

**COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, SEPTEMBER 12, 2006
WOLFSON CAMPUS – ROOM 2106 – 1:30 P.M.
MINUTES**

PRIOR TO THE CASSC MEETING, JOSEPH McNAIR FACILITATED AN ORIENTATION FOR NEW AND RETURNING MEMBERS WHO WISHED TO ATTEND.

CHAIR: Joseph McNair

MEMBERS PRESENT:

Vanya Albury	Santiago Aranegui
Andrea Bermudez	Loretta Blanchette
Ken Boos	Ana Maria Bradley-Hess
Ian Cobham	Michael Cuellar
Valerie DeAngelis	Evelyn Diaz
Andrew Fancher	Chris Corbin
Robert Foran	Iliana Grana
Catherine Hanus-Zank	Malou Harrison
Laurie Hime	Miriam Lorenzo
Sean Madison	Pamela Menke
Victor Okafor	Lourdes Oroza
Lourdes Perez	David Paul
Carol Petrozella	Yuly Pomares
Madeline Pumariega	Herbert Robinson
Lenore Rodicio	Steve Roitstein
Deborah Smith	Dwight Smith
Maria Vargas-O'Neel	Maria Valenzuela
Fred Wolven	

MEMBERS ABSENT:

Loorna DeDuluc	Chris Corbin (Substitute)
Armando Ferrer	Vanya Albury (Substitute)
Sylvia Klein	Sent Notification
Mayte Insua	Valerie DeAngelis (Substitute)
Euphemia Jackson	
Ana Martin	
Alfredo Perez-Triff	Sent Notification

PRESENTER: Norma Martin Goonen

RESOURCE: Julian Chiu
Gina Cortes-Suarez
Mollie DeHart
Gina Victoria

RECORDER: Carol McAlister

1. **Call to Order**

Joseph McNair called the meeting to order.

2. **Introductions**

Joseph McNair welcomed the new and returning members of CASSC. The new members, followed by the returning members, introduced themselves individually.

3. **Approval of the July 11, 2006 CASSC Minutes**

The minutes of the July 11, 2006 CASSC Meeting were approved as submitted.

4. **CASSC Chair and Coordinating Committee Elections**

A memo was distributed to the CASSC members requesting nominations or self-nominations be submitted for the CASSC Chair, the Coordinating Committee faculty representative, and the Coordinating Committee staff representative for a one year term of service.

The Council has a five person Coordinating Committee. The CASSC Coordinating Committee consists of the Chairperson of CASSC who also serves as the Coordinating Committee Chair, an Academic Dean and a Student Dean appointed by the Provost for Academic and Student Affairs, a CASSC faculty member elected by the CASSC membership, and a CASSC staff member elected by the CASSC membership.

In response to the election memo for the CASSC Chair, Ian Cobham, Catherine Hanus-Zank, Carol Petrozella, and Joseph McNair were nominated, and accepted the nomination. There were no additional nominations. Joseph McNair was elected by the CASSC membership to serve as the 2006/2007 CASSC Chair.

In response to the election memo for a CASSC faculty member to serve on the Coordinating Committee, Ken Boos, Victor Okafor and Carol Petrozella were nominated and accepted the nomination. There were no additional nominations. Ken Boos was elected by the CASSC membership to serve as the faculty representative on the Coordinating Committee.

In response to the election memo for a CASSC support staff to serve on the Coordinating Committee, Michael Cuellar, Iliana Grana, and Maria Valenzuela were nominated. Michael Cuellar declined the nomination. Iliana Grana and Maria Valenzuela accepted the nomination. There were no additional nominations. Maria Valenzuela was elected by the CASSC membership to serve as the support staff representative on the Coordinating Committee.

5. **Coordinating Committee Academic Dean and Student Dean Appointments**

Dr. Goonen announced that Sean Madison, Academic Dean, Homestead Campus, and Malou Harrison, Student Dean, North Campus, will serve on the CASSC Coordinating Committee.

CASSC Coordinating Committee 2006/2007

Chair, Coordinating Committee	(Elected CASSC Chair)	Joseph McNair
Faculty Representative on the Coordinating Committee	(Elected)	Ken Boos
Support Staff on the Coordinating Committee	(Elected)	Maria Valenzuela
Academic Dean	(Appointed)	Sean Madison
Student Dean	(Appointed)	Malou Harrison

6. **Dr. Goonen's Updates**

Curriculum

During the past academic year, all curriculum came through the CASSC approval process. There was no summer emergency curriculum after the July 11th meeting. CASSC historically does not meet in August,

Dual Language Program

The Dual Language Program, a new program housed at InterAmerican Campus, began in the Fall semester with approximately 50 students. Courses in this program are offered in English and Spanish.

General Education Learning Outcome Statements and Southern Association of Colleges and Schools (SACS)

Lenore Rodicio and Lois Willoughby were recognized for their work as Co-Chairs of the General Education Committee, which is a faculty led process to develop the General Education Learning Outcome Statements. Several surveys were distributed to faculty for feedback and comments, including the last survey which incorporated faculty, administrators, and staff. Employers were also surveyed. The General Education Learning Outcome Statements are now ten items which will be presented at the Campus CASSCs, and at the October 10th CASSC.

SACS requires that each institution put a process for General Education Outcomes Assessment in place. The preference of the College was to have a two year process but instead we have had approximately one year of preparation. The actual results of the assessment need to be compressed into a report for SACS by April, 2007. A General Education Assessment Committee consisting of faculty with expertise in assessment will be meeting to look at the assessment for the General Education outcomes. By the completion of Fall term, the College will have results for SACS.

The SACS liaison for MDC, Dr. Tom Benberg, will be visiting on September 25th to meet with the Co-Chairs of the General Education Committee, members of the Assessment Committee, and others. This is an important part of the process as it enables the College to share with SACS what is happening in the General Education process. The people who will rule if this is sufficient and acceptable will be the SACS Criteria and Reports Committee team that will be reading the General Education Report. The report will be sent in April, 2007. Tentatively, by

June the College will hear SACS Criteria & Reports Committee feedback as to our Second Monitoring Report.

Enrollment

At the July CASSC meeting, it was announced that enrollment was down significantly. In an effort to increase the Fall enrollment, a number of interventions were put in place such as advertising on radio and television. It was also determined that adult students are registering late (students 26 years of age and over), and the younger students register more timely. We must continue to be diligent in keeping the enrollment up.

Last Day of Attendance Reporting

Please encourage your colleagues to turn in the Last Day of Attendance Report on time. It is important that this be stressed as not meeting the deadline could have an impact on our budget.

Gordon Rule Writing Courses

Pamela Menke and Josett Peat were recognized for their leadership and work on the Gordon Rule.

The Florida Board of Governors adopted a revision to the rules that govern Gordon Rule writing courses. The primary effect of this revision is that rather than focusing on a 24,000 word count requirement for communication skills, institutions will now focus on having students meet a requirement of “Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments.” Institutions have the flexibility to determine the courses and to define the number and characteristics of the multiple assignments.

Josett Peat is working with a group of faculty representatives from the campuses to discuss and recommend whether current courses should remain and whether other courses should become Gordon Rule courses. A report will be submitted to the Department of Education by November 14th with an implementation date of January, 2007.

8. **College Academic and Student Support Council Committee**

College Admissions & Registration Procedures Committee (CARP)

The structure of CARP specifies that a CASSC faculty member serve on the committee. The appointment is made by the Provost for Academic and Student Affairs. Since there were no volunteers, this item will be placed on the October 10th CASSC agenda.

Student Services Committee

The structure of the Student Services Committee specifies that 4 CASSC faculty members serve on the committee. The appointments are made by the Provost for Academic and Student Affairs. Two CASSC faculty members appointed to the Student Services Committee completed their two year term of service on the Council. Victor Okafor and Valerie DeAngelis, who is substituting for the Fall term for Mayte Insua-Auais, were nominated but currently serve on the Student Services Committee. This item will be placed on the October 10th CASSC agenda.

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9. **Announcements**

Mini-Term

Malou Harrison announced that the mini-term will start on September 25th, and that faculty, staff and administrators should be doing everything that we can to encourage students to take advantage of the mini-term. Registration is ongoing between now and that time.

The meeting was adjourned at 3:10 p.m.

Schedule of CASSC Meetings
2006-2007

October 10, 2006	Wolfson Campus	Room 2106
November 14, 2006	Medical Center Campus	Room 1175
December 5, 2006	Wolfson Campus	Room 2106
January 16, 2007	Wolfson Campus	Room 2106
February 13, 2007	Wolfson Campus	Room 2106
March 13, 2007	Wolfson Campus	Room 2106
April 10, 2007	Wolfson Campus	Room 2106
May 15, 2007	Wolfson Campus	Room 2106
June 12, 2007	Wolfson Campus	Room 2106
July 10, 2007	Wolfson Campus	Room 2106

NO MEETING IN AUGUST