

**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

**RESOURCE:** Julian Chiu  
Mollie DeHart  
Victoria Florit  
Haniel Pulido

**RECORDER:** Carol McAlister

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
Ernesto Valdes	2004-2006	College Prep	Kendall Campus
Akwasi Agyeman	2004-2006	Arts & Philosophy	North Campus
Michael Arminio	2004-2006	Natural Science	North Campus
Isabel Marinas	2004-2006	Math	Wolfson Campus
Jose Aragon	2004-2006	Social Science	InterAmerican Campus
Helen Bhagwandin	2004-2006	Nursing	Medical/Homestead
Marlene Morales	2004-2006	Education	InterAmerican Campus
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:

Henry Lares	2004-2005	Architecture	North Campus
Jill Thompson	2005-2006	Architecture	North Campus
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
Beverley Moore-Garcia	2004-2005	Interim Academic Dean	North 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 21<sup>st</sup> 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 5<sup>th</sup> and 6<sup>th</sup>, 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 14<sup>th</sup> 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**

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

CIP 3.129901

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).

Course	Course Title	Credits	Pre-/Co-Requisites
<b><u>Major Course Requirements – 30 Credits Required</u></b>			
(Select the following courses)			
EDF 1005	Intro to Education	3	
EDG 2701	Diverse Populations	3	
EME 2040	Intro to Educational Tech	3	
ENC 1102	English Comp 2	3	Pre-Req ENC1101
MAC 1105	College Algebra	3	Pre-Req Acceptable score on the Algebra Placement Test
EEX 2000	Intro to Special Ed	3	
**EDG 2370	<b>Intro to Teaching Reading &amp; Lang. Arts</b>	<b>3</b>	
**EDG 2372	<b>Intro to Teaching Math &amp; Science</b>	<b>3</b>	Pre/Co-Req BSC 1005 and MAC 1105
**FLE 2316	<b>Survey of Elements of Language Acquisition</b>	<b>3</b>	
**EDF 2090	<b>Current Issues in Education: The Role of the Paraprofessional</b>	<b>3</b>	

**\*\*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	

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

**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	
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**Oral Communication – 3 Credits Required**

(Select the following course)

SPC 1026	Fund of Speech Comm	3	
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**Humanities – 3 Credits Required**

(Select the following course)

PHI 2604	Crit/Ethics	3	Pre-Req ENC 1101
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**Behavioral Science/Social Environment – 3 Credits Required**

(Select the following course)

PPE 1005	Psy of Personal Effect	3	
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**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
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Computer competency

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

**or**

By the 31<sup>st</sup> 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**

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

**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.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EDG 2370	Intro. to Teaching Reading & Language Arts for Paraprofessionals	3	1,2,3,5,6,7	2006-1

**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.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EDG 2372	Intro. to Teaching Science & Math for Paraprofessionals	3	1,2,3,5,6,7	2006-1

**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

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
FLE 2316	Survey of Elements of Language Acquisition Paraprofessionals	3	1,2,3,5,6,7	2006-1

**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.

**UNANIMOUS  
APPROVAL  
33 IN FAVOR  
0 OPPOSED**

7 (b). **EARLY CHILDHOOD EDUCATION  
(FEE INCREASES)**

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEC 2524	Child Care Ed. Programming Management	3	1,,2,3,5,6,7	2006-1

**Current Fee:** \$0  
**Proposed Fee:** \$10.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEC 1200	Early Childhood Curriculum 1	3	1,,2,3,5,6,7	2006-1

**Current Fee:** \$0  
**Proposed Fee:** \$10.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEC 1311	Early Childhood Curriculum 2	3	1,,2,3,5,6,7	2006-1

**Current Fee:** \$0  
**Proposed Fee:** \$10.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEC 2407	Facilitating Social Development	3	1,,2,3,5,6,7	2006-1

**Current Fee:** \$0  
**Proposed Fee:** \$10.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEC 2520	EC Organizational Leadership & Mgt.	3	1,,2,3,5,6,7	2006-1

**Current Fee:** \$0  
**Proposed Fee:** \$10.

**UNANIMOUS  
APPROVAL  
33 IN FAVOR  
0 OPPOSED**

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.

**UNANIMOUS  
APPROVAL  
33 IN FAVOR  
0 OPPOSED**

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**

<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>
<b>July 11, 2006</b>	<b>Room 2106</b>	<b>Wolfson Campus</b>