

**COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL**  
**TUESDAY, DECEMBER 6, 2005**  
**WOLFSON CAMPUS – ROOM 2106 – 1:30 P.M.**  
**MINUTES**

**CHAIR:** Joseph McNair

**MEMBERS PRESENT:**

Akwasi Agyeman	Jose Aragon
Michael Arminio	Ana Maria Bradley-Hess
Toni Bilbao	Andrea Bermúdez
Ian Cobham	Christopher Corbin
Maribel Doll	Andrew Fancher
Armando Ferrer	Robert Foran
Sheri Goldstein	Beverly Moore-Garcia
Catherine Hanus-Zank	Malou Harrison
Dwayne Hunt	Miriam Lorenzo
Sean Madison	Isabel Marinas
Beverly Moore-Garcia	Vilma Menendez
Marlene Morales	Victor Okafor
Lourdes Oroza	Lourdes Perez
Sherry Pontious	Leslie Roberts
Steve Roitstein	Dwight Smith
Ernesto Valdes	

**MEMBERS ABSENT:**

Jose Bahamonde	(Sent Notification)
Helen Bhagwandin	(Sent Notification)
Michael Cuellar	(Sent Notification)
Mayte Insua-Auais	(Sent Notification)
Iliana Grana	
Daniel Langlois	
Cecile Pelaez	
Madeline Pumariega	(Substitute Sheri Goldstein)
Herbert Robinson	
Annette Wells	
Henry Lares	(Sent Notification)
Laurie Hime	
Deborah Smith	

**PRESENTERS:**

Mollie DeHart  
Ernest Goodly  
Jose Lozano  
Carol Miller  
Cathy Morris

**RESOURCE:** Julian Chiu  
Isabel Hernandez  
Silvio Rodriguez

**GUEST:** Geraldine Walker-Perry

**RECORDER:** Carol McAlister

1. **Call to Order**

Joseph McNair called the meeting to order.

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

The minutes of the November 8, 2005 College-wide CASSC Meeting were approved as submitted.

Lourdes Oroza recommended that when a large PowerPoint presentation is presented at CASSC, the presentation be included as an attachment to the minutes and not in the body of the minutes. The Council was in consensus with the recommendation.

3. **Information Item**

**State Mandated Changes to Vocational Programs**

Mollie DeHart presented the following VCC State-mandated **program title changes** and **occupational completion point title changes**:

PROGRAM TITLE CHANGE	
From	To
<i>Bail Bonding (57003)</i>	<i>Bail Bonding Agent</i>
<i>Legal Secretary (55000)</i>	<i>Legal Administrative Specialist</i>

OCCUPATIONAL COMPLETION POINT TITLE CHANGE		
Program	From	To
<b>Accounting Operations (55013)</b>	<i>OCA - General Office Clerk</i>	<i>Information Technology Assistant</i>
<b>Administrative Assistant (55006)</b>	<i>OCA - General Office Clerk</i>	<i>Information Technology Assistant</i>
	<i>OCPB - Clerical Support Secretary</i>	<i>Front Desk Specialist</i>
	<i>OCPC - Administrative Support</i>	<i>Assistant Digital Production Designer</i>
<b>Business Supervision and Management (55014)</b>	<i>OCA - General Office Clerk</i>	<i>Information Technology Assistant</i>
	<i>OCPC - Supervisor, Business</i>	<i>Supervisor</i>
<b>Customer Assistance Technology (55021)</b>	<i>OCA - General Office Clerk</i>	<i>Information Technology Assistant</i>
<b>Legal Secretary (55000)</b>	<i>OCA - General Office Clerk</i>	<i>Information Technology Assistant</i>
	<i>OCPB - Clerical Support Secretary</i>	<i>Front Desk Specialist</i>
	<i>OCPD - Legal Secretary</i>	<i>Legal Administrative Specialist</i>
<b>Business Computer Programming (55023)</b>	<i>OCA - General Office Clerk</i>	<i>Information Technology Assistant</i>
	<i>OCPB - Computer Programmer Aide</i>	<i>Computer Programmer Assistant</i>
	<i>OCPD - Computer Programmer Specialist</i>	<i>Junior Programmer II</i>
<b>PC Support Services (55022)</b>	<i>OCA - General Office Clerk</i>	<i>Information Technology Assistant</i>
	<i>OCPC - Help Desk Specialist</i>	<i>Help Desk Technician</i>

Mollie DeHart presented the **Summary of Changes in the Early Childhood Education Vocational Program (Attachment I)**.

Mollie DeHart introduced Carol Miller who presented the **Summary of Changes for the Medical Center Campus Vocational Programs (Attachment II)**.

Mollie DeHart introduced Beverly Moore-Garcia who presented the **Summary of Changes in the School of Justice Vocational Programs (Attachment III)**.

Mollie DeHart introduced Ernest Goodly who presented the **Summary of Changes in the Television Production Vocational Program (Attachment IV)**.

Mollie DeHart introduced Richard White who presented the **Summary of Changes in the School of Computer and Engineering Technologies Vocational Programs (Attachment V)**.

Mollie DeHart introduced Jose Lozano who presented a **Summary of Changes in the School of Architecture Vocational Programs (Delete Architectural Drafting Program) (Attachment VI)**

4. **Information Item**

**State Mandated Acceleration Options Coursework**

Dr. DeHart presented the State-mandated accelerated options. Florida public institutions must award credit for the designated AP, IB, and CLEP exams and course numbers have been specifically designated by the State for identification purposes. Below are the unique course numbers which are to be used for examination purposes only which will be placed into the MDC Odyssey system, effective 2005-2, to comply with State mandates.

ADVANCED PLACEMENT (AP)	
Course Prefix	Course Number
CGS (L. Oroza)	1075
CGS (L. Oroza)	1076
EUH (L. Roberts)	1009
ISC (B. Moore-Garcia)	1051
LIT (S. Madison)	1005
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CAMBRIDGE AICE (BRITISH A-LEVEL) EXAM	
Course Prefix	Course Number
CGS (L. Oroza)	1073
CGS (L. Oroza)	1074
* * * * *	
COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)	
Course Prefix	Course Number
CGS (L. Oroza)	1077
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INTERNATIONAL BACCALAUREATE ( <i>IB</i> )	
Course Prefix	Course Number
CGS (L. Oroza)	1078
ETI (L. Oroza)	1410
ISC (B. Moore-Garcia)	1050
MHF (A. Bermudez)	2209
PHY (C. Miller)	1009
* * * * *	
DANTES SUBJECT STANDARDIZED TEST ( <i>DSST</i> )	
Course Prefix	Course Number
EDF (L. Roberts)	1000
* * * * *	
FOREIGN LANGUAGE & LITERATURE EXAM ( <i>AP &amp; IB LATIN</i> )	
Course Prefix	Course Number
LNW (B. Moore-Garcia)	2700
LNW (B. Moore-Garcia)	2701

4. **Information Item**

**Environmental Science Credit Program Changes**

Beverly Moore-Garcia presented the following CASSC approved programs that were changing to meet state-mandated credit requirements:

- **HAZMAT TECHNOLOGY (Program Number 27025)**

The program will be brought into compliance by changing the credit requirements from 23 to 21.

Delete: CHM 2205 and 2205L, EVR 1930

Add: CHM 2032 and 2032L

- **ASSESSMENT/SAFETY COMPLIANCE (Program Number 27023)**

The program will be brought into compliance by changing the credit requirements from 22-23 to 21.

Delete: One “OR” thus giving the student the option of selecting one 3 credit course.

Add: EVR 1930 as a variable credit 1-2 credit.

5. **Research and Testing Committee**

Cathy Morris, Chair of the Research and Testing Committee, presented a 2004-2005 committee update.

**RESEARCH AND TESTING COMMITTEE MEMBERSHIP**

- District Director of Institutional Research
- Academic or Associate Academic Dean
- 6 Faculty:
  - 2 from College Level English and Math
  - 3 from ESL, College Prep Reading and Writing
  - 2 from occupational/vocational program
- Campus Testing Directors
- Director of CLAST Administration & Program Evaluation
- Campus Registrar
- College CASSC Representative
- Support Staff Member – Testing Area
- Computer Applications Representative
- Student

**RESEARCH AND TESTING COMMITTEE RESPONSIBILITIES**

Review College's testing programs and make recommendations for change.

- Virtual College testing was transitioned to campus testing centers
- ACT/ESL test was implemented
- Post-testing of Adult Education students was implemented

Review, evaluate and revise testing policies and procedures.

- Procedures for placement testing and CLAST were reviewed, updated, and approved by Executive Committee
- Template developed for campus testing department web pages

Generate an annual placement criteria document.

- Begin gathering input in November
- R&T Committee finalizes by April
- To Deans, Campus CASSCs, and College-wide CASSC for input
- To Executive Committee
- Implementation in early June

Assure accurate storage and retrieval of test scores

- Continued effort to get ACT/SAT scores into the system in a more timely manner
- Dealt with Odyssey issues as required

Advise and help determine College research priorities

- Provided data for decisions on pre-requisites and co-enrollment
- Testing Departments coordinated major IR surveys, and student & supervisor feedback processes
- Provided data to disciplines as placement criteria were reviewed

Approve multi-campus research studies

- o CLEP Study on Subsequent Course Performance **REJECTED**
- o Faculty members' contribution to the student customer paradigm (interviews) **APPROVED**
- o Effect of Emailed Progress Reports on Student Success, Retention, and Attitudes toward Mathematics and E-mail **APPROVED**

Approve multi-campus research studies

- o A Study of Faculty Library Use at One College From an Organizational Culture Perspective (Survey) **APPROVED**
- o An Examination of the Many Ways First Year Writing is Taught at Various Florida Colleges and Universities **REJECTED**

5. **Introduction**

Joseph McNair introduced Vilma Menendez, Kendall Campus, who will serve as a student representative on CASSC for one year.

6. **Announcements**

Armando Ferrer requested that we strongly encourage students to register now for Spring semester.

The meeting was adjourned at 2:30 p.m.

**CASSC SCHEDULE**

<b>January 10, 2006</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>
<b>February 14, 2006</b>	<b>Room 1175</b>	<b>Medical Center Campus</b>
<b>General Education Proposal</b>		
<b>March 14, 2006</b>	<b>Room 1175</b>	<b>Medical Center Campus</b>
<b>General Education Approval</b>		
<b>April 11, 2006</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>
<b>May 16, 2006</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>
<b>June 13, 2006</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>

# Memo

To: Dr. Leslie Roberts, Dean  
Academic Affairs, IAC

From: Dr. Gloria M. Pelaez, Director  
School of Education

Date: February 15, 2006

Re: Vocational Credit Certificate Program Changes

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Attached please find all pertinent documentation that reflect the requested academic changes from the School of Education. These changes have been made to maintain compliance with the Florida Department of Education mandated changes.

## Summary of Changes

### ***Early Childhood Education 54000 – Vocational Credit Certificate C.I.P. 0420020210***

While the program remains at 600 contact hours or 20.0 credits there were internal changes mandated.

OCP A *Child Care Worker* was changed from 40 hours or 1.3 credits to 45 hours or 1.5 credits.

- HEV 0150 Child Care Worker is now 1.5 credits.

OCP B *Child Care Teacher Aide* was changed from 110 hours or 3.6 credits to 100 hours or 3.33 credits.

- HEV 0101 Child Care Teacher Aide is now .33 credits instead of .37
- HEV 0102 Child Care Teacher Aide Applied is now 3.00 credits instead of 3.30

OCP C *Preschool Teacher* was changed from 300 hours or 10 credits to 305 hours or 10.16 credits.

- HEV 0116 Preschool Teacher 2 is now .81 credits instead of .80
- HEV 0173 Preschool Teacher Appl 1 is now 2.03 credits instead of 2.00
- HEV 0174 Preschool Teacher 1 is now .51 instead of .50
- HEV 0182 Preschool Teacher Appl 3 is now 1.32 instead of 1.30
- HEV 0183 Preschool Teacher Appl 2 is now 5.08 credits instead of 5.00
- HEV 0195 Preschool Teacher 3 is now .31 credits instead of .30

**MIAMI DADE COLLEGE**  
**Medical Center Campus**  
**School of Allied Health**  
**Office of the Director**

**MEMORANDUM**

**ATTACHMENT II**

October 14, 2005, 2005

TO: Academic Deans

FROM: Dr. Carol J. Miller, School Director

SUBJECT: Medical Center Campus PSAV Program Changes

In preparation for our next meeting October 20, 2005, I am providing a summary of the requested academic changes coming from the Medical Center Campus. In the majority of the programs listed below, the requested changes are a direct result of the program's attempt to achieve compliance with the Florida State Department of Education curriculum frameworks.

All of the programs listed are currently approved at the Post Secondary Adult Vocational level.

1. Phlebotomy Program: The program length must be decreased from 240 contact hours or 8.5 vocational credits to 165 contact hours or 5.5 credits.
2. Pharmacy Technician Program: The program length must be increased from 1035 contact hours or 34.5 credits to 1050 contact hours or 35.0 credits. The electives, totaling 3 credits are being deleted and one three-credit PTN course is being added. The required electives are not offered on a regular basis, making it difficult for students to earn the program certificate. No other PSAV program has electives in the required curriculum and student feedback indicated that the three credits could better serve the students with offering additional content specific material.
3. Medical Coder/Biller: The program length must be increased from 990 contact hours or 33 credits to 1000 contact hours or 33.3 credits or an increase of 10 contact hours.
4. Medical Assisting: The program length must be increased from 1290 contact hours or 43.0 credits to 1300 contact hours or 43.3 credits or an increase of 10 contact hours.
5. HSC 0001: This state designated health core course began as 90 contact hours or 3.0 credits. Two years ago it was changed to a 75 contact hour or 2.5 credit course. The state mandates that all health core courses include 90 contact hours. Therefore, HSC 0001 should be returned to 3.0 credits or 90 contact hours to achieve compliance with the state frameworks. Practical Nursing, Medical Record Transcribing, and Massage Therapy will meet State requirements with the HSC 0001 change.

These five changes will bring the PSAV programs offered in the health professions into compliance with state requirements and curricula frameworks.

**ATTACHMENT III**

**School of Justice  
PSAV Course Change  
Summary**

The Florida Department of Education (FDOE) has mandated changes to several criminal justice PSAV programs. Specifically, the changes require training centers offering these programs to bring program lengths into compliance with FDOE guidelines and regulations.

Below is a summary of the affected program changes:

1. **Law Enforcement Officer 57022**  
Vocational Credit Certificate Program **760 hours**  
  
Change program length from **844 hours to 760 hours**  
  
Synopsis of Change  
  
CJK0040 Firearms Training reduced by 24 hours  
CJK0050 Defensive Tactics Training reduced by 20 hours  
CJD0210 State Exam Review reduced by 20 hours  
CJD0620 Police Training Practicum reduced by 20 hours  
  - The reduction of 84 hours for these four (4) courses will be converted to CWE courses to comply with Region XIV Advisory Board requirements of additional training hours.
  
2. **Police Service Aide 57014**  
Vocational Credit Certificate Program **206 hours**  
  
Change program length from **310 hours to 206 hours**  
  
Synopsis of Change  
  
CJT0431 Parking Enforcement Specialist reduced by **24 hours**  
CJD0601 Traffic Accident Investigator reduced by **80 hours**  
  - The reduction of 104 hours for these two (2) courses will be converted to CWE courses to comply with Region XIV Advisory Board requirements of additional training hours.
  
3. **Crossover Corrections to Law Enforcement Officer 57016**  
Vocational Credit Certificate Program **302 hours**  
  
Change program length from **306 hours to 302 hours**  
  
Synopsis of Change  
  
CJD0210 State Exam Review course reduced by **4 hours**  
  - The reduction of 4 hours for this course will be converted to a CWE course to comply with the Region XIV Advisory Board requirement of additional training hours.

4. **Private Security Officer** 57006

Vocational Credit Certificate Program **68 hours**

Change CJT0801 "G License" from **0.94** credits to **0.93 credits**

Synopsis of Change

Contact hours of 28 for the "G License" remain the same. FDOE has recalculated and reduced credit from .94 to .93 credits.

Also the course program sheet will be updated to reflect the following:

CJT0800 Basic Security Training Phase A 24-hours

CJT0802 Basic Security Training Phase B 16-hours

This change will clarify that the D license 40 hour requirement actually consists of Phase A, which is the 24 hour course, and Phase B, which is a 16 hour course. According to Florida Statute, a D License can be issued upon completion of the 24 hour (Phase A) class, but in order to renew the D-License, the security officer must complete the 16 hour course (Phase B) within 2 years of completing the 24 hour course (Phase A).

In summary the 68 hour program will consist of the following:

CJT0800 Basic Security Officer Training-Phase A **24 hour**

CJT0802 Basic Security Officer Training-Phase B **16 hour**

CJT0801 Private Security Guard G license **28 hour**

The combination of the D-License, Phase A & B, and G-License equals the 68 hour program contact hour requirement. It should be noted that most security officers will not be required by their employers to obtain the G license (armed security officer) training.

5. **Public Safety Telecommunications** 57015

Vocational Credit Certificate **232 hours**

This program is being deleted based upon lack of demand by public safety agencies.

**MIAMI DADE COLLEGE  
SCHOOL OF ENTERTAINMENT & DESIGN TECHNOLOGIES  
NORTH CAMPUS**

**MEMORANDUM**

**TO:** Academic Deans  
**FROM:** Ernest Goodly, Chairperson  
**SUBJECT:** Vocational Credit Program Change  
**DATE:** November 9, 2005

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In order to make the state mandated changes in the Television production PSAV program 56008, we eliminated RTT 0200. This was a lecture course and we transferred the relevant competencies to RTT 0003 and RTT 0002.

Sincerely,

**Ernest Goodly, Chair**  
*School of Entertainment and Design Technology*  
*Miami Dade College*  
Ext: 305-237-8421  
Fax: 305-237-1367



**SCHOOL OF COMPUTER AND ENGINEERING TECHNOLOGIES**

Date: **November 11, 2005**  
To: **Dr. Mollie DeHart**  
From: **Dr. Diane King**  
RE: **Vocational Credit Certificate Program Changes**

Below is a summary of the requested academic changes from The School of Computer and Engineering Technologies. The requested changes are a direct result of the School's attempt to achieve compliance with the Florida State Department of Education mandated changes.

1. *Electronic Technology Vocational Credit Certification*: FLDOE mandates that the program be reduced from 1401 or 46.7 credits to 1400 contact hours or 46.6 credits. This mandated change requires reducing EEV 0812 A.C. Analysis to 4.1 credits from 4.2 credits. The state has also changed OCP job titles: OCP B becomes *Electronics Tester*, formerly *Electronic Tester*; OCP C becomes *Electronics Equipment Repairer*, formerly *Electronic Equipment Repairer*; OCP C becomes *Electronics Technician*, formerly *Electronic Technician*. Additional changes may be forthcoming by the state.

2. *Network Support Services Vocational Credit Certificate*

- A. FLDOE has changed the following Occupational Completion Point (OCP) Job Titles:
  - 1) OCP A: *Information Technology Assistant*, formerly General Office Clerk
  - 2) OCP B: *Computer Support Assistant*, formerly Computer Support Specialist
  - 3) OCP C: *Network Support*, formerly Network Support Help Desk
  - 4) OCP D: *Network Administrator*, formerly Network Support Specialist
  - 5) OCP E: *Senior Network Administrator*, formerly Senior Network Specialist
  
- B. FLDOE has added two new OCPs:
  - 1) OCP F: *Wireless Network Administrator*  
This mandated change requires the addition of two new courses: CGS 0286 *Wireless Networking I* and CGS 0287 *Wireless Networking II*
  - 2) OCP G: *Data Communication Analyst*  
This mandated change requires the addition of two new courses: CTS 0317 *Information Security* and CTS 0547 *Infrastructure Security*
  
- C. FLDOE has reduced contact hours in two OCPs:
  - 1) OCP B reduced to 150 contact hours from 300.  
This mandated change requires that two courses be deleted: GEB 0008 *Entrepreneurship & Private Enterprise System* and MTB 0102 *Business Math*

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- 2) OCP D reduced to 150 contact hours from 300.  
This mandated change requires that two courses be deleted: CTS 0094 *Designing Directory Services* and BUV 0302 *Customer Services/Business*

3. *Mechanical Drafting*: The Faculty Discipline Committee recommends deleting this vocational credit certificate. The program is not taught and most of the courses within the program have not been taught in two years or more. The terminology “mechanical drafting” is not used by industry and the program is not relevant to the needs of today’s workforce.

**MIAMI-DADE COLLEGE  
SCHOOL OF ARCHITECTURE  
WOLFSON CAMPUS**

**MEMORANDUM**

**TO:** Academic Deans  
**FROM:** Jose Lozano, Chairperson  
**SUBJECT:** Vocational Credit Program Change  
**DATE:** November 9, 2005

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We are kindly requesting the **deletion** of the Architectural Drafting, # 56005 program. Some of the courses listed in this program have not been offered for about 4 years since there are no current majors in this vocational program, nor have we received requests to open any of the classes included. Furthermore, most courses in this program have equivalent credit courses that are currently being offered.

In order to obtain employment in the field of architectural drafting, employers are demanding college degrees from prospective employees. The faculty has voiced their agreement with this decision. Therefore, we are requesting this deletion.