

COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, DECEMBER 11, 2007
WOLFSON CAMPUS – ROOM 2106 – 1:30 P.M.
MINUTES

CHAIR: Emily Sendin

MEMBERS PRESENT:

John Adkins	Vanya Albury
John Alvarez	Marcia Anglin
Helen Brown	Loretta Blanchette
Ana Maria Bradley-Hess	Martha Cavalaris
Carlton Daley	Nelson de la Rosa
Frank Elsea	Olubisi Faoye
Karina Johnson	A.J. Kreider
Joselle Laguerre	Irene Lipof
Walter Mackey	Beverly Moore-Garcia
Lourdes Oroza	Oneyda Paneque
Lourdes Perez	Yuly Pomares
Madeline Pumariega	Herbert Robinson
Rebecca Sanchez	Linda Saumell
Lois Sargent	Carol Tulikangas
Grace Telesco	Paul Tisevich
Maria Vargas-O'Neel	Maria Valenzuela

MEMBER ABSENT:

Jesus Alvarez	
Santiago Aranegui	
Armando Ferrer	Substitute Vanya Albury
Sheri Goldstein	Substitute Karina Johnson
Malou Harrison	Substitute Carlton Daley
Harry Hoffman	Sent Notification
Euphemia Jackson	Sent Notification
Marta Junco-Ivern	Substitute John Adkins
Ece Karayalcin	Sent Notification
Chris Kinnaird	Sent Notification
Pamela Menke	Substitute Beverly Moore-Garcia
Alfredo Perez-Triff	
Carol Petrozella	Sent Notification
Jesus Reyes	

RESOURCE: Julian Chiu

RECORDER: Carol McAlister

1. **Introduction**

Emily Sendin introduced Linda Saumell, the Interim Academic/Student Dean at Homestead Campus, and Helen Brown, the Academic Support Staff CASSC representative who will serve on CASSC.

2. **Approval of the November 13, 2007 CASSC Minutes**

The minutes of the November 13, 2007 electronic CASSC meeting were approved as submitted.

3. **School of Computer & Engineering Technologies**
Electrical Power Technology Program

Lourdes Oroza introduced Richard White who presented the School of Computer & Engineering Technologies curriculum.

Add New Course Electives to Electrical Power Technology Program

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EET2205C	Fluid/Pneumatic Instrumentation	3	1,2,3,5,6,7,8	2007-2

Course Description: This course is designed for students specializing in industrial equipment maintenance. Students learn and apply the basic principles and operation of hydraulic and pneumatic instrumentation and testing equipment to repair equipment. Laboratory experiments are performed with extensive hands-on application. Prerequisite: MAC 1105. A.S. degree credit only. (2 hr. lecture; 2 hr. lab) Special Fee: \$40.

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EET 2515C	Motors and Generators	3	1,2,3,5,6,7,8	2007-2

Course Description: This course is designed for students specializing in industrial equipment maintenance. Students learn how to analyze, troubleshoot, and repair rotating electric machinery with emphasis on industrial applications. Students learn terminology specific to motors, generators, and transformers; electromechanical device theory; circuits connecting electromechanical devices to voltage sources and loads; and how to apply mathematical analysis to determine quantitative circuit functioning in terms of voltage, current, and power. Prerequisite: EET 1025C. Corequisite: EET 1141C. A.S. degree credit only. (2 hr. lecture; 2 hr. lab) Special Fee: \$40

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EET 2527C	Motor Starters, Controllers, and Breakers	3	1,2,3,5,6,7,8	2007-2

Course Description: This course is designed for students specializing in industrial equipment maintenance covering AC and DC power distribution in the plant. Students learn operating principles, troubleshooting, repair, and maintenance of switch gear, motor control centers, breaker panel power, control, and instrument cable, raceways, protective devices and grounding as related to the generating station. Hands-on, laboratory exercises reinforce each major concept studied.

Prerequisites: EET 1141C, EET 2515C. A.S. degree credit only. (2 hr. lecture; 2 hr. lab)
Special Fee: \$40

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EET 2547C	Transformers and Power Distribution	3	1,2,3,5,6,7,8	2007-2

Course Description: This course is designed for students specializing in industrial equipment maintenance. Students acquire an understanding of the components and devices used to distribute power, and how to protect major elements involved in power distribution. Students learn about the uses and maintenance of fuses, circuit breakers, reclosures, and relay coordination; how to protect against lightning and other abnormal conditions; and the protection of transformers, motors, and generators.

Prerequisite: EET 2515C; Corequisite: EET 2527C. A.S. degree credit only (2 hr. lecture; 2 hr. lab).

Special Fee: \$40

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EST 2520C	Process Measurement Fundamentals	3	1,2,3,5,6,7,8	2007-2

Course Description: This course is designed for students who will be supporting industrial equipment processes. Students learn how to perform the typical measurements made in industrial measurement and control loops. Topics include the basic physics involved in the measurements, as well as the common types of sensors used in industry with emphasis on pressure, temperature, flow, level, and analytical measurement theory.

Prerequisite: EET 1141C. A.S. degree credit only (2 hr. lecture; 2 hr. lab).

Special Fee: \$40

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EST 2530C	Process Control Technology	3	1,2,3,5,6,7,8	2007-2

Course Description: This course is designed for students studying systems and associated electronic circuits encountered in the field of electric machinery and industrial controls. Students learn to analyze systems and devices and perform calculations to determine parameters to accurately predict operation. Students examine the concepts and principles of open and closed loop systems, transducers, transformers, transmission, and distribution systems.

Prerequisite: EET 1025C. A.S. degree credit only (2 hr. lecture; 2 hr. lab).

Special Fee: \$40

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EST 2542C	Programmable Logic Controllers 1	3	1,2,3,5,6,7,8	2007-2

Course Description: This first course in programmable logic controllers (PLC), is designed for students preparing for careers in electronics, manufacturing, electrical or industrial technology. Students learn the basic operational concepts common to PLCs,

focusing on PLC principles, programming, numbering systems, data manipulation, math and sequencer instructions.

Pre/corequisite: EET 1141C. A.S. degree credit only (2 hr. lecture; 2 hr. lab).

Special Fee: \$40

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EST 2544C	Programmable Logic Controllers 2	3	1,2,3,5,6,7,8	2007-2

Course Description: This course is a continuation of EST 2542C for students who are familiar with basic PLC operations and concepts. Students learn the skills required to troubleshoot and maintain logic controllers in a simulated industrial environment. Topics covered include program control instructions, date manipulation instruction, math instructions, sequencer and shift registers, PLC installation and troubleshooting, process control and data acquisition, computer-controlled machines and processes.

Prerequisite: EST 2542C. A.S. degree credit only (2 hr. lecture; 2 hr. lab).

Special Fee: \$40

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ETI 1805C	Introduction to Lifting and Rigging	3	1,2,3,5,6,7,8	2007-2

Course Description: This course provides knowledge and skills required by students preparing for careers in industrial maintenance of heavy equipment. Students learn how to determine rigging requirements for lifts, select equipment, calculate loads, and safely operate different types of lift equipment.

Prerequisites: ETI 1701, ETI 1870. A.S. degree credit only (2 hr. lecture; 2 hr. lab).

Special Fee: \$40

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ETI 2425C	Metallurgical Properties and Dynamics	3	1,2,3,5,6,7,8	2007-2

Course Description: This course provides students who are preparing for occupations in an industrial maintenance with a foundation in the principles of the metallurgy of steel. Students learn about the thermal, physical, and chemical properties of steel.

Prerequisite: PHY 1025. A.S. degree credit only (2 hr. lecture; 2 hr. lab).

Special Fee: \$40

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0 OPPOSED**

4. **School of Education**

Early Childhood Education Program

Carol Tulikangas introduced Josie Maymi who presented the School of Education Curriculum.

Delete Course: EEC 1500 Infant and Toddler Development

Rationale: Obsolete and no longer used

Add New Option

New College Credit Certificate: Infant Toddler Specialization

Total credits required for the degree is 12

This program is designed to prepare students as early childhood education caregivers with an infant/toddler specialization or provide supplementary training for persons previously or currently employed in these occupations. Students will learn essential components of quality care and education including, but not limited to early childhood education, guidance techniques, establishing and maintaining a safe and healthy learning environment, rules and regulations, family interactions, nutrition, child growth and development and professional responsibilities. Employment opportunities include in home or center based programs for infants/toddlers.

EEC 1001 3 Credits

EEC 1522 3 Credits

EEC 2700 3 Credits

EEC 2407 (Existing) 3 Credits

New Courses:

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EEC 1001	Introduction to Early Childhood Infant/ Toddler Education	3	1,2,3,5,6,7,8	2007-2

Course Description: This is a foundation course in early childhood education and services for young children and their families. Students will learn historical roots, societal changes, program differentiation, and future trends. (3 hr. lecture)

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EEC 1522	Infant and Toddler Environments	3	1,2,3,5,6,7,8	2007-2

Course Description: This is a foundation course for planning the physical facilities, equipment and materials for quality infant and toddler environments. Students will learn how the physical environment affects development of children and supports individual differences. (3 hr. lecture)

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EEC 2700	Developing Curriculum for Infants and Toddlers	3	1,2,3,5,6,7,8	2007-2

Course Description: This is a foundation course in developing appropriate curriculum and learning opportunities for infants and toddlers. Students will learn health, safety, physical, social, emotional, cognitive, language and communication development.
(3 hr. lecture)

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5. **Institutional Effectiveness Committee Report**
(See Attachment I)

Joanne Bashford, Chair of the Institutional Effectiveness Committee, presented a committee report which included the committee charge, membership, 2006-2007 accomplishments, challenges, goals and the MDC mission and vision.

6. **Announcements**

Angel Information Sessions

Irene Lipof explained that several Angel information sessions were scheduled on various campuses during the week of December 10th-14th, but during this time many faculty would be involved in end of semester tasks. She requested that CASSC recommend that the sessions be repeated in the January term for the convenience of faculty unable to attend the current sessions. It was also suggested, that in the future, input on dates from all groups including faculty be considered for sessions such as Angel. The members were in agreement with the recommendation.

Emily Sendin will put forward the recommendation that it was the decision of the council that CASSC recommend the Angel sessions be repeated by Virtual College in January when faculty members are back from the holiday. It will also be recommended that input on dates from all groups, including faculty, be considered for sessions such as Angel

Bachelor of Science in Nursing (BSN)

Madeline Pumariaga announced that the BSN will have it first class on January 8, 2008, with approximately 60 students.

Registration

Madeline Pumariaga announced that Student Services, Admissions, Registration, and Financial Aid will be providing services on January 3rd and 4th, and asked that faculty announce this information in their classes.

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E-Mail

Madeline Pumariega announced that MDC students will have e-mail (G-Mail) accounts. The tentative date for implementation is December 17th.

Paralegal Studies Program

John Alvarez announced that the Florida Supreme Court recently issued an opinion in favor of creating a voluntary Florida Registered Paralegal (FRP) program, under the Rules Regulating the Florida Bar. The Florida Bar's new Rule 20 creates a voluntary program for which paralegals in Florida can register, and if they qualify, may use the Florida Registered Paralegal (FRP) title. The FRP program establishes an education standard, a paralegal registry, and disciplinary procedures. The new rule becomes effective March 1, 2008.

This is excellent news for MDC because the easiest way to become an FRP is to graduate with an Associate's Degree in Paralegal Studies from an ABA approved program and complete two years of paralegal work experience. Since MDC is the only school to have an ABA Approved Paralegal Studies A.S. program in Miami-Dade County, the College can anticipate a surge in enrollment for this program in the next 12-18 months after the rule goes into effect.

The meeting was adjourned at 3:00 p.m.

(ATTACHMENT I)

CASSC Institutional Effectiveness Committee

**Report to CASSC
December, 2007**

Charge

- ▶ Identify and assess existing planning, and evaluation practices at the College related to academic, student services, and administrative functions.
- ▶ Develop an institution-wide, systematic, research-based effectiveness plan incorporating the many planning and evaluation efforts at the College.
- ▶ Recommend core effectiveness indicators for academic, student, and administrative outcomes.
- ▶ Serve as liaison to campus/area effectiveness planning efforts.
- ▶ Monitor college compliance with SACS institutional effectiveness requirements and expectations.

Members

Joanne Bashford	Pam Menke
Nicole Bryant	Beverly Moore-Garcia
Armando Ferrer	Mark Nestor
Sheri Goldstein	Judy Schmelzer
Theresa Jones	Grace Telesco
Melissa Lammey	Carol Tulikangas

Accomplishments

- ▶ School, discipline, service area *Annual Reports*
 - Reviewed all 2006-07 reports and provided targeted comments and suggestions.
 - Consulted (by request) with various service areas and disciplines on outcomes and assessments.
 - Improvements over 2005-06 reports noted in outcomes, assessments, linkage between goals and assessment results, connections with prior year reports.
 - Examples...

Accomplishments

- ▶ Committee comments on one report:
 - The responses are well written, succinct and in-line with the information that is requested in the rubric.
 - The examples are clearly stated and specific.
 - Particularly impressive is the logical flow of the information, from listing the learner outcomes, to describing the methods of assessment that take place on many levels, to indicating how feedback is incorporated and infused into the curriculum and goals of the program.

- ▶ Which report is this?
 - Funeral Services

Accomplishments

- ▶ Comments on another report:
 - Learning outcomes are described well. Look for discussion next year related to the MDC learning outcomes that firefighter courses contribute toward.
 - Assessment methods are described but what do results show?
 - Pre/post assessments for credit courses were included as a goal last year. While status indicates some have been developed, there is no mention of result or how used. Look for more on this next year.
- ▶ Which report is this?
 - Fire & Environmental Science

Accomplishments

- ▶ And one more:
 - What are the service area's new goals, why were they set, and how will they be measured?
 - Includes goals, rationalizations, and measurements
 - Ties all goals into MDC strategic plan
 - Explains why the goals were developed
 - Commentary: Great!
- ▶ Which report is this?
 - Advisement

Accomplishments

- ▶ MDC Core Indicators Report
 - Updated with new national and state comparisons
 - Revised display; added leading indicators.
 - Included Strategic Plan Measures
 - http://www.mdc.edu/planning_and_effectiveness/institutional_effectiveness.asp
- ▶ Community College Survey of Student Engagement (CCSSE)
 - <https://www.mdc.edu/ir/iremployees/ie2.htm>
- ▶ Employee Institutional Effectiveness Survey
 - <https://www.mdc.edu/ir/iremployees/ie2.htm>

Accomplishments

- ▶ Campus and discipline/area planning sessions
 - Using core indicators, campus briefing packages, research findings and other data
- ▶ Data-driven decision-making steps
- ▶ Contributing to learning outcomes assessment training, workshops, resources

Challenges

- ▶ Awareness and involvement in preparing *Annual Reports*
- ▶ Commitment to purpose – assessing and using results to improve
- ▶ Use of reports
 - Departmental, program, and area goal setting
- ▶ Outcomes Assessment
 - Commitment, training and resources
- ▶ Timeliness

What's Next?

- ▶ More opportunities to learn about outcomes assessment options
- ▶ Revised *Annual Report* templates to emphasize College learning outcomes
- ▶ Alumni survey (currently underway)
- ▶ Administrative services survey (employee)
- ▶ Better web tools, software to manage assessment results

