COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, APRIL 11, 2006
WOLFSON CAMPUS – ROOM 2106 – 1:30 P.M.
MINUTES

CHAIR: Joseph McNair

MEMBERS PRESENT: Akwasi Agyeman     Jose Aragon
                                     Michael Arminio   Helen Bhagwandin
                                     Jose Bahamonde    Andrea Bermudez
                                     Ana Maria Bradley-Hess  Ian Cobham
                                     Maribel Doll       Andrew Fancher
                                     Armando Ferrer     Robert Foran
                                     Iliana Grana       Catherine Hanus-Zank
                                     Dwayne Hunt        Miriam Lorenzo
                                     Isabel Marinas     Sean Madison
                                     Vilma Menendez     Pamela Menke
                                     Marlene Morales    Victor Okafor
                                     Lourdes Oroza      Mario Perez
                                     Sherry Pontious    Leslie Roberts
                                     Herbert Robinson   Vidal Rodriguez
                                     Steve Roitstein    Jenny Saxton
                                     Dwight Smith       Ernesto Valdes
                                     Erie Wilson

MEMBERS ABSENT: Toni Bilbao     (Sent Notification)
                 Ken Boos        (Sent Notification)
                 Michael Cuellar
                 Christopher Corbin (Substitute Vidal Rodriguez)
                 Malou Harrison  (Substitute Erie Wilson)
                 Laurie Hime     (Substitute Jenny Saxton)
                 Mayte Insua-Auais (Sent Notification)
                 Daniel Langlois
                 Lourdes Perez   (Substitute Mario Perez)
                 Madeline Pumariega (Sent Notification)
                 Deborah Smith
                 Jill Thompson

PRESENTERS: Norma Martin Goonen
           Isabel Hernandez
           Gloria Pelaez
           Silvio Rodriguez
1. **Call to Order**  
Joseph McNair called the meeting to order.

2. **Approval of the March 14, 2006 College-wide CASSC Minutes**  
The minutes of the March 14, 2006 College-wide CASSC Meeting were approved as submitted.

3. **Presentations to Outgoing College-wide CASSC Members**  
Dr. Goonen and the CASSC Chair, Joseph McNair, recognized and thanked the outgoing CASSC members for the work they have done while serving on College-wide CASSC (2004-2006).

Presentations were made to the following outgoing members:

- Jose Bahamonde (2004-2006) Foreign Language, Wolfson Campus
- Jose Aragon (2004-2006) Social Science, InterAmerican Campus
- Helen Bhagwandin (2004-2006) Nursing, Medical/Homestead
- Dwayne Hunt (2004-2006) Staff, Homestead Campus
- Maribel Doll (2004-2006) Staff, Wolfson Campus
- Vilma Menendez (2005-2006) Student, Kendall Campus

The following outgoing members were unable to attend today’s meeting:

- Floyd Pittman (2004-2005) C.I.S., Kendall Campus
- Christopher Corbin (2005-2006) C.I.S., Wolfson Campus
- Daniel Langlois (2005-2006) Student, North Campus
- Carol Miller (2004-2005) Interim Academic Dean, Medical Center Campus
- Marta Junco-Ivern (2004-2005) Interim Academic Dean, Kendall Campus
4. **Dr. Goonen’s Updates**

**Bachelor of Applied Science in Public Safety Management**

On March 21st the State Board of Education unanimously approved MDC’s request to offer a Bachelor of Applied Science Degree in Public Safety Management. MDC’s program is a workforce driven seamless approach from the classroom to a specific and specialized realm of employment. North Campus was recognized for their hard work and cooperation as well as the Office of Education. The implementation plan is being developed.

**Provosts Symposium**

Dr. Virginia Anderson facilitated via PictureTel the March 22, 2006, college-wide Provosts Symposium on grading. Tentatively, this could begin a year or more of conversation on the grading standards and philosophy of full-time faculty at MDC. For consistency, the grading standards and philosophy will be communicated to the part-time faculty.

**Union Workshop**

A college-wide union workshop was held on April 7, 2006. The seven hour workshop had two guest speakers, lunch, group break-outs, and a panel discussion which included Pamela Menke. The workshop was extremely productive. Tentatively, more of these workshops will be held, possibly joint responsibility workshops that address common concerns.

**General Education Summit**

General Education Summit facilitated by Peggy Maki was held on March 31, 2006 at Homestead Campus. At the summit, the disciplines presented their lists of essential learning outcomes for MDC students. Some disciplines had five (5) to eight (8) outcomes. Random groups were assigned to meld and consolidate the outcomes which resulted in ten (10). The General Education team is reviewing these outcomes. The outcomes will be sent to faculty for feedback.

**Funeral Service Education Program**

Ralph Covert, Chair of Funeral Service Education, on April 5th and 6th, attended the Committee on Accreditation (COA) of the American Board of Funeral Service Education Meeting in Louisville, Kentucky. At the meeting they discussed the comprehensive visit to Miami Dade College’s W.L. Philbrick School of Funeral Service Education, and voted to reaccredit Miami Dade College for seven (7) years. MDC also received a commendation for the embalming facilities, and another commendation for the graduation requirement that students must pass the Board exam before graduating. The committee was complimentary of the faculty, staff and administration at North Campus and District.

5. **Institutional Effectiveness Committee**

Isabel Hernandez presented the annual CASSC Institutional Effectiveness Committee report on behalf of the committee chair, Joanne Bashford. Isabel reviewed the committee charge, accomplishments, challenges, and plans for the future. The structure and membership were also presented (Attachment I).
6. **Learning Resource Committee Proposal**  
Isabel Hernandez, Chair of the Learning Resources Committee, presented a proposal to revise the committee charge at the March 14th College-wide CASSC meeting. It was suggested that the Learning Resources Committee further review the charge and present the item at the April College-wide CASSC meeting.

In response to this request, Isabel presented the following proposed charge:

**Proposed Charge**
The Learning Resources Committee’s charge is to review, evaluate, and provide recommendations regarding learning resources, including access, services, facilities, collections, equipment, hardware, software, and staff needed to support the mission of the college.

**Current Charge**
- Review, evaluate and provide recommendations regarding learning resources (library, media, network access) needed to support academic programs, research activities, and student activities.
- Provide ongoing input and recommendations for the College Technology Plan.
- Monitor compliance to and report on SACS criteria as they relate to the library, learning resources, information technology resources and systems.
- Review annual plans for learning resources (including library goals) to recommend cost effectiveness strategies while providing maximum support for students.
- Review and identify recommendations regarding service to students and faculty.

After much discussion, Dr. Menke suggested that the proposed charge (new) and the current charge (old) be combined as follows:

**The Learning Resources Committee’s charge is to review, evaluate, and provide recommendations regarding learning resources, including access, services, facilities, collections, equipment, hardware, software, and staff needed to support the mission of the college.**

- Review, evaluate and provide recommendations regarding learning resources (library, media, network access) needed to support academic programs, research activities, and student activities.
- Provide ongoing input and recommendations for the College Technology Plan.
- Monitor compliance to and report on SACS criteria as they relate to the library, learning resources, information technology resources and systems.
- Review annual plans for learning resources (including library goals) to recommend cost effectiveness strategies while providing maximum support for students.
- Review and identify recommendations regarding service to students and faculty.

**APPROVED**
29 IN FAVOR
4 OPPOSED
College-wide CASSC Meeting  
April 11, 2006  

7 (a). **CURRICULUM**
Leslie Roberts introduced Gloria Pelaez who presented the following new Instructional Services Technology A.S. Degree Program and the fee increases in Early Childhood Education.

**NEW PROGRAM – INSTRUCTIONAL SERVICES TECHNOLOGY (A.S.)
(PARAPROFESSIONAL PROGRAM)**

*Miami Dade College*

Instructional Services Technology  
Associate in Science  

Total credits required for the degree is 63.

The Instructional Services Technology program provides training for students who desire to enter the field of education as paraprofessionals. Competencies covered in this program prepare paraprofessionals to support and extend instruction and services effectively, further increasing student learning. These competencies include the areas of instructional strategies in math, science, technology, behavior management, and human growth and development, as well as principles of language acquisition and literacy development. Students who complete the A.S. Degree in Instructional Services Technology may also obtain an AA degree through appropriate course selection (please consult with your advisor).

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
<th>Pre-/Co-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDG</strong> 2370</td>
<td>Intro to Teaching Reading &amp; Lang. Arts</td>
<td>3</td>
<td>Pre-Req ENC1101</td>
</tr>
<tr>
<td><strong>EDG</strong> 2372</td>
<td>Intro to Teaching Math &amp; Science</td>
<td>3</td>
<td>Pre-Req Acceptable score on the Algebra Placement Test</td>
</tr>
<tr>
<td><strong>FLE</strong> 2316</td>
<td>Survey of Elements of Language Acquisition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>EDF</strong> 2090</td>
<td>Current Issues in Education: The Role of the Paraprofessional</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**New course**

Select an additional three (3) credits from the following **humanities** courses:

- ARH 2740  Cinema Appreciation  3
- LIT 2120  Survey of World Lit  3  Pre-Req ENC1101, 1102 or equivalent
- MUL 2380  Jazz & Pop Music in America  3
- PHI 2010  Intro to Philosophy  3
- THE 2000  Intro to Drama  3

*Recommended course for students pursuing BS degree in Education*

Select an additional six (6) credits from the following **behavioral science** courses, one of which must be DEP 2000:

- AMH 2020  History of US Since 1877  3
- ANT 2410  Intro to Cult Anthropol  3
- DEP 2000  Human Growth/Dev  3
- ISS 1120  The Social Environment  3
- ISS 1161  Individual in Society  3
- SYG 2000  Intro to Sociology  3

*Recommended course for students pursuing the A.A. degree*

Select an additional six (6) credits from the following **natural science** courses, one of which must be BSC 1005:

- BSC 1005  Gen Ed Biology  3
- HUN 1201  Essentials of Nutrition  3
- GLY 1001  Gen Ed Earth Science  3
- MET 1010  Intro to Weather  3
- OCE 1001  Intro to Oceanography  3
- PSC 1121  Gen Ed Physical Science  3
- PSC 1515  Energy in Nat Environ  3
Electives – 3 Credits Required
(Select from the following courses)

- AMH 2020 History of US since 1877 3
- ARH 1000 Art Appreciation 3
- BSC 1005L Gen Ed Biology Lab 1
- DEP 2000 Human Growth & Development 3
- EEC 1000 Intro to Early Childhood Ed 3
- EEC 2407 Facilitating Social Develop 3
- HSC 2400 First Aid 3
- ISS 1120 The Social Environment 3
- ISS 1161 Individual in Society 3
- LIT 2120 A Survey of World Lit 3 Pre-Req ENC1101, 1102 or equivalent
- LIT 2330 Survey of Children’s Lit 3
- LIT 2480 Issues in Lit & Culture 3
- MUL 1010 Music Appreciation 3
- PSY 2012 Intro to Psychology 3
- SYG 2000 Intro to Sociology 3
- SYG 2010 Social Problems 3
- SYG 2430 Marriage & the Family 3

*Recommended Course for students pursuing the A.A. degree

GENERAL EDUCATION REQUIREMENTS – 15 CREDITS REQUIRED

Communication – 3 Credits Required
(Select the following course)

- ENC 1101 English Comp 1 3

Oral Communication – 3 Credits Required
(Select the following course)

- SPC 1026 Fund of Speech Comm 3

Humanities – 3 Credits Required
(Select the following course)

- PHI 2604 Crit/Ethics 3 Pre-Req ENC 1101

Behavioral Science/Social Environment – 3 Credits Required
(Select the following course)

- PPE 1005 Psy of Personal Effect 3

Mathematics/Science – 3 Credits Required
(Select the following course)

- MGF 1106 Math for Liberal Arts 3 Pre-Req Acceptable score on the Algebra Placement Test or equivalent

Computer competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student must take the Computer Competency Test and pass or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must pass CGS 1060, an equivalent continuing education or vocational credit course or retest with a passing score on the Computer Competency Test.

Courses taken to fulfill the general education requirements must be completed with a “C” or better.

Students pursuing the A.A. degree must present passing scores on the Florida College Level Academic Skills Test (CLAST) or meet state approved alternative criteria.

The State University System of Florida has specified common prerequisites for education majors. Individual colleges and universities may also identify electives courses and recommend that students take them. Students pursuing a Baccalaureate degree should contact their chosen college or universities for additional information.

Students should check their individualized Degree Audit Report to determine the specific graduation policies in effect for their program of study for the year and term they entered Miami Dade. This outline includes current graduation requirements.

The final responsibility for meeting graduation requirements stated in the Degree Audit Report rests with the student.
NEW COURSES

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Eff.</th>
<th>Term</th>
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<tbody>
<tr>
<td>EDF 2090</td>
<td>Current Issues in Education: The Role of the</td>
<td>3</td>
<td>1,2,3,5,6,7</td>
<td>2006-1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paraprofessional</td>
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</table>

**Course Description:** This course is designed to present an overview of the changing role of the paraprofessional in education. It provides current information about employment requirements as well as state, district and school policies. It explores the legal and ethical issues related to the paraprofessional involvement with teachers, students, parents, and administration. Students taking this course will become familiar with a variety of documentation used in the classroom environment to record learner behavior in grades K-12.

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<tbody>
<tr>
<td>EDG 2370</td>
<td>Intro. to Teaching Reading &amp; Language Arts for</td>
<td>3</td>
<td>1,2,3,5,6,7</td>
<td>2006-1</td>
</tr>
<tr>
<td></td>
<td>Paraprofessionals</td>
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</table>

**Course Description:** The student will become familiar with a variety of teaching strategies by being involved in discussions, collaborative planning, group projects, role playing, and problem solving. In addition, this course will provide current research and practice and demonstrate instruction in preparing learners to develop as readers and writers. The student will also learn a variety of assessment tools that are aligned with the Sunshine State Standards and the Competency Based Curriculum. A minimum of 10 hours of structured field experience is required.

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</thead>
<tbody>
<tr>
<td>EDG 2372</td>
<td>Intro. to Teaching Science &amp; Math for Paraprofessionals</td>
<td>3</td>
<td>1,2,3,5,6,7</td>
<td>2006-1</td>
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</table>

**Course Description:** This course provides an introduction to theoretical and practical frameworks for enabling the learning of mathematics and understanding the scientific process using approaches to accommodate diverse student population. The course also presents best practices (methods and strategies) specific to Florida’s Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline. A minimum of 10 hours of structured field experience is required.

**Pre/CoRequisite:** BSC 1005 & MAC 1105

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<tbody>
<tr>
<td>FLE 2316</td>
<td>Survey of Elements of Language Acquisition</td>
<td>3</td>
<td>1,2,3,5,6,7</td>
<td>2006-1</td>
</tr>
<tr>
<td></td>
<td>Paraprofessionals</td>
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**Course Description:** This course provides an introduction to major elements of first and second language acquisition. Course activities are designed to increase students’ understanding of ways to improve the quality of language teaching and learning and to expand their communication and critical thinking skills. Course assignments are designed to enhance students’ skills in creating a positive learning environment for all K-12 learners, including those at-risk and those from diverse language backgrounds. A minimum of 10 hours of structured field experience is required.
7 (b). **EARLY CHILDHOOD EDUCATION (FEE INCREASES)**

<table>
<thead>
<tr>
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<th>Campus</th>
<th>Term</th>
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<tbody>
<tr>
<td>EEC 2524</td>
<td>Child Care Ed. Programming Management</td>
<td>3</td>
<td>1,2,3,5,6,7</td>
<td>2006-1</td>
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Current Fee: $0  
Proposed Fee: $10.

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<tr>
<th>Course No.</th>
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<tr>
<td>EEC 1200</td>
<td>Early Childhood Curriculum 1</td>
<td>3</td>
<td>1,2,3,5,6,7</td>
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Current Fee: $0  
Proposed Fee: $10.

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<th>Term</th>
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</thead>
<tbody>
<tr>
<td>EEC 1311</td>
<td>Early Childhood Curriculum 2</td>
<td>3</td>
<td>1,2,3,5,6,7</td>
<td>2006-1</td>
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Current Fee: $0  
Proposed Fee: $10.

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<tr>
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<th>Term</th>
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<tbody>
<tr>
<td>EEC 2407</td>
<td>Facilitating Social Development</td>
<td>3</td>
<td>1,2,3,5,6,7</td>
<td>2006-1</td>
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</table>

Current Fee: $0  
Proposed Fee: $10.

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<th>Term</th>
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</thead>
<tbody>
<tr>
<td>EEC 2520</td>
<td>EC Organizational Leadership &amp; Mgt.</td>
<td>3</td>
<td>1,2,3,5,6,7</td>
<td>2006-1</td>
</tr>
</tbody>
</table>

Current Fee: $0  
Proposed Fee: $10.
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8. **MDC Placement Criteria Document for Academic Year 2006-2007**
Silvio Rodriguez presented the Placement Criteria Document for 2006-2007 (Attachment II). The CASSC Research and Testing Committee coordinates a review and update of the Placement Criteria Document annually. The document is approved by the academic deans, College-wide CASSC and the Executive Committee prior to becoming effective in June of each year.

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UNANIMOUS
APPROVAL
33 IN FAVOR
0 OPPOSED
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9. **Announcements**
   - Armando Ferrer encouraged the council members to remind students to enroll before the semester break.
   - Joseph McNair announced that College-wide CASSC would have meetings in May, June and July, although some faculty could be on leave beginning in May. No meeting is scheduled in August.

The meeting adjourned at 3:15 p.m.

**COLLEGE-WIDE CASSC SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Room</th>
<th>Location</th>
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<tbody>
<tr>
<td>May 16, 2006</td>
<td>2106</td>
<td>Wolfson Campus</td>
</tr>
<tr>
<td>June 13, 2006</td>
<td>2106</td>
<td>Wolfson Campus</td>
</tr>
<tr>
<td>July 11, 2006</td>
<td>2106</td>
<td>Wolfson Campus</td>
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