

**COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, NOVEMBER 14, 2006
MEDICAL CENTER CAMPUS – ROOM 1175 – 1:30 P.M.**

MINUTES

CHAIR: Joseph McNair

MEMBERS PRESENT:

Andrea Bermudez	Loretta Blanchette
Ana Maria Bradley-Hess	Ian Cobham
Michael Cuellar	Valerie DeAngelis
Ramona Edwards	Andrew Fancher
Armando Ferrer	Robert Foran
Sheri Goldstein	Catherine Hanus-Zank
Malou Harrison	Loorna DeDuluc
Euphemia Jackson	Miriam Lorenzo
Sean Madison	Pamela Menke
Victor Okafor	Lourdes Oroza
Lourdes Perez	David Paul
Alfredo Perez-Triff	Yuly Pomares
Herbert Robinson	Lenore Rodicio
Steve Roitstein	Dwight Smith
Carol Tulikangas	Maria Vargas-O'Neel
Maria Valenzuela	Fred Wolven

MEMBERS ABSENT:

Santiago Aranegui	Sent Notification
Ken Boos	Sent Notification
Iliana Grana	
Laurie Hime	Sent Notification
Mayte Insua	Valerie DeAngelis (Substitute)
Sylvia Klein	Sent Notification
Ana Martin	
Carol Petrozella	Sent Notification
Madeline Pumariega	Ramona Edwards(Substitute)
Deborah Smith	

PRESENTERS:

Miriam Del Campo
Norma Martin Goonen
Pamela Menke
Josett Peat

CASSC Meeting
November 14, 2006

RESOURCE: Julian Chiu
Haniel Pulido
Mollie DeHart

GUEST: Evelyn Diaz
Isabel Hernandez
Thomas Lee
Gina Cortes-Suarez

RECORDER: Carol McAlister

1. **Call to Order**

Joseph McNair called the meeting to order.

2. **Introductions**

Joseph McNair introduced Carol Tulikangas, Academic Dean at InterAmerican Campus, and Sheri Goldstein, Associate Provost for Student Services, who will serve on CASSC.

3. **Approval of the October 10, 2006 CASSC Minutes**

The minutes of the October 10, 2006 CASSC Meeting were approved as submitted.

4. **Dr. Goonen's Updates**

General Education Learning Outcomes Assessment Committee

The Assessment Committee developed five assessment tasks to be given to graduating students this term. Faculty, with graduates in their class, volunteered to administer the assessments. The assessments are being administered in fifty-nine sections. The results will be in at the end of December, graded in January, and have results to the constituencies by Conference Day. The SACS Report is due in April. This will be an ongoing process, but tentatively it will be simplified.

Faculty Leadership Program Seminar

Dr. Goonen was honored to be a guest speaker at the Faculty Leadership Program Seminar for faculty who are on continuing contract which commenced on Friday, November 10, 2006. The program is for one-year with fifteen participants and two alternates.

Provost's Symposium

Dr. Jean Hernandez, Executive Vice President for Student Learning, Cascadia Community College, was the guest speaker at the Provost's Symposium. The symposium was held at Wolfson Campus and broadcast to five other campuses. Dr. Hernandez is an expert on the development, implementation, and assessment of a learner-centered education model in a collaborative environment.

5. **Gordon Rule**

Dr. Goonen explained that the State of Florida made a change to the Gordon Rule in that it no longer counts words. The Gordon Rule had two parts which are reading and mathematics. Taking two courses in math of College Algebra and above satisfied the math portion with a grade of “C” or above. The writing portion stated that a student must have 24,000 written words. It was distributed among the courses that were designated as Gordon Rule courses. The change made by the State is that there would not be a word count, but rather there would be more substantive multiple assignments. Students would still have to take four courses that met the Gordon Rule criteria for writing courses, two of which had to be in English (6 credit hours of English, and 6 credit hours of other Gordon Rule courses).

Dr. Goonen introduced Dean Pamela Menke, Josett Peat, and Miriam Del Campo who presented the Gordon Rule Committee Task Force Report. After discussion, the Gordon Rule Task Force Report, effective 2006-2, was approved as submitted (Attachment I)

**UNANIMOUS
APPROVAL**

**NEW GORDON RULE MANDATE
EFFECTIVE
JANUARY, 2007**

1. Requires multiple, college-level, writing assignments in a Gordon Rule course. The student is required to demonstrate college-level writing skills. Does NOT require a word count.
2. Requires 12 credit hours of Gordon Rule writing courses including:
 - 6Credit Hours of English, such as:
ENC 1101 – 3 credit hours
ENC 1102 – 3 credit hours
 - 6 Credit Hours of other Gordon Rule Courses
(The 6 additional credit hours may include Gordon Rule courses in English or any other discipline)
3. List of Gordon Rule courses at MDC, effective January, 2007 (2006-02):

ENGLISH	ENC 1101 ENC 1102 ENC 2300 SPC 1026 LIT 2120 LIT 2480	English Composition 1 English Composition 2 Advanced Composition & Communications Fundamental of Speech Communication Survey of World Literature Issues in Literature and Culture
HUMANITIES	ARH 2051 ARH 2740 DAN 2130 MUH 2112 MUL 2380 PHI 2010 THE 2000	Art History 2 Cinema Appreciation Dance History 1 (NW) Survey of Music History 2 Jazz and Popular Music in America Introduction to Philosophy Theater Appreciation
BUSINESS	ECO 2013	Principles of Economics Macro
ARCHITECTURE	ARC 2702 IND 1130	History of Architecture 2 History of Interiors 2

8. **Information Item – Curriculum (FRE 2330, Advanced French Grammar and Civilization 1**
Dean Pamela Menke presented FRE 2330, Advanced French Grammar and Civilization 1. This course was deleted to comply with the Statewide Course Numbering System. The Foreign Language Review Committee’s decision was that culture and/or civilization foreign language courses cannot be taught at the lower levels.

9. **Announcements**

Joseph McNair, the Master of Ceremony at the Second Annual ASILI Night, invited everyone to attend the event at the Tower Theater on Wednesday, November 15, 2006, from 6:00 p.m. to 10:00 p.m. ASILI is part of the Miami Book Fair International. Also, Fred Wolven, our CASSC English faculty representative, will be doing a poetry reading at the ASILI Night.

Armando Ferrer reminded the group to encourage students to register early for the Spring term (2006-2).

Catherine Hanus-Zank made an announcement that volunteers were needed for the Miami Book Fair International.

The meeting was adjourned at 2:40 p.m.

Schedule of CASSC Meetings
2006-2007

December 5, 2006	North Campus	Room 9105-06
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

Attachment I

Gordon Rule Task Force Report

**College CASSC
November 14, 2007**

Implementation of the New State-Mandated Gordon Rule Writing Requirements Miami Dade College Effective 2006-2

Modifications to the Gordon Rule for Writing

- **Florida Department of Education (FLDOE), the State Board of Education and the Florida Board of Governors adopted revisions to Administrative Rule 6A-10.030, commonly referred to as the "Gordon Rule".**
- **According to the FLDOE, the revisions are "intended to provide institutions with greater flexibility in determining their Gordon Rule curriculum."**

Will now:

- provide flexibility in the creation, implementation, and assessment of college-level writing assignments
- emphasize quality rather than quantity
- be institutionally driven
- be designed to demonstrate student college-level writing skills
- be discipline specific
- be based on institution-wide proficiency standards

New Gordon Rule Mandate, Effective January 2007

Will require:

- Students to demonstrate college-level writing skills
- Total of 12 credit hours of Gordon Rule writing courses with grade of C or better
 - 6 Credit Hours of English
 - *ENC 1101 English Composition 1*
 - *ENC 1102 English Composition 2*
 - 6 Credit Hours of other GR Courses
 - **May include GR courses in English or any other discipline**
- Multiple, college-level writing assignments in each course

Will not require:

- A word count

Gordon Rule Task Force (GRTF)

Appointed by Dr. Norma Goonen,
Provost for Academic and Student Affairs

- **Co-chairs:**
 - Josett Peat, *English Chairperson*, North
 - Miriam del Campo, *Biology Faculty*, Kendall
- **Academic Leadership Team Liaison and GRTF committee member:**
 - Dr. Pamela Menke, *Dean of Academic Affairs*, North

Gordon Rule Task Force (GRTF) Members

Dr. Joanne Bashford	Associate Provost, Institutional Research	
Dr. Mollie DeHart	Director Academic Programs	
Dr. Evelyn Díaz	Social Science Chair	InterAmerican
Ana Hernández	English Faculty	Wolfson
Dr. Sherri Goldstein	Director Student Services	Medical

GRTF Members cont.

Sean Madison	Dean, Academic & Student Affairs	Homestead
Jeffrey Miranda	Mathematics Faculty	Homestead
Ninon Rodríguez	Arts and Philosophy Faculty	Wolfson
Dr. Dwight Smith	Associate Provost Academic Affairs	
Joan Tulloch	College Prep	Hialeah

GRTF Charge

- To prepare a draft writing Rubric and draft guidelines to begin faculty discussion.
- To facilitate a faculty-centered process of discussion that culminates in November 2006 College CASSC approval of Gordon Rule writing course eligibility guidelines for implementation January 2007.
- To establish and implement a review process no later than mid-November 2006 that enables currently designated Gordon-Rule writing courses to submit revised syllabi/competencies in order to continue as Gordon-Rule designated courses for Spring 2007.
- To assist the District Office of Education in preparing the required Gordon Rule Writing implementation submission by November 15, 2006, as required by the Florida Department of Education.
- To design and recommend to the Academic Deans and Provost for Education by early December 2006 an on-going process to determine Gordon-Rule course eligibility and college-level writing assessment processes.

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Aug. 2006	G R Task Force Appointed
Aug. 2006	GR Writing Rubric Developed by Task Force
Sept. 2006	Rubric Survey Distributed to GR(W) Faculty
9/8/06	GR Guidelines Distributed to GR(W) Faculty
Week of 9/11/06	GR(W) Disciplines Convened to Discuss GR Courses and Necessary Modifications
9/14/06	Student Deans Informed Re Process
9/15/06	Disciplines Designate GR(W) Courses
9/21/06	GRTF Report Approved by Academic Leadership Council
10/17/06	Presented to Campus CASSC; Revised based on feedback
11/14/06	Report presented to College CASSC
11/15/06	Implementation Report (Required) to FLDOE
Nov. 2006	Establish Transition Requirements for Current MDC Students Provide orientation and assistance as requested by GRW discipline committees

New Gordon Rule Criteria # 1

Multiple “college-level writing assignments” per course will be used to assess Associate in Arts students’ college-level writing. The Task Force recommends at least three (3) writing assignments per course during the implementation phase; the number required following the implementation period will be decided by the appropriate discipline committee in concert with the Gordon Rule Committee.

New Gordon Rule Criteria # 2

After the Spring 2007 implementation period, the definition of “College-level writing” and the relevant types of writing will be defined by the discipline committee in concert with the GR Committee.

Implementation Period Definition

The writing will

- have a clearly defined *central idea* or thesis
- provide adequate *support* for that idea
- be *organized* clearly and logically
- utilize the conventions of *standard* edited American *English*
- be presented in a *format appropriate* to the assignment

New Gordon Rule Criteria # 3

The implementation definition of appropriate assignments include, but are not limited to the following:

Essays	Interviews
Process Papers	Reviews
Reports	Journals
Project plans	Case studies
Lab reports	Feasibility Studies
Business plans	Manuals
Written examinations	Evaluated drafts
Research papers	Discussion question responses
Portfolios	

New Gordon Rule Criteria # 4

During the implementation period, the following writing assignments are suggested as those that normally do not provide evidence of college-level writing:

- Resumes
- Emails (short/informal)
- Free writing
- Brainstorming
- Creative writing
- Annotations
- PowerPoint presentations
- One-minute (very short) papers

Gordon Rule Assessment

1. **Faculty in GRW courses will include in their syllabi appropriate writing assignments that fully demonstrate students' college-level writing skills.**
 - The discipline group, discipline convener, and/or the department chair will be consulted when questions as to the acceptability of a writing assignment arise.
 - To propose a new GRW course, the discipline committee will include descriptors and outcomes that demonstrate the writing assignments as college-level writing.

Gordon Rule Assessment Process, Cont'd

- 2. Faculty in GR courses will use the College writing rubric or a discipline-specific rubric to evaluate students' writing skills.**
 - Discipline specific rubrics will be prepared by the discipline committee, will be reviewed by the GR committee, and will be uniformly applied as an assessment instrument in all GRW courses in that discipline.
 - Faculty will share the college-wide or discipline-specific rubric with students when distributing the course syllabus and through any other means of dissemination to students, such as posting on the web at the beginning of the term and reviewing/discussing the rubric with students.

Gordon Rule Assessment Process, Cont'd

- 3. The GR Committee in concert with IR and the discipline conveners will develop an assessment process. The process will initially include the following procedures.**
 - The GR Committee will establish reasonable parameters and methods for faculty to retain student writing.
 - Upon request, faculty will provide Institutional Research with copies of writing assignments, rubrics and ratings for specific students selected at random.
 - IR will remove all faculty and student identifiers.

Gordon Rule Assessment Process, cont.

- IR will work with the discipline committee in assessing student writing proficiency.
- The discipline committee will review student performance in its GRW courses and will provide a report to the IR and the GR committee on student college-level writing proficiency and will recommend changes in the rubric or related GRW matters.
- GR committee, in conjunction with the Coordinator of Learning Outcomes Assessment and the discipline conveners, will prepare a GRW Institutional Effectiveness report.

Gordon Rule Assessment Process, cont.

4. Based on the process and definition provided by the discipline committee, faculty teaching a GRW course in that discipline will award a course grade that takes into account student proficiency in college-level writing.

During the Spring 2007 implementation period, this assurance should be met by the faculty's awarding a course grade of "C" or higher only if students have demonstrated college-level writing skills as measured by the college or discipline-specific writing rubric in addition to course grade requirements established for the course by the faculty.

The course syllabus will state clearly the weighting of writing and the necessity of the student's achieving proficiency. During Spring 2007 implementation period, the course syllabus will clearly state that a course grade of "C" or higher will be awarded only if students have demonstrated college-level writing skills.

State Mandate of Grade of C or Better

No. State Rule 6a-10.030 mandates:

6A-10.030 Other Assessment Procedures for College Level Communication and Computation Skills.

“In addition to assessments that may be adopted by the State Board of Education or Board of Governors to measure student achievement in college-level communication and computation skills, other assessment requirements shall be met by successful completion of coursework in English and mathematics. For the purposes of this rule, a grade of C or higher shall be considered successful completion.”

Gordon Rule Writing Courses Meeting New Requirements January 2007 English, Humanities, Architecture, Business

- ENC 1101 English Composition 1
- ENC 1102 English Composition 2
- ENC 2300 Advanced Composition & Communications
- SPC 1026 Fundamentals of Speech Communication
- LIT 2120 Survey of World Literature
- LIT 2480 Issues in Literature and Culture
- ARH 2051 Art History 2
- ARH 2740 Cinema Appreciation
- DAN 2130 Dance History 1
- MUH 2112 Survey of Music History in America
- MUL 2380 Jazz & Popular Music in America
- PHI 2010 Introduction to Philosophy
- THE 2000 Theater Appreciation
- ARC 2702 History of Architecture 2
- IND 1130 History of Interiors 2
- ECO 2013 Principles of Economics Macro