOP 1100.2020000b – Documentation for Public & Private High School Graduates
- TMOP 1100. 815742 – AA Professional Pilot Technology (Credit for via FAA Cert)
- TMOP 1100 815743 - AS Aviation Administration (Credit for via FAA Cert)
- Transcript summaries and degree posting (visual)
- Online Purge Rolls and Progress Alert Rolls
- Preparing to test for next Port Upgrade (2005-1)
- Information sharing announcements, discussions, and some recommendations made on items such as meeting dates/places; calendar approvals to align with Board-approved calendars; SEVIS and international student issues (and now their website): Dual Enrollment and 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); SOAP; course number changes.

2005-2006 Remaining Schedule Meetings

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|---------------------|-----------------------|
| ▪ December 2, 2005 | North Campus |
| ▪ January 20, 2006 | Kendall Campus |
| ▪ February 17, 2006 | Wolfson Campus |
| ▪ March 17, 2006 | Medical Center Campus |
| ▪ April 14, 2006 | Homestead Campus |
| ▪ May 19, 2006 | InterAmerican Campus |
| ▪ June 16, 2006 | Hialeah Campus |

Help CARP Help You

- Encourage response to class rolls (attendance & Enrollment issues);
- Purge Rolls online; grade entry online;
- Academic Alert online;
- Last Date of Attendance (“F” “U” “T”)
- Response to purge rolls (current term – new processes in place 9/2-9;11/3-11);
- Residency for Tuition Purposes – not automatic after 1 year.

Steven Kelly proposed a change to the structure of CARP to temporarily add Hialeah Campus (Campus 7) with Marina Hernandez serving as the Hialeah representative. This proposal is with the understanding that when Hialeah becomes a full campus, the campus automatically becomes part of the structure of CARP.

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Additionally, Steven Kelly requested that a representative from District Academic Programs serve as resource on CARP (Mollie Dehart and/or Dwight Smith).

10. **Announcements**

Progress Report on the Progress Alert Rules

Armando Ferrer explained that the Progress Alert is for use by faculty to electronically alert students concerning their progress. The faculty that utilized the Progress Alert said it was helpful as some began to receive student comments within a day of receiving the Progress Alert. The first Progress Alert was sent out to students in the fourth week of the semester, and a second Progress Alert will be coming out the 8th week of the semester.

The discussion and feedback received from faculty was that perhaps the first Progress Alert be extended to the fifth week of the semester. This would provide additional time for faculty to have initial grades and provide feedback to students. Tentatively, we are looking at the transition to the fifth week of the semester as it should create higher usage by faculty. The receipt of the e-mail is an additional step provided to the students as to what they need to be doing and where they are at that point of time.

Spring Registration

Armando Ferrer encouraged everyone to remind their student's to begin registering early for the spring semester.

The meeting was adjourned at 2:45 p.m.

Schedule of CASSC Meetings (1:30 p.m.)

November 8, 2005 – Wolfson Campus – Room 2106

December 6, 2005 – Wolfson Campus – Room 2106

January 10, 2006 – Wolfson Campus – Room 2106

February 14, 2006 (General Education Proposal) – Medical Center Campus – Room 1175

March 14, 2006 (General Education Proposal) – Medical Center Campus - Room 1175

April 11, 2006 – Wolfson Campus – Room 2106

May 16, 2006 – Wolfson Campus – Room 2106

June 13, 2006 – Wolfson Campus – Room 2106

July 11, 2006 – Wolfson Campus – Room 2106