

COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, MAY 13, 2008
WOLFSON CAMPUS – ROOM 2106 – 1:30 P.M.

CHAIR: Emily Sendin

MEMBERS PRESENT:

John Alvarez	A.J. Kreider
Marcia Anglin	Joselle Laguerre
Loretta Blanchette	Walter Mackey
Ana Maria Bradley-Hess	Pamela Menke
Martha Cavalaris	Thomas Meyer
Nelson de la Rosa	Lourdes Perez
Olubisi Faoye	Lois Sargent
Armando Ferrer	Emily Sendin
Sheri Goldstein	Jeffrey Thomas
Malou Harrison	Carol Tulikangas
Harry Hoffman	Maria Valenzuela
Euphemia Jackson	Rebecca Sanchez
Ece Karayalcin	

MEMBER ABSENT:

Jesus Alvarez	
Santiago Aranegui	
Frank Elsea	Sent Notification
Marta Junco-Ivern	Lee Thomas
Chris Kinnaird	Sent Notification
Irene Lipof	
Oneyda Paneque	Marlene Morales
Carol Petrozella	Sent Notification
Alfredo Perez-Triff	
Yuly Pomares	Susan Mignone
Madeline Pumariega	Marina Hernandez
Jesus Reyes	
Grace Telesco	Samantha Yuris
Paul Tisevich	Sent Notification
Herbert Robinson	Sent Notification
Maria Vargas-O'Neel	Sent Notification

RESOURCE: Julian Chiu
Gina Victoria

PRESENTERS: Ana Cruz
Heather Belmont
Barry Gordon
Susan Neimand
Silvio Rodriguez
Richard White

GUESTS: Mollie DeHart

RECORDER: Henri Roberts

1. **Call to Order**

Emily Sendin called the meeting to order.

2. **Approval of the April 8, 2008 CASSC Minutes**

The minutes of the April 8, 2008 meeting were approved as submitted.

3. **Dr. Goonen's Updates**

Legislative Update

• Tuition Increase

Starting this fall, the State of Florida will implement a six percent tuition increase for community colleges.

• State College

The State College system has been approved by the Legislature. Miami Dade College will be among the nine state colleges in the State College pilot program. The policies and procedures related to the State College system will be discussed by a State Task Force appointed by the Governor. The pilot colleges will share their recommendations in a report due to the State Task Force in January 2009. The Task Force recommendations are scheduled to be presented to the Legislature in March 2009. Among the requirements in the new State College legislation is the mandatory taking of CLAST for all students seeking a baccalaureate degree from any state college program. CLAST will not be an admission requirement, but must be taken before entering a State College baccalaureate program.

• Distance Learning

Legislation has also been enacted to base distance learning/virtual college courses lab fees on a State formula.

• Excess Credit

Excess Credit legislation has been passed that will affect the State University System, but not community colleges.

• Textbook Bill

The Legislature passed a Textbook Bill which requires early notification of required texts, the publication of ISBN numbers, and other cost-containment methods and assurances.

• Articulation

At a recent North Campus ceremony, Dr. Goonen and the Fisk University Provost signed an articulation agreement. Fisk University is a distinguished historically black university. The agreement provides scholarship and admission opportunities for MDC graduates.

Workshops

On April 10

Student Service Professionals held a Student Services Planning Day at Homestead Campus to review progress on goals and reported ways in which each service area was addressing student learning outcomes.

April 11

A Student Learning Outcome Workshop was held at Wolfson Campus. More than 100 faculty, student and academic deans, school directors, and discipline conveners attended. The purpose of this workshop was to consider strategies to move into the second phase of Student Learning Outcome mapping and discussed the draft curriculum map for students who had completed general education.

April 22

The Learning Outcomes Assessment Team met at the Kendall Campus and scored the assessments of prospective graduates.

May 8

The Faculty Showcase, "Design Your Own Spring Break" Seminar, was held at North Campus. Twenty-one faculty members were selected to participate in this seminar. Each faculty member completed a course project that would strengthen student learning; many of the projects were related to the use of technology.

4. Testing

Dr. Pamela Menke introduced Silvio Rodriguez who presented the Placement Criteria Document for 2008-2009 Academic Year.

DRAFT #3 (05/12/2008)



The State of Florida requires entry-level testing for students seeking Associate in Arts and Associate in Science degrees. Students whose native language is not English may be required to take another test to measure their English proficiency before entry-level testing is permitted. The State also requires institutions offering ~~Postsecondary Career Certificate (VCC)~~ Postsecondary Career and Technical Education and Adult Education programs to test students pursuing these programs. Miami Dade College (MDC) may accept official test scores from approved certified academic institutions and approved regional workforce boards. Parameters for accepting these scores ~~testing~~ will be established between coordinating agencies. This year's Placement Criteria Document is divided into five sections: I. Placement Criteria for Degree and College Credit Certificate Programs; II. Criteria for Degree and College Credit Certificate Seeking-Students with Limited English Proficiency; III. Procedures for Testing and Placement Criteria for ~~Postsecondary Career Certificate Education (VCC)~~ Postsecondary Career and Technical Education Programs; IV. Procedures for Testing and Placement Criteria for Adult General Education Programs; and V. Procedures for Testing and Placement Criteria for ~~Dual~~ Early College (Dual) Enrollment Students.

I. PLACEMENT CRITERIA FOR DEGREE AND COLLEGE CREDIT CERTIFICATE PROGRAMS

The State of Florida requires each public college and university to have scores on one of the following test batteries for degree-seeking students prior to registration: Scholastic Assessment Test (SAT), American College Testing (ACT), or the Florida College Entry-Level Placement Test. The Florida College Entry-Level Placement Test consists of the ACCUPLACER/Computerized Placement Test (CPT) and a paper-and-pencil version of the CPT. The term CPT will be used in this document to designate both forms of this test. Note: Beginning with the 2007-1 Fall Term, the State of Florida ~~will~~ allowed authorized MDC to use FCAT scores to exempt ~~students~~ first-time-in-college (FTIC) early college enrollment students and FTIC students who are prior year high school graduates from placement testing. The FCAT Pilot is tentatively scheduled to end after the 2008-1 Fall Term.

The State sets minimum scores below which college preparatory work is required in reading, writing, and algebra. MDC requires additional testing in mathematics depending on the score earned received on the algebra section of the CPT. Placement **scores are valid for two years**. FCAT scores are valid for two years after high school graduation. A registration hold is in place to prevent student registration until scores are presented. **Further**

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assessment may be conducted in courses. Students may retest once on each subtest of the CPT for initial placement. Retesting in any subtest area must occur prior to enrollment in that area or by the 100% refund date each semester.

REQUIRED TO TEST:

1. All degree-seeking first-time-in-college students and all college credit certificate-seeking students in Allied Health programs ~~with more than 12 credits~~. Such students may not register for any credit course at MDC until they have a set of complete scores on file. This includes students who hold only a career certificate (~~VCC~~).
2. All college credit certificate-seeking students taking any course outside of their program.
3. All students who register for any English, or mathematics course (excluding MTB 1103), or any course that requires ~~C~~college-level Reading and/or Writing placement.
4. All students, except college credit certificate-seeking, who register beyond 12 cumulative credits. Note: A College Credit Certificate student who changes status to degree-seeking cannot claim placement exception as a first-time-in-college student for Gordon Rule or other purposes.
5. All students seeking dual early college (dual) enrollment. Note: Refer to page 8, Section V for placement guidelines.
6. All students, except college credit certificate-seeking, who took a placement examination more than **two** years ago,
 - and whose scores were ~~have~~ not ~~been~~ used for placement decisions
 - or whose scores were used for placement, but who have not yet passed a course in the corresponding subject area.Note: Students who placed into the lowest levels (REA 0001, ENC 0002, or MAT 0002) need not retest in the corresponding subject area.

EXEMPTED FROM TESTING:

1. Students who have earned an associate degree or higher from an institution recognized by MDC. Official documentation is required. Students with foreign degrees from non-English speaking countries must present passing TOEFL scores.
2. Students who have earned the required course grade listed in based upon the chart below. Any course grade presented, which is below that lower than the course grade needed for exemption will require the student to be tested on the appropriate CPT subtest(s). Note: Exemption for courses not on the chart must be approved by the appropriate department chairperson. Official documentation is required.

<i>Skill Area</i>	<i>Course</i>	<i>Grad</i>
<i>Writing</i>	ENC 0021*	A, B, C, S
	Any ENC 1000 or 2000 Level	A, B, C, S
	Any LIT 2000 Level	A, B, C, S
	SPC 1026	A, B, C, S
<i>Reading</i>	REA 0003*	A, B, C, S
	REA 1105 or REA 1125	A, B, C, S
	ENC 1101	A, B, <u>C, S</u>
	ENC 1102, <u>ENC 2300, or ENC 2301</u>	A, B, C, S
<i>Mathematics</i>	MAT 0020* or 0024*	A, B, C, S
	MAT 1033**	A, B, C, S
	QMB 2100	A, B, C, S
	Any (MAC, MAD, MAP, MAS, MGF, or STA)	A, B, C, S
*Course number change from REA 0010 effective June 6, 2003. <u>*Letter grades 'A', 'B', and 'C' in college preparatory courses are used for transferred in and equivalent courses only.</u> <u>**MAT 1033 is a bridge course and does not count toward graduation.</u>		

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- Students who attend another college or university, provide appropriate documentation, and are enrolling for courses to transfer to their primary institution (and who are not seeking a degree at MDC) ~~are exempt from basic skills testing.~~
- Students who present FCAT, SAT, or ACT scores meeting State requirements (see table below). If multiple test results are on record, the highest subtest scores are used. Any score presented which is ~~below that~~ lower than the score needed for exemption will require the student to be tested on the appropriate CPT subtest(s). For students presenting passing mathematics scores in specific score ranges* (ACT Mathematics = 19-20 and SAT Mathematics = 440-490), the College-Level Mathematics subtest of the CPT may be used to determine placement into advanced mathematics courses (e.g., MAC 1105, MGF 1106, MGF 1107, etc.).

Skill Area	Recommended Placement	FCAT	ACT ^o	SAT ^o
		Subtest Score	Subtest Score	Subtest Score
Reading	EXEMPT	Reading ≥ 355 or Level 4	Reading ≥18	Critical Reading ^o ≥440
Writing [▲]	ENC 1101	Reading ≥ 355 or Level 4	English ≥17	Critical Reading ^o ≥440
Mathematics*	MAT 1033	N/A	19 - 20	440 - 490
	MAC 1105, MGF 1106, or MGF 1107	Math ≥ 375 or Level 5	≥21	≥500

^oPrior to March 2005, the Critical Reading section was known as the Verbal section. Scores from these two sections are comparable. New SAT writing, essay, and grammar usage scores are not used. New ACT English essay combined and essay scores are not used.

*If recommended placement is MAT 1033, refer to CPT College-Level Mathematics subtest. MAT 1033 is a bridge course and does not count toward graduation. If recommended placement is MAC 1105, MGF 1106, or MGF1107 refer to Mathematics Department advisor for placement into other advanced mathematics courses.

[▲]Faculty may recommend supplemental services based on a required writing sample.

Notes:
Students who have already registered in a mathematics course (and are past the 100% refund deadline) are not eligible to take the College-Level Mathematics subtest without permission from the chairperson of the Mathematics Department.
If combined SAT score is 1200 or more in Critical Reading and Mathematics, or composite ACT score is 26 or more, the student may be eligible for The Honors College and should check additional eligibility requirements at www.mdc.edu/honorscollege.
Institutional ACT and SAT scores from other institutions are not used for exemption purposes at MDC.

II. CRITERIA FOR DEGREE AND COLLEGE CREDIT CERTIFICATE-SEEKING STUDENTS WITH LIMITED ENGLISH PROFICIENCY

Students without sufficient English proficiency to take the CPT are required to take an MDC approved English proficiency placement test (EPT or COMPASS/ESL [ACT-ESL]) and be placed in the designated English as a Second Language (English for Academic Purposes [EAP]) course. This includes students with foreign degrees that were earned from an accredited institution where the official language of instruction is not English. CPT testing is required following EPT or COMPASS/ESL (ACT-ESL) testing and/or completion of EAP courses.

REQUIRED TO TAKE AN ENGLISH PROFICIENCY PLACEMENT TEST:

- All students required to test in Section 1 (page 1) who graduated from a non-English speaking high school.
- All students required to test in Section 1 (page 1) who took ESOL during their eleventh or twelfth grade at any English speaking high school.
- All students required to test in Section 1 (page 1) who earned a GED in Spanish.
- All students required to test in Section 1 (page 1) who took an MDC approved English proficiency placement test more than one year ago and whose scores were not used for placement decisions.
- Students transitioning from EDU 070, EDU 058, or EDU 064 to degree or Allied Health college credit certificate programs are required to take an MDC approved English proficiency placement test in order to determine eligibility.

EXEMPTED FROM ENGLISH PROFICIENCY PLACEMENT TEST:

- The table below indicates the Test of English as a Foreign Language (TOEFL) scores used to exempt students from English proficiency placement testing.

TOEFL Exam	Total Score
Paper-and-pencil	550 or higher
Computer-based	213 or higher
Internet-based*	79 or higher
*Effective 9/24/2005 Note: Institutional TOEFL scores <u>from other institutions</u> are not used for exemption purposes at MDC.	

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 PLACEMENT CRITERIA FOR ACADEMIC YEAR ~~2007-2008~~ 2008-2009**

2. All students who earned a college credit certificate in a MDC program of more than 12 credits or from an institution recognized by MDC. Official documentation is required.

THE FOLLOWING PLACEMENT SCORES ARE IN USE FOR EPT AND COMPASS/ESL (ACT-ESL) (page 5):

Note: EAP levels 1 through 4 are college preparatory levels and EAP levels 5 and 6 are college-level that do not count towards graduation.

Course Placement Guide – EPT	
EPT Raw Score	EAP Course Placement
0 – 30	Level 1
31 – 44	Level 2
45 – 58	Level 3
59 – 72	Level 4
73 – 86	Level 5
87 – 95	Level 6
96 – 100	Exempt from EAP
Campus department may recommend an adjustment to initial placement based on a writing sample and/or oral interview. Further testing may be done in classrooms.	

Course Placement Guide – EAP Writing	
EAP Writing Sample Score	EAP Course Placement
0.1	Pre-Level 1
1	Level 1 – EAP 14410140
2	Level 2 – EAP 12410240
3	Level 3 – EAP 13410340
4	Level 4 – EAP 14410440
5	Level 5 – EAP 1540
6	Level 6 – EAP 1640
7	Exempt from EAP

Course Placement Guide – <u>COMPASS/ESL (ACT – ESL)</u>							
Composite		Grammar Subtest		Reading Subtest		Listening Subtest	
25–45	Level 1						
46–58	Level 2						
59–69	Level 3						
70–78	Level 4	70-80	Level 4	79-86	Level 4	72-82	Level 4
79–92 use subtest scores		81-88	Level 5	87-92	Level 5	83-91	Level 5
93–99 Exempt if writing sample score is Exempt from EAP passes		89-97	Level 6	93-97	Level 6	92-97	Level 6
		98-99	See Chair	98-99	See Chair	98-99	See Chair
Campus department may recommend an adjustment to initial placement based on a writing sample and/or oral interview. Further testing may be done in classrooms.							

III. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR ~~POSTSECONDARY CAREER CERTIFICATE EDUCATION (VCC)~~ POSTSECONDARY CAREER AND TECHNICAL EDUCATION PROGRAMS

Depending on the ~~career certificate~~ program, MDC administers the TABE Complete Battery or Survey, Level A, Forms 9 and 10. Level D may be used if the completion level of the program is at the 9th grade level or less. Completion of a prescribed remediation program is suggested prior to retesting with a minimum 30-day period between retests. Note: Same TABE Form and Level must not be administered within a six month period. Remediation should include 60 hours of instruction between pre/and post-testing, using an alternate version of the TABE and at least 120 hours of instruction when using the same level and same form.

Minimum basic skills levels as grade equivalents in mathematics, language, and reading are defined in each career certificate program description adopted under Rule 6A-6.0571, and published annually by the Commissioner of Education in the document entitled, "Career Education Program Courses Standards." Refer to this document for minimum required basic skills grade levels to earn a certificate by program.

Agencies sponsoring career certificate (~~VCC~~) seeking students may set higher requirements and exemptions for testing.

Students without sufficient English proficiency are referred to the Adult English for Speakers of Other Languages (ESOL) program. Refer to Section IV-C (page 7).

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PLACEMENT CRITERIA FOR ACADEMIC YEAR ~~2007-2008~~ 2008-2009

REQUIRED TO TEST:

1. All first-time-in-program students who designate themselves as certificate-seeking in a ~~career education (VCC)~~ program of 450 hours or more. Such students must complete an entry-level examination within the first six weeks of admission into the program.
2. All students whose TABE (or other approved examination) scores are more than two years old and have not been used for placement.
3. All students whose TABE (or other approved examination) scores are more than two years old and who have had a break in their enrollment of more than one year.

EXEMPTED FROM TESTING:

1. Students who have earned an associate degree or higher from an institution recognized by MDC (Except in specific situations such as certain programs sponsored by external funding agencies). Official documentation is required. Students with foreign degrees from non-English speaking countries must present passing TOEFL scores.
2. Students who present FCAT, SAT, ACT, or CPT scores which exempt them from college preparatory placement as outlined in Section I, Exemptions From Testing, Item #4 are exempt from testing for career certificate (~~VCC~~) programs. The student must have passing scores in all three subject areas. Any score presented which is lower than the score needed for exemption will require the student to be tested on the appropriate TABE subtest(s).
3. Students who have completed the College-Level Academic Skills Test (CLAST) requirement pursuant to Section 1008.29 F.S. are exempt from testing for career certificate (~~VCC~~) programs.
4. Students who present official scores on any of the state-approved examinations (including the CPT) which demonstrate the skill level required by the specific program. The scores must have been obtained within the past two years.
5. Students seeking entrance into the MDC School of Criminal Justice Corrections and Law Enforcement programs pursuant to Section 943.17(6) F.S. are exempt from entry-level basic skills testing. This exemption does not apply to the Florida Basic Abilities Test (F-BAT) requirement for entry into basic recruit training programs.
6. Students enrolled in a State approved apprenticeship program are exempt from the requirement of taking the TABE test. (2008 State Bill 1908 – Effective date TBA).

EXEMPTED FROM MEETING THE BASIC SKILLS EXIT ~~TESTING~~ SCORE REQUIREMENT ONLY:

Students who have earned a license from ~~a~~ State approved national, state, or industry agency are exempt from meeting the basic skills exit score requirement in the related program ~~the TABE exit testing requirement~~. The identified license has to be specific to the career and must be necessary in order to work in that field. Official license and documentation are required. (Initial and post-testing is required.) The list of licensure programs that exempt students from meeting this requirement is available in the campus Testing Department.

IV. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR ADULT GENERAL EDUCATION PROGRAMS

MDC administers the TABE Survey, Forms 9 and 10 with locator. The TABE retesting guidelines in Section III are also followed for Adult Basic Education (ABE) and General Education Development (GED) programs. Students post-testing in pre-GED classes must take TABE levels "D" or "A."

Students without sufficient English proficiency are referred to the Adult English for Speakers of Other Languages (ESOL) program. Refer to Section IV-C (page 7).

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A. Placement Guide for Adult Basic Education (ABE):

The following placement scores are required for placement in the ABE programs:

ABE and PRE-GED Placement Guide		
TABE Grade Equivalent *	Required Placement	Literacy Completion Point
Reading		
6.0 – 8.9	EDU 090, and EDU 063 [^] , and EDU 089 [^]	LCP – (D, B, C)
Language		
5.0 – 5.9	EDU 083	LCP - M
6.0 – 8.9	EDU 080	LCP - A
Math		
4.0 – 5.9	EDU 073	LCP - C
6.0 – 8.9	EDU 076	LCP - E

*Students whose TABE scores are below the minimum required levels are referred to other adult basic education programs or to other remediation programs offered by MDC. Information about these options will be provided to the student during the placement interview.

[^]TABE Reading score is used for placement into EDU 063 – Pre-GED Social Studies and EDU 089 – Pre-GED Science.

B. Placement Guide for General Education Development (GED) Preparatory Courses:

GED students should obtain a minimum 9.0 grade level equivalent on the TABE for each subject area in order to gain the most benefit from the GED preparatory courses. If a student scores a 9.0 grade equivalent or higher in reading and less than 9.0 in mathematics and/or language, the student can be enrolled in both GED and ABE programs of study.

Students are registered in EDU 075 – GED Preparatory – Comprehensive (Literacy Completion Point A-E) if they lack a State of Florida recognized high school diploma and have passed all of the subtests of the GED test without obtaining an overall passing score of 2250. All other students are registered in the appropriate EDU courses based on their TABE scores. Refer to Section IV-A, (page 6) meet one of the following criteria:

- ~~1. Have never taken the GED test.~~
- ~~2. Have taken the GED test, but have not passed any of the subtests.~~
- ~~3. Passed all of the subtests of the GED test without obtaining an overall passing score of 2250.~~

A student who has taken the GED test and was below the minimum required score on at least one, but not all of the subtests, is enrolled in one or more of the following courses:

GED Prep Courses Placement Guide		
EDU 085	GED Preparatory – Language/Writing	LCP - A
EDU 078	GED Preparatory – Social Studies	LCP - B
EDU 079	GED Preparatory – Science	LCP - C
EDU 095	GED Preparatory – Literature/Reading	LCP - D
EDU 077	GED Preparatory – Mathematics	LCP - E

LCP = Literacy Completion Point

C. PLACEMENT GUIDE FOR ADULT ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) AND ENGLISH LITERACY FOR CAREER AND TECHNICAL EDUCATION (ELCATE)

MDC administers the Comprehensive Adult Student Assessment System (CASAS) – Life Skills (reading forms ~~27, 28, 33, and 34~~ and listening forms for initial placement and post-testing ESOL students ~~53 and 54~~), or CASAS - Life and Work (reading forms) for initial placement and post-testing ESOL students, or CASAS - Employability Competency System (reading form) for post-testing ELCATE students only. The writing sample is used to determine literacy in the student's native language. Students are placed in ESOL non-advanced or ELCATE courses based on the lower of the Reading and Listening scores and placed in ESOL advanced courses based on the Reading score only. Students are placed in ELCATE courses based on Reading scores only. An appropriate form of the CASAS is used for post-testing students transitioning to their next level of courses and for completion of Low Advanced ESOL (EDU 058), High Advanced ESOL (EDU 064), or Advanced ELCATE (EDU 070). Students transitioning from EDU 058, EDU 064, or

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EDU 070 to career certificate (~~VCC~~) programs are tested on the TABE following the testing guidelines in Section III in order to determine program eligibility. Students who enrolled in ESOL/ELCATE courses must follow the approved post-testing procedures.

Students who are not literate in their native language will be administered a Native Language Literacy Screening Device to determine their initial placement level. The Basic English Skills Test (BEST Plus) is used for pre and post-testing off-campus Literacy for Household Grant ESOL students.

Eligible students who do not meet the following minimum placement criteria will be referred to other programs offered by the College [Refugee/Entrant Vocational Education Services Training (REVEST), non-credit Intensive English, etc.] or to programs offered by Miami-Dade County Public Schools.

ELCATE Placement Guide*		
CASAS Score	Course Placement Level**^	Literacy Completion Point
201 – 210	EDU 068 – ELCATE Beginning	<u>LCP - A</u>
211 – 220	EDU 069 – ELCATE Intermediate	<u>LCP - B</u>
221 – 235	EDU 070 – ELCATE Advanced	<u>LCP - C</u>

*BEST Plus scores are new!

*Students must be literate in their native language.

^Based on Reading score only.

ESOL Placement Guide			
CASAS Score	BEST Plus	Course Placement Level^	Literacy Completion Point
<181*	<u><401</u>	EDU 057 – Foundations	<u>LCP - A</u>
181 – 190	<u>401 – 417</u>	EDU 059 – Low Beginning ESOL	<u>LCP - B</u>
191 – 200	<u>418 – 438</u>	EDU 060 – High Beginning ESOL	<u>LCP - C</u>
201 – 210	<u>439 – 472</u>	EDU 061 – Low Intermediate ESOL	<u>LCP - D</u>
211 – 220	<u>473 – 506</u>	EDU 062 – High Intermediate ESOL	<u>LCP - E</u>
221 – 235	<u>507 – 540</u>	EDU 058 – Low Advanced ESOL	<u>LCP - F</u>
236+	<u>541+</u>	EDU 064** – High Advanced ESOL	<u>LCP - A</u>

*Students must be literate in their native language.

**New optional course effective 2005-3.

^Based on the lower of the Reading and Listening scores for non-advanced courses and Reading only for advanced courses.

V. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR ~~DUAL~~ EARLY COLLEGE (DUAL) ENROLLMENT

Florida Statute, Section 1007.271 describes the ~~dual~~ early college enrollment (dual enrollment) program as the matriculation of an eligible secondary student or home education student in post secondary courses that can be applied toward a career and technical certificate, or an associate or baccalaureate degree. The credits that students earn must be used toward both high school graduation and be acceptable toward the technical certificate, associate, or baccalaureate degree.

~~Dual~~ Early college (dual) enrollment students must pass the appropriate sections of the FCAT, CPT, ACT, or SAT, to enroll in college credit courses. Students in an approved technical preparatory program who plan on enrolling in career certificate (~~VCC~~) courses must pass the TABE and meet the minimum basic skills grade levels in mathematics, language, and reading as defined by the career/technical program.

REQUIRED FOR ~~DUAL~~ EARLY COLLEGE (DUAL) ENROLLMENT COLLEGE CREDIT STUDENTS:

1. Students must pass the English and reading sections of the CPT, ACT, or SAT prior to registering for courses not related to mathematics, performing arts, and visual arts.
2. Students must pass the reading and college-level mathematics section of the CPT, or meet MDC's required FCAT, ACT, or SAT score prior to registering for MAC 1105 or higher, or any course that requires mathematics as a pre-requisite.
3. Students must pass the reading and elementary algebra section of the CPT, or pass the required reading and mathematics section of the FCAT, ACT or SAT prior to registering for accounting courses.
4. Students must pass **all** sections of the FCAT, CPT, ACT, or SAT for science (biology, chemistry, physics, earth science) and engineering courses.

**UNANIMOUS
APPROVAL
25 IN FAVOR
0 OPPOSED**

5. NEW BACCALAUREATES IN APPLIED SCIENCE

School of Business

New BAS in Supervision and Management

Effective Terms: 2009-2

Dr. Lee Thomas presented Dr. Ana Cruz who presented the BAS degree program in Supervision and Management.

**MIAMI DADE COLLEGE
PROPOSAL FOR BACHELOR OF APPLIED SCIENCE in
SUPERVISION AND MANAGEMENT**

Executive Summary

MDC School of Business recognizes the need for supervisors and managers in a variety of disciplines and is aware of the lack of supervision and management training available for those outside of the business discipline. To provide a simple transition and articulation for associate degree graduates to achieve a four-year degree that will support higher paying careers and respond to the workforce needs of Region 23, MDC is proposing a Bachelor of Applied Science degree in Supervision and Management (BAS-SM). The BAS-SM is designed to enhance and complete the career pathway for Miami Dade County Public School students studying in various academies while responding to the career education needs of associate degree graduates. The BAS will also serve those currently in the workforce who need a baccalaureate to increase career opportunities and wages.

The Bachelor of Applied Science in Supervision and Management program will prepare graduates for supervisory and management roles and positions in a variety of industries. The upper level coursework will include applied management practices, will prepare students for supervisory and management opportunities within their technical field and will contain more than 20% hands-on application of management and supervision principles and practices through internships and capstone experiences. This applied strategy sets the MDC BAS-SM apart from other baccalaureates in management since applied skills are considered more important than basic knowledge and skills based on employer survey (Casner- & Barrington, 2006). Employers in this study emphasized that applied skills such as Teamwork/Collaboration and Critical Thinking are “very important” to success at work.

Miami Dade and Monroe counties are facing a potential critical shortage in baccalaureate-prepared workers through the year 2020 (South Florida Workforce 2005, p. 29) as more than 80% of Miami Dade County’s population, age 25 and over, lacks a four-year degree (MDC Institutional Research, Kendall, 2006, p. 16). Total employment in Miami Dade and Monroe counties is expected to increase by 15,765 jobs annually until 2012. According to the Florida Labor Market Statistics (FLMS, 2007) there are 33 different occupations in Region 23 that call for a BAS in Supervision and Management and several of these are considered among the Fastest-Growing Occupations and Occupations Gaining the Most New Jobs between 2007 and 2015. Over two-thirds of the reported job vacancies (67.5%) in Region 23 require education or training, with high school diploma and

bachelor's degrees being the most frequently cited educational requirements (Agency for Workforce Innovation, 2006).

The focus on workforce skills and applied management practices in the proposed BAS-SM degree is unique and will provide an opportunity for both A.S. and A.A. students to transfer associate degree credits to a four-year program. In general, the local four-year institutions require MDC Associate in Science graduates to take additional credits as a requirement for admission to baccalaureate programs in Management. In addition to the additional costs related to the extra course work, the extra time to complete course work can result in delayed entry into the work force and represents an additional financial burden. The approximate 2007-2008 tuition, exclusive of room & board and other fees, for a 4-year Bachelor of Science in Management degree is \$122,688 at University of Miami, \$98,000 at Barry University, \$78,800 at Saint Thomas University, and \$13,128 at Florida International University. Approximate tuition for the proposed MDC BAS in Supervision and Management will be \$7803 based on 2007-2008 tuition rates.

Planning Process

MDC is proposing to offer the BAS-SM beginning in January 2010. This proposed degree is in direct response to:

- The lack of supervision and management education opportunities at the bachelor's degree level for Associate in Science graduates outside of the business discipline
- The critical need expressed by local employers for employees who are prepared with supervisory and management skills
- The desire for a local and cost-effective transfer opportunity for Associate in Science and Associate in Applied Science degree graduates
- The demands of the Region 23 workforce for well-trained employees who have the skill sets provided by the BAS

Planning and preparation for the BAS-SM began in October 2007 when a committee was established to explore the need and demand for the degree as well as potential benefits for the Miami Dade community, area workforce, and MDC. The committee membership included School of Business faculty and administration, Kendall Campus Dean of Administrative Services, Kendall Campus Registrar and staff members from the library and learning resources divisions of the Kendall campus.

Prior to contacting students, alumni or industry representatives, the Planning Committee evaluated Florida K-20 strategic initiatives and reviewed labor trends and statistics that were relevant to Florida Region 23. To measure the interest for the proposed BAS-SM degree, the Planning Committee conducted student focus groups of current MDC students in early January, 2008 prior to conducting student surveys. Focus group feedback provided immediate evidence that there is significant student interest in the BAS degree from the School of Business and beyond. The committee, in cooperation with MDC's Institutional Research Office, then developed and conducted student surveys in January 2008 which showed strong support for the BAS-SM, with 80% (232) of students who completed the survey as of January 31, 2008 (*n* 301) reporting that they would enroll in the BAS-SM if it were offered at Miami Dade College. The Planning Committee will continue its work and research in February 2008 by collecting and analyzing data from industry and alumni surveys.

Based on the research, the feedback from focus groups and industry leaders, MDC conducted a faculty driven curriculum development process to address the need for a BAS in Supervision and Management. The committee consulted business leaders from the Miami area, including representatives from the Greater Miami Chamber of Commerce and the Region 23 Workforce Investment Board, to identify work force requirements and necessary

skill sets required for BAS level jobs. Participating business leaders included representatives from the travel and tourism, financial services, information technology, food services, retail services and health care industries.

Workforce Needs/Demands

Supervisory and managerial positions are not limited to a defined occupation or industry and industries that may employ BAS graduates are determined by several factors, including the discipline of the technical course work selected by the student. According to South Florida Workforce (2005, p. 19), professional and business services, along with health and education services, are expected to provide long-term growth trends for South Florida and will generate more than half of all new jobs in South Florida between 2004-2012. Professional and business services include professional, scientific, and technical services; management of companies and enterprises; and administrative and support services. Health and education services include privately owned establishments in the educational services sector and the health care and social assistance sector. All of these growth areas have potential need for managers and supervisors.

A 2010 workforce talent deficit is expected for most of the industrialized world. In the United States 79 million baby boomers will retire between 2010 and 2020, but according to 2005 U.S. Census Bureau data, only 40 million members of Generations X and Y are set to replace them (Gordon, 2007). In South Florida, between 2004-2012, more jobs will be generated due to job separation, specifically through retirement and death, than will be generated by economic growth (South Florida Workforce 2005, p. 19). These data are significant because they address the potential supervisory and management level positions that will be opening in the next few years because of retirement. The BAS-SM will help to prepare workers to assume these mid-level and upper-level positions.

Student focus groups and early survey results show that there is a significant level of interest in the BAS-SM among current Miami Dade College students. Prior to conducting student surveys, student focus groups were held at four different campuses. More than half (58%) of the 80 focus group participants said they would be interested in enrolling in a BAS in Supervision and Management at MDC. These focus group results were later reinforced by student survey results. Business leaders from region 23 also showed support for the degree by stating that the BAS would address a critical need for employees with managerial and supervisory skills as many within their organizations have the technical skills needed for the job but lack the managerial skills needed for upward mobility in an organization.

Academic Content and Curriculum

The proposed Bachelor of Applied Science in Supervision and Management degree is a 120 credit hour program. The upper division coursework includes more than 20% (11 credits) of experiential learning through internships, applied course work and a culminating applied capstone project.

The curriculum allows for 19 credits of electives, allowing for the Associate of Science graduates appropriate opportunity to complete the general education courses and allowing Associate in Arts graduates the opportunity to complete credits in an occupational/technical area, e.g., hospitality, computer science, business, web design, etc.

The upper-division supervision and management courses (41 credits) provide students with a general but comprehensive understanding and command of practical management and supervisory skills. Upper level course work includes a variety of supervisory and management related courses such as human resource

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management, leadership, organizational behavior, strategic management, customer relations and strategic decision-making.

Assessment of Current and Anticipated Resources to Deliver the Program

Initially, the BAS program will be housed at Miami Dade College's Kendall Campus with major course work offered at Kendall and general education courses available at most MDC campuses. The majority of facility and academic infrastructure already exist for this program, having minimal impact on start up costs. Minor modifications may be necessary to classrooms and labs to accommodate components of program instruction. Only the addition of computer and multimedia equipment in current classrooms is expected. Kendall Campus has forty-three (43) business classrooms, two (2) classroom computer labs and a business resource center complete with computers and tutoring services. During the first two years of the program, it is expected that the current classroom resources will be sufficient. By year 3, however, two additional classrooms will be needed. This classroom space is available currently and only technology updates are needed.

The MDC Kendall Campus Library has an estimated print and electronic book collection of 9,761 in areas related to Supervision and Management (e.g. leadership, legal ethical aspects, decision-making, business and strategic planning). In order to establish the four-year degree program requirements in the curricular areas, it will be necessary to acquire approximately 10,000 titles. The MDC Kendall Campus Library has an extensive collection of print journals and has access to a wide variety of databases with more than 1500 full text business journals. As the college currently subscribes to a large number of databases that contain journals which are relevant to both two-year and four-year degrees, the needs for additional databases is minimal. To reach the book collection, personnel and database needs, library resource and support costs are expected to be \$106,896 over the first few years of the program.

The School of Business has 22 full time faculty members, three of whom have a terminal degree. To ensure that 30% or more of the upper division classes will be taught by doctorally prepared instructors, MDC will need to hire one full-time, doctorally prepared faculty member in 2009-2010. Based on projected enrollment and the number of upper division courses offered as a result of this increased enrollment, MDC will need to hire the part-time equivalent of one full time, doctorally prepared faculty member in 2010-2011 and the part-time equivalent of two full time, doctorally prepared faculty in 2011-2012. MDC would need 1 full-time BAS Program Coordinator in 2009-2010, 1 part-time student advising staff member in 2010-2011 , and 1 part-time student advising staff member in 2011-2012.

The BAS in Supervision and Management program is expected to be self-supporting after the third year of enrollment.



**Program Name & Number: Supervision and Management
Bachelor in Applied Science**

C.I.P. 52.0299

The Bachelor in Applied Science Degree in Supervision and Management provides an opportunity for students completing an associates degree to seamlessly complete a Bachelors degree. Graduates of the Bachelor in Applied Science in Supervision and Management will be prepared with the abilities and skills needed to succeed as a manager or supervisor in the dynamic and global business environment. The Bachelor in Applied Science in Management and Supervision prepares graduates with the hands-on training necessary to meet workforce demands.

Course	Course Title	Credits	Pre-/Co-Requisites
<u>LOWER DIVISION REQUIREMENTS – 36</u>			
<u>General Education</u>			
Communications – 6 Credits Required			
ENC 1101	English Composition 1	3	
ENC 1102	English Composition 2	3	Pre-Req ENC 1101
Oral Communication – 3 Credits Required			
<i>Select 3 Credits from the following</i>			
SPC 1026	Fundamentals of Speech Communications	3	*Recommended
Humanities – 6 Credits Required			
Group A– Select 3 Credits			
PHI 2604	Critical Thinking/Ethics*	3	
AND			
Group B – Select 3 Credits			
		3	Pre-Req ENC 1102 *(Recommended)
Behavioral and Social Science – 6 Credits Required			
Group A – Select 3 Credits			
CLP 1006	Psychology of Personal Effectiveness*	3	*Recommended
OR			
PSY 2012	Introduction to Psychology*		*Recommended
AND			
Group B – Select 3 Credits:			
ECO 2013	Principles of Economics (Macro)*	3	*Recommended
Natural Science – 6 Credits Required			
Group A – Select 3 Credits			
		3	
AND			
Group B – Select 3 Credits			
		3	
Mathematics – 6 Credits Required			
Select 6 Credits			
QMB 2100	Basic Business Statistics*	3	*(Recommended)
MAC 1105	College Algebra*	3	*(Recommended)
General Education Elective – 3 Credits Required			
<i>See Advisor for Approved Selection</i>			
		3	

LOWER DIVISION ELECTIVES – 24 Credits Required

Common Core – 4 Credits Required

ACG 2021	Financial Accounting	3
<i>Electives</i>		21

Course	Course Title	Credits	Pre-/Co-Requisites
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UPPER DIVISION REQUIREMENTS – 60 Credits Required

Supervision and Management Core Requirements – 25 Credits Required

MAN 3065	Business Ethics	3	Pre-Req MAN 2021
MAN 3240	Organizational Behavior	3	Pre-Req MAN 2021
MAN 3025	Organization Management	3	Pre-Req MAN 2021
MAN 4120	Leadership Challenges and Supervision	3	Senior Status or permission of Department Chair
MAN 4162	Customer Relations for Managers	3	Senior Status or permission of Department Chair
MAN 3301	Human Resource Management	3	Pre-Req MAN 2021
MAN 3XXX	Applied Case Studies in Management	3	Pre-Req MAN 2021
MAN 4900	Capstone Project in Supervision & Management	4	Senior Status or permission of Department Chair

Discipline Content Core – 11 Credits Required

FIN XXXX	Finance for Non-financial Managers	3	Pre-Req ACG 2071 and QMB 2100 or STA 2023
ISM 4011	Introduction to Management Information Systems	4	Senior Status or permission of Department Chair
GEB 4891	Strategic Management Decision Making	4	Senior Status or permission of Department Chair

Internship – 03 Credits Required

MAN 4941	Management Internship	3	Senior Status or permission of Department Chair
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Elective – 21 Credits

MAN 2021	Principles of Management	3
**Electives		18

****Electives may be technical courses for students with an AA and general education courses for students with an AS**

TOTAL CREDITS

General Education Requirements.....	36cr.
Lower Division Elective	24 cr.
Upper Division Requirements	60 cr.
Total	120 cr.

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.**

Foreign Language: Students admitted to the baccalaureate degree program without meeting the foreign language admission requirement of at least 2 courses (8-10 credit hours) of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level must earn such credits prior to graduation.

Additional Information:

Students entering with an AS or AAS degree may have more than 24 elective credits and may need additional General Education credits to meet the 36 General Education credits required for the baccalaureate degree. Students entering with an AA degree may need additional electives to provide appropriate background for the baccalaureate program.

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A minimum cumulative grade point average of 2.5 is required for graduation.

Students must successfully complete 30 semester hours of 3000-4000 level course work.

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 rests with the student.

BAS – SUPERVISION AND MANAGEMENT

New Courses

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN 3XXX	Applied Case Studies in Management	3	1,2,3,5,6,7,8	2009-2
<u>Course Description:</u> The student will learn utilizing case studies as the primary focus of this course. Supervision and management cases will require students to use a variety of decision-making tools and techniques to analyze and present their results. Rational and intuitive decision models as well as computer simulations will be utilized, which will help the student build a comprehensive set of decision making tools and the knowledge of how and when to apply them most effectively.				
<u>Prerequisite:</u> MAN 2021				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN 3065	Business Ethics	3	1,2,3,5,6,7,8	2009-2
<u>Course Description:</u> In this course the student will learn how personal values and ethics influence the decision-making capacity of the manager within an organization. The student will learn about ethical theories and the roles they play in the social and corporate behavior of an organization. Issues such as diversity in the workplace, intuition, technology, and the global environment of business, will be included in case examples. The student will acquire an understanding of how an organization can institutionalize its ethical system.				
<u>Prerequisite:</u> MAN 2021				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN 4900	Capstone Project in Supervision & Management	4	1,2,3,5,6,7,8	2009-2
<u>Course Description:</u> In this course the students will learn to apply all of their knowledge and skills to bear on a major supervision and management project. The project will require the effective integration of all that the students have learned throughout their supervision and management studies. The students will learn to integrate the knowledge and skills in order to complete an acceptable project.				
<u>Prerequisite:</u> Must be taken during the last semester before graduation and permission of department chair.				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN 4162	Customer Relations for Managers	3	1,2,3,5,6,7,8	2009-2
<u>Course Description:</u> The student in this course will learn by exploring the dynamics of building solid and lasting relationships with customers. Topics will include doing business in a global environment, cultural diversity, the diversity of customs and global etiquette, negotiation tactics, global promotional tactics, and acceptable professional and corporate behaviors in a global business environment.				
<u>Prerequisite:</u> Must be taken during the last semester before graduation and permission of department chair.				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
FIN XXXX	Finance for Non-Financial Managers	3	1,2,3,5,6,7,8	2009-2
Course Description: The students will learn to apply their financial skills and decision-making ability to address financial issues in a business environment. They will learn how financial markets influence their decisions and the role of financial intermediaries in these markets. Emphasis will be placed on financial and capital budgeting, working capital management, short and long term financing, valuation of the firm, and overall capital structure. The course will require the student to apply the time value of money through the use of present and future value scenarios.				
Prerequisites: ACG 2071 and QMB 2100 or STA 2023				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN 3301	Human Resource Management	3	1,2,3,5,6,7,8	2009-2
Course Description: The student will learn the functions of Human Resource Management including human resource planning, strategic development of human resources, recruitment techniques, selection and hiring processes, compensation systems, development of policy and procedures for effective and ethical human resource management, performance review and evaluation systems, working effectively with organized labor, retention of employees, and current issues in human resource management. The course will also include an exploration of human resources within the global business environment of a boundless organization.				
Prerequisite: MAN 2021				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ISM 4011	Introduction to Management Information Systems	4	1,2,3,5,6,7,8	2009-2
Course Description: The student will learn the functions of Human Resource Management including human resource planning, strategic development of human resources, recruitment techniques, selection and hiring processes, compensation systems, development of policy and procedures for effective and ethical human resource management, performance review and evaluation systems, working effectively with organized labor, retention of employees, and current issues in human resource management. The course will also include an exploration of human resources within the global business environment of a boundless organization.				
Prerequisite: MAN 2021				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN 4120	Leadership Challenges and Supervision	3	1,2,3,5,6,7,8	2009-2
Course Description: The student will learn to analyze leadership theories and will acquire an awareness of the dynamics of supervisory and managerial decision-making. Emphasis will be placed on team building, crisis management, social and environmental responsibility, developing and communicating a vision, and the student will develop a full set of managerial and leadership skills.				
Prerequisite: Senior status or permission of department chair				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN 4941	Management Internship	3	1,2,3,5,6,7,8	2009-2

Course Description: The student will learn by becoming an employee at either a not-for-profit or profit seeking organization. The student will be required to work at least the minimum hours required by the state to earn the credit for the internship. The student will work with their supervising faculty member and the employer to establish a set of learning goals that will be achieved during the semester.

Prerequisite: Senior status or permission of department chair.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN 3240	Organizational Behavior	3	1,2,3,5,6,7,8	2009-2

Course Description: The student will learn about social behavioral sciences that can be applied to supervision and management. The student will learn about several major topics including motivation, conflict, corrective actions and rewards, job related stress, organizational dynamics, the evolving global environment, and the responsibility to stakeholders and the planetary environment. The student will learn by covering current topics and potential future issues that could influence organizational behavior, and how to integrate behavioral concepts into an effective managerial decision-making process.

Prerequisite: Prerequisite: MAN 2021

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN 3025	Organization Management	3	1,2,3,5,6,7,8	2009-2

Course Description: The student will learn the major functions of supervision and management including the functions of planning, staffing, directing and controlling. Emphasis is placed on learning how to communicate more effectively with employees, how to motivate employees, and how to increase one's leadership effectiveness. Major topics include goal setting and attainment, organizational structure, decision-making, strategic planning, managing stress, and ethical behavior and ethical role modeling. The student will learn through the use of cases that will present the student with opportunities to make supervisory and management decisions after which they will be provided with timely feedback on their effectiveness.

Prerequisite: Prerequisite: MAN 2021

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
GEB 4891	Strategic Management Decision Making	4	1,2,3,5,6,7,8	2009-2

Course Description: The student will learn the designing, planning, and implementation of strategic decision-making in a business organization. The student will learn how to identify problems and design possible solutions, by formulating plans, goals, and feedback mechanisms. Needs assessments, and internal and external audits will be utilized to understand problems that are presented in cases that require effective strategic solutions. Emphasis will be placed not only on developing an effective strategic plan but on its effective implementation and its long-term results.

Prerequisite: Senior status or permission of department chair

**UNANIMOUS
 APPROVAL**

School of Entertainment
New BAS in Film, TV and Digital Production

Effective Term: 2009-2

Dean Harry Hoffman introduced Barry Gordon who presented the new BAS degree program in Film, TV and Digital Production.

MIAMI DADE COLLEGE
PROPOSAL FOR
BACHELOR OF APPLIED SCIENCE in
FILM, TELEVISION & DIGITAL PRODUCTION

Executive Summary

Introduction

The principal goals of the Miami Dade College School of Entertainment & Design Technology *Bachelor of Applied Science degree in Film, Television & Digital Production* (BAS-FT&DP) are to provide students with a seamless, workforce-driven baccalaureate degree that would enable them to obtain immediate employment in the field of digital production, thereby, meeting South Florida workforce needs. The program will also offer a convenient, one-stop opportunity for students to obtain the BAS degree with strong technical and business components along with the unprecedented opportunity to develop, produce, and exhibit projects in cooperation with the Miami International Film Festival (MIFF). The blend of skills garnered during the program will help meet workforce needs by providing students with immediate employment opportunities.

Planning Process

Based on surveys, focus groups, and workforce data, industry leaders in South Florida's film, television, and digital production arenas have concluded that the conventional, theory-based learning programs offered by traditional film and television training centers are not adequately preparing students to enter and succeed in the emerging field of digital production. As a response to the rapid convergence of digital production technologies in the film and television industries, Miami Dade College and the three Greater Miami Film Offices conducted Subject Matter Expert (SME) meetings involving production professionals from South Florida Workforce, Region 23 and across the State in an attempt to identify alternative learning strategies that would prepare digital production professionals to handle new job demands. The SME recommendations and consultations with curriculum specialists from industry and educational fields resulted in an industry and technology-driven BAS degree proposal in Film, Television & Digital Production at Miami Dade College. The curriculum was developed using surveys, focus groups, interviews, and meetings with college faculty and staff, industry partners, the Greater Miami Chamber of Commerce and the South Florida Hispanic Chamber of Commerce. The curriculum takes a unique approach, focusing on cost-effective and accessible digital production and desktop post-production techniques combined with a strong business emphasis that will produce individuals skilled as digital media technicians, business managers, and artists.

Workforce Needs and Demands

To gauge the interest for the proposed BAS-FT&DP degree, MDC faculty and staff held meetings with local and state film and television officials, conducted industry and student surveys, and evaluated state and national higher education initiatives beginning in February, 2007. Miami Dade College analyzed data and collaborated with its local workforce development board, economic development councils, and business and industry

partners to determine workforce baccalaureate degree needs and demands as stipulated by the *Baccalaureate Proposal Approval Guidelines*. SME meetings revealed concerns that the traditional curriculum and learning strategies that currently exist in basic training programs are inadequate because they do not address the convergence of the film and television industries which now *both* rely on emerging digital technologies to produce a product. Industry professionals from across the state identified new learning strategies that incorporate innovative digital production techniques that enable students to handle current job demands. Due to the dynamic nature of the rapid convergence of digital television and digital film production, it was determined that a new curriculum must reflect modern training, knowledge, attitudes, and abilities to meet current workforce needs. The proposed BAS degree in Film, Television, & Digital Production addresses all of these concerns with specialized workforce training designed to turn out qualified professionals who are immediately employable.

The following surveys and data support the proposal:

- The 2007 South Florida Workforce 2-Year Strategic Workforce Investment Plan lists Film and Entertainment as targeted industries for Region 23.¹
- The Florida Labor Market Statistics website includes multimedia artists, animators, camera operators, graphics designers, editors, technical writers, equipment techs, and broadcast and sound technicians in the fastest growing job categories in Region 23.² Approximately three-hundred (300) annual job openings in Miami-Dade County³ and nearly 2,500 openings across the State of Florida will become available within the next 6 years.⁴
- According to the U.S. Dept. of Labor website, employment in the motion picture and video industries is projected to grow 17% between 2004 and 2014, compared to the 14% average growth projected for employment in all industries combined.⁵
- In April 2006, a focus group session with twenty-four (24) participants was conducted by the Director of the School of Entertainment & Design Technology at Miami Dade College at the Broadcast Education Association annual convention in Miami. Human Resources directors from major companies including Fox Network Group, Emmis Broadcasting, Beasley Broadcasting, CNN-USA, Ascent Media, RTNDA, Univision, Venevision, and CBS were surveyed regarding their vision of the job market. Thirteen (13) of those who responded, (55%) revealed that the greatest employment opportunities over the next few years would be in the field of digital production and fourteen (14) respondents (60%) indicated that they preferred a bachelor's degree when seeking candidates for production positions.⁶
- A spring 2007 survey of eleven digital media companies within the greater Miami region confirmed the high potential for employment for graduates of a digital production program and revealed that more specialized training options in digital media production were needed in South Florida.⁷
- In 2007, MDC conducted a survey* of forty-four (44) current and incoming School of Entertainment & Design Technology students to determine their level of interest in digital production programs. Results indicated that forty-two of the respondents (95%) expressed a strong interest in enrolling in degree programs which would prepare them for employment opportunities in these industries.⁸

*Note: Additional data will be forthcoming by spring, 2008.

Academic Content & Curriculum

The proposed BAS-FT&DP degree is a one hundred and twenty (120) credit-hour program, and incorporates the AA and/or AS lower division coursework as its foundation. The degree program will be housed primarily at the MDC North Campus with course offerings at the Wolfson, Kendall, and Homestead Campuses, thereby, taking full advantage of the high-tech facilities available at all sites including two (2) state-of-the-art television studios conveniently located at either end of the County.

The proposed BAS-FT&DP program will include:

- Forty-three (43) credit hours of designated core courses that can be taken from the AS degree in either Film Production Technology or Television Production Technology
- Thirty-six (36) credit hours of General Education courses
- Thirty-five (35) credit hours of Upper Division courses
- Six (6) credit hours of Required Electives

The BAS-FT&DP curriculum was developed utilizing input from faculty and film and television professionals including producers, directors, camera operators, editors, technicians, and business owners. The proposal was developed and approved in accordance with the Florida Common Prerequisite requirements by a committee comprised of faculty and staff of the MDC School of Entertainment & Design Technology and will be submitted and approved through the Miami Dade College curriculum approval process.

The MDC Office of Institutional Effectiveness will oversee the collection of data regarding enrollment, completions and other performance measures for the purpose of state and accreditation agency reporting. The program will also use assessment data for continuous improvement.

Proposed Program Start Dates

A committee was formed in October, 2007 to create the BAS proposal which will be submitted to the State Department of Education in August, 2008. Budget development, hiring faculty and staff, course development, on-line course training, student services issues (including admission criteria, recruitment, placement testing, marketing, and counseling sessions), library acquisitions, technology renovations and enhancement will be completed by December, 2009, enabling MDC to offer the first set of classes for the BAS: FT&DP in January, 2010.

Summary of Current and Anticipated Resources to Implement the BAS: FT&DP Program

	Current Resources	Anticipated Additional Resources
Library Volumes	<ul style="list-style-type: none"> ▪ The book collection is approximately 3,000 volumes. ▪ Collection of approximately 1,346 multimedia resources & 34 Periodical titles ▪ Online databases 	<ul style="list-style-type: none"> ▪ 600 new titles needed in Digital Production, Post-Production, Management, and Research titles ▪ Industry journal titles and instruction manual updates annually
Space	<ul style="list-style-type: none"> ▪ General Facilities ▪ Electronic and Traditional Classroom Space ▪ Library and Information Resource Center has space, multimedia stations, a computer courtyard, connectivity, group study rooms, reading rooms, and a quiet study area. 	<ul style="list-style-type: none"> ▪ General Facilities: Reconfigure office space and classroom space for expanded digital production courses ▪ Additional shelving for book titles and multimedia storage
Equipment	<ul style="list-style-type: none"> ▪ 2 Labs with FCP, Avid, & Adobe software ▪ Camera and Lighting Equipment ▪ TV Studio 	<ul style="list-style-type: none"> ▪ Computers and software for additional students & faculty ▪ Office furniture ▪ Digital Camera & Sound Equip ▪ Media Servers
Internship sites	<ul style="list-style-type: none"> ▪ Affiliations with local production business 	<ul style="list-style-type: none"> ▪ Affiliations with additional local production businesses
Personnel	<ul style="list-style-type: none"> ▪ AS Program Faculty <ul style="list-style-type: none"> ○ Full-Time 5 ○ Part-time 5 ○ Program Chair (FT) 	<ul style="list-style-type: none"> ▪ BAS-FT&DP Program Faculty: <ul style="list-style-type: none"> ○ Full-time: 1 ○ Part-Time: 2-1 ▪ BAS-FT&DP Staff: <ul style="list-style-type: none"> ○ 1 Program Director (FT) ○ 1 Secretary (PT) ○ 1-2 Faculty Support (PT) ○ 1 Graphic/Web Designer (PT)
Student Enrollment	<ul style="list-style-type: none"> ▪ SEDT Film/TV Student Headcount Enrollment: 435/140 	<ul style="list-style-type: none"> ▪ BAS-FT&DP Projected Student Headcount Enrollment: Years 2-4: 25/40/60

***Budget and Projections:**

The proposed BAS: FT&DP degree has an estimated initial Capital start-up cost of \$247,000.00 to include production equipment, computer lab enhancement, facilities renovations, and personnel. These funds would come from BAS degree grants and other revenues. These upgrades would be in addition to the current SEDT resources used in the AS degree production programs.

The estimated Capital budget for the second and third years of operation show an increase in costs from the first year due to equipment requirements, lab renovations, student enrollment and course offerings. However, a decrease in costs follows from years 2 to 4 with a projected expense averaging \$517,107.25 per year. Additional production equipment would be acquired to replace and supplement current SEDT resources as dictated by advances in technology and student enrollment.

It is projected that the student increase from twenty-five (25) to three years the program is offered. acquired would be sufficient to accommodate the sixty (60) student headcount enrollment projected for the 2011-2012 school term.



headcount enrollment would forty (40) to sixty (60) for the first. The facilities and equipment

**Film, Television & Digital Production
Bachelor of Applied Science Degree**

**Program Number:
CIP:**

Total credits required for the degree is 120

Program Description:

The Bachelor of Applied Science Degree in Film, Television & Digital Production provides an opportunity for students completing an Associates Degree to seamlessly complete a Bachelors degree. Graduates of the Bachelor of Applied Science Degree in Film, Television & Digital Production will be prepared with the abilities and skills needed to succeed in the film and television industry. The Bachelor of Applied Science Degree in Film, Television & Digital Production prepares graduates with the hands-on training necessary to meet workforce demands.

Course	Course Title	Credits	Pre/Co Requisites
Communications – 6 Credits Required			
ENC 1101	English Composition 1	3	
ENC 1102	English Composition 2	3	Pre-Req ENC 1101
Oral Communication – 3 Credits Required			
<i>Select 3 Credits from the following</i>			
ENC 2300	Advanced Composition & Communication	3	Pre-Req ENC 1101, 1102
LIT 2480	Issues in Literature & Culture	3	Pre-Req ENC 1102
SPC 1026	Fundamentals of Speech Communications	3	

Note: SPC 1026 is Recommended

Humanities – 6 Credits Required

Group A – Select 3 Credits from the following:

ARH 1000	Art Appreciation	3	
DAN 2100	Dance Appreciation	3	
HUM 1020	Humanities	3	
MUL 1010	Music Appreciation	3	
PHI 2010	Introduction to Philosophy	3	

AND

Group B – Select 3 Credits from the following:

ARH 2740	Cinema Appreciation	3	
MUL 2380	Jazz & Popular Music in America	3	
PHI 2604	Critical Thinking/Ethics	3	
Pre-Req	ENC 1102		
THE 2000	Theatre Appreciation	3	

Note: PHI 2604 is Recommended

Behavioral and Social Science – 6 Credits Required

Group A – Select 3 Credits from the following:

ANT 2410	Introduction to Cultural Anthropology	3	
CLP 1006	Psychology of Personal Effectiveness	3	
DEP 2000	Human Growth & Development	3	
ISS 1161	Individual in Society	3	

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PSY 2012	Introduction to Psychology	3
SYG 2000	Introduction to Sociology	3

Note: CLP 1006 is Recommended

AND

Group B – Select 3 Credits from the following:

AMH 2010	History of the United States to 1877	3
AMH 2020	History of the United States since 1877	3
ECO 2013	Principles of Economics (Macro)	3
ISS 1120	The Social Environment	3
POS 2041	American Federal Government	3
WOH 2012	History of World Civilizations to 1715	3
WOH 2022	History of World Civilizations from 1715	3

Natural Science – 6 Credits Required

Group A – Select 3 Credits from the following

BOT 1010	Botany	3	Pre/Co-Req BOT 1010L
BSC 1005	General Education Biology	3	
BSC 1005L	(Optional Laboratory)		
BSC 1030	Social Issues in Biology	3	
BSC 1050	Biology & Environment	3	
BSC 1084	Functional Human Anatomy	3	
BSC 1084	(Optional Laboratory)		
BSC 2010	Principles of Biology 1	3	Pre/Co-Req BSC 2010L, CHM 1045
BSC 2020	Human Biology: Fundamental of Anatomy & Physiology	3	
BSC 2020L	(Optional Laboratory)		
BSC 2085*	Human Anatomy & Physiology 1	3	Pre/Co-Req BSC 2085L
BSC 2250	Natural History of South Florida	3	
HUN 1201	Essentials of Nutrition	3	
HUN 1201L	(Optional Laboratory)		
OCB 1010	Introduction to Marine Biology	3	
OCB 1010L	(Optional Laboratory)		
PCB 2033	Introduction to Ecology	3	
PCB 2340C	Field Biology	3	
ZOO 1010	Zoology	3	Co-Req ZOO 1010L

* Students are strongly recommended to complete CHM 1033/1033L prior to course registration.

AND

Group B – Select 3 Credits from the following

AST 1002	Descriptive Astronomy	3
CHM*		
GLY*		
MET*		
OCE*		
PHY*		
PSC 1121	General Education Physical Science	3
Pre-Req MAT 1033		
PSC 1515	Energy in the Natural Environment	3

* Any course with the following prefix excluding labs.

Mathematics – 6 Credits Required

Select 6 Credits from the following

MAC*			
MAD*			
MAP*			
MAS*			
MGF*			
MTG 2204	Geometry for Educators	3	
QMB 2100	Basic Business Statistics	3	Co-Req QMB 2100L

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STA 2023 Statistical Methods
Pre/Co-Req MAC 1105

3

* Any course with the following prefix excluding labs.

Note: MAC 1105 is Recommended

General Education Elective – 3 Credits Required

See Advisor for Approved Selection

Program Foundation Core – 43 Credits Required

Electives chosen by the student may be technical courses from an AS degree or General Education courses from an AA degree. Students should speak to an Academic Advisor on the selection of these electives. The following courses must be taken prior to beginning the upper division course work:

Course	Course Title	Credits	Pre-/Co-Requisites
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Program Prerequisites – 15 Credits Required

FIL 2552C	Editing 1	3	
FIL 2553C	Editing 2	3	Pre-Req FIL 2552C
FIL 2560C	Editing 3	3	Pre-Req FIL 2553C
VIC 1000	Visual Communications	3	
VIC 1202C	Video Comp. Motion Graphics 1	3	

Lower Division Core – 28 Credits Required

• **Film**

FIL 1030	History of Film	3	
FIL 1100	Screenwriting 1	3	
FIL 1420C	Film Production 1	4	Co-Req FIL 2552C
FIL 1431C	Film Production 2	4	Pre-Req FIL1420C/Co-Req FIL 2553C
FIL 2130	Screenwriting 2	3	Pre-Req FIL1100
FIL 2480C	Film Production 3	4	Pre-Req FIL1431C / Co-Req FIL2560C
FIL 2515C	Film Production 4	4	Pre-Req FIL2480C
FIL 2611	Film Bus/Mktg/Dist/Exhib	3	

OR

• **Television**

MMC 2000	Intro. To Mass Communications	3	
RTV 1100	Writing for Elec. Media	3	
RTV 1241C	TV Studio Prod. 1	4	
RTV 1242C	TV Studio Prod. 2	4	Pre-Req RTV 1241C
RTV 2226	Broadcast News	3	
RTV 2243C	Television Directing	3	Pre-Req RTV 1242C
RTV 2245C	Elec. Field Prod. 1	4	Pre-Req RTV 1242C and FIL 2552C
RTV 2246C	Elec. Field Prod. 2	4	Pre-Req RTV 2245C

Required Electives– 6 Credits Required

FIL 1055	American Independent Cinema	3	
FIL 1360	Survey of Documentary Film	3	
FIL 2370	Film Workshop	3	Pre-Req FIL2515C
FIL 2413	Screenwriting and Storyboarding	3	Pre-Req FIL 2130
FIL 2572C	Advanced Video Post-Production	3	Pre-Req FIL 2552C
FIL 2945	Film Internship	3	
RTV 2230C	Radio and TV Announcing	3	
RTV 2244	Television Direction 2	3	Pre-Req RTV2243C
RTV 2248C	Television Workshop	3	Pre-Req RTV2246C
RTV 2249C	Radio Program Operations	3	Pre-Req RTV1240C
RTV 2940	TV Internship	3	Pre-Req RTV2245C
Foreign Language (2 sequential courses)		6	

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Computer CGS1060

Upper Division Discipline Content– 35 Credits Required

DIG 3XXXC	Digital Cinematography	3	
DIG 3XXXC	Sound Design	3	
DIG 4XXXC	DVD Authoring, Web Design, & Elec. Distribution	3	
DIG 4345C	Digital Effects & Compositing	3	
FIL 3XXX	Grant Proposals & Funding	3	
FIL 3602	Business Practices & Production Management	3	
FIL 4XXX	Fiction Scriptwriting	3	
FIL 4201C	Production Workshop 1	4	
FIL 4202C	Production Workshop 2	4	Pre-Req FIL4201C
RTV 3408	Ethics & Research for Non-Fiction Scripts	3	
RTV 3810C	Broadcast Design & On-Air Promotions	3	

TOTAL CREDITS

General Education Requirements	36 credits
Program Foundation Core	43 credits
Required Electives	6 credits
Upper Division Discipline Content	35 credits

Total	120 credits

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.**

Foreign Language: Students admitted to the baccalaureate degree program without meeting the foreign language admission requirement of at least 2 courses (8-10 credit hours) of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level must earn such credits prior to graduation.

Additional Information: Students entering with an AS degree may have more than 24 elective credits and may need additional General Education credits to meet the 36 credits required for the baccalaureate degree. Students entering with an AA degree may need additional electives to provide appropriate background for the baccalaureate program.

A minimum cumulative grade point average of 2.50 is required for graduation with a 2.0 in courses used to fulfill the Gen. Ed. requirement.

Students must successfully complete 30 semester hours of 3000-4000 level course work.

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 College. This outline includes current graduation requirements. However, the final responsibility for meeting graduation requirements rests with the student.

BAS – FILM, TELEVISION, AND DIGITAL PRODUCTION

New Courses

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
DIG 3XXAC	Digital Cinematography	3	1	2009-2

Course Description: This course provides students with the skills and knowledge necessary to plan and execute image capture for visual effects that combine live action and computer generated elements using current technologies and techniques.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
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DIG 3XXBC Sound Design 3 1 2009-2
Course Description: The practices and procedures of advanced audio production, emphasizing practical rather than theoretical operation. The student will learn advanced audio recording, mixing, and editing, overdubbing, and aesthetics.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
FIL 3602	Business Practices & Production Management	3	1	2009-2

Course Description: This course prepares the student to enter the workforce effectively as an independent contractor in the Film, TV & Digital production industries. Topics include selecting the appropriate business model, setting up a corporation, licensing, securing credit, accounting, billing, tax implications, advertising, promotion and development of strategies for securing continuous work and growing the business. This course also instructs the student on the process of preparing and running a production. It focuses on acquiring the processes of breaking down a script, scheduling, budgeting, location acquisition, contingency planning, on-set protocol and creating a professional environment where creativity can blossom.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
FIL 3XXC	Grant Proposals & Funding	3	1	2009-2

Course Description: This course prepares the student to write grant proposals and secure funding for non-fiction film/TV productions.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
RTV 3810C	Broadcast Design & On-Air Promotions	3	1	2009-2

Course Description: This course explores the elements of graphic design for video and film. Through the use of graphic design software, students will create projects for on-air promotions with specific emphasis on layout, color and composition.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
RTV 3408	Ethics & Research for Non-Fiction Scripts	3	1	2009-2

Course Description: This course impresses on the student the importance of acquiring and applying proven research methods for reliable fact-finding; respecting social, cultural and environmental responsibilities; as well as finding ethical resolutions to issues that arise in non-fiction film/TV production.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
DIG 4645C	Digital FX & Composing	3	1	2009-2

Course Description: This course provides students with the skills and knowledge necessary to plan and execute visual effects that combine live action and computer generated elements using current technologies and techniques.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
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DIG 4XXDC DVD Authoring, Web Design, & Elect. Distribution 3 1 2009-2
Course Description: Students will learn how to author interactive DVDs, create a basic website and distribute audio and video content via the Internet.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
FIL 4XXE	Fiction Scriptwriting	3	1	2009-2
Course Description: The fundamentals of story structure and character development as introduced in Screenwriting 1 and Screenwriting 2 are refined and applied to writing a proposal, character analysis and detailed outline for a feature length motion picture.				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
FIL 4201C	Production Workshop 1	4	1	2009-2
Course Description: In this production course, students will learn and apply industry-standard pre-production and production techniques to produce a fiction or non-fiction film. Students will go through a selection process to determine their crew positions on the production.				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
FIL 4202C	Production Workshop 2	4	1	2009-2
Course Description: In this post-production course, students will learn and apply industry-standard post-production techniques to complete the films started in Workshop 1 (FIL 4201C). Students will go through a work-assessment process to ensure the completion of the production.				

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6. **School of Computer and Engineering Technologies**
Changes to A.S. Degree in Electrical Power Technology

Dean Thomas Meyer introduced Dr. Richard White who presented the changes to the AS program in Electrical Power Technology and requested deletion of courses that are no longer offered.

ASSOCIATE IN SCIENCE DEGREE
PROGRAM OF STUDY: ELECTRICAL POWER TECHNOLOGY (26055, 26056, 26057)
EFFECTIVE TERM SPRING 2007 (2008-1)

Total Credits: 68

I. GENERAL EDUCATION REQUIREMENTS (15 credits)

1. COMMUNICATIONS (3.00 credits)

[ENC 1101](#) - English Composition 1 (3 credits)

2. ORAL COMMUNICATIONS (3.00 credits)

[SPC 1026](#) - Fundamentals of Speech Communications (3 credits)

3. HUMANITIES (3.00 credits)

[PHI 2604](#) - Critical Thinking/Ethics (3 credits)

4. BEHAVIORAL/SOCIAL SCIENCE (3 credits)

[CLP 1006](#) – Psychology of Personal Effectiveness (3 credits)

5. MATH/SCIENCE (3 credits)

[MAC 1105](#) College Algebra (3 credits)

II. COMPUTER COMPETENCY

6. COMPUTER COMPETENCY Test type(s) needed:

[CGS 1060](#) – Introduction to Microcomputer Usage

III. Major Requirements

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7. MAJOR COURSE CORE REQUIRED (22 credits)

- | | |
|--|---|
| <input type="checkbox"/> EST 1572 - Power Plant Fundamentals (3 credits) | <input type="checkbox"/> MTB 1322 - Technical Mathematics 2 (3 credits) |
| <input type="checkbox"/> ETI 1870 - Power Plant Systems (2 credits) | <input type="checkbox"/> PHY1025 - Basic Physics (3 credits) |
| <input type="checkbox"/> EET 1580 - Power Plant Science (2 credits) | <input type="checkbox"/> CGS 1060 - Introduction to Microcomputer Usage (4 credits) |
| <input type="checkbox"/> ETI 1701 - Industrial Safety (3 credits) | |
| <input type="checkbox"/> ETI 1802 - Industrial Plant Tools & Equipment (2 credits) | |

PROGRAM SPECIALIZATION – CHOOSE ONE OPTION ONLY

A. Instrumentation & Control Option (31 credits) – 26055

- | | |
|---|---|
| EET 1015C – Direct Current Circuits (4 credits) | EST2520C – Process Measurement Fundamentals (3 credits) |
| EET 1025C - Alternating Current Circuits (4 credits) | EST2530C - Process Control Technology (3 credits) |
| EET 1141C – Electronics 1 (4 credits) | EST2542C Programmable Logic Controllers 1 (3 credits) |
| EET 2101C – Electronics 2 (4 credits) | EST 2544C Programmable Logic Controllers 2 (3 credits) |
| EET2205C - Fluid/Pneumatic Instrumentation (3 credits) credits) | |

B. Electrical Option – 26056 (31credits)

- | | |
|--|--|
| EET 1015C – Direct Current Circuits (4 credits) | EET2515C - Motors and Generators (3 credits) |
| EET 1025C - Alternating Current Circuits (4 credits) | EET2515C - Motors and Generators (3 credits)) |
| EET 1141C – Electronics 1 (4 credits) | EET2547C - Transformers and Power Distribution (3 credits) |
| EET 2101C – Electronics 2 (4 credits) | EST2542C Programmable Logic Controllers 1 (3 credits) |
| EET2515C - Motors and Generators (3 credits) | EST 2544C Programmable Logic Controllers 2 (3 credits) |

C. Mechanical Option- 26057 (31 credits)

A. Electrical Option – 26056 (31credits)

- | | |
|---|---|
| EET 1015C – Direct Current Circuits (4 credits) | ETI 2416C -Power Plant Machines and Components 1 4 credits) |
| OR EST2526C Mechanical Seals (4 credits) with advisor approval only | |

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[EET 1025C](#) – Alternating Current Circuits (4 credits)
OR EST 2527C Machine Alignment(4 credits) **with advisor approval only**

[ETI2408C](#) – Welding Processes (3 credits)

[ETI1805C](#) - Introduction to Lifting and Rigging (3 credits)

[ETI2417C](#) - Power Plant Machines and Components 2 (4 credits)

[ETI2425C](#) - Metallurgical Properties and Dynamics (3 credits)

[ETI2451C](#) - Mechanical Maintenance for Power Plants (3 credits)

[ETM1315C](#) –Applied Pneumatics and Hydraulics (3 credits)

Program Note:
Advisor approval is required for the following program substitutions:

[EST2526C](#) Mechanical Seals (4 credits) (*substitute for EET1015C with advisor approval only*)

[EST2527C](#) Machine Alignment (4 credits) (*substitute for EET1025C with advisor approval only*)

Mechanical Maintenance Add New Courses

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ETI 2408C	Welding Processes	3	1,2,3,5,6,7,8	2007-3
Course Description: This course is designed for students who require basic welding process skills to prepare themselves for entry-level maintenance technician positions. The student learns principles of welding safety, fundamental practices of shielded arc welding, arc welding with consumable and non-consumable electrodes, brazing, soldering, and plasma cutting.				
Prerequisite: ETI2425C. Laboratory fee. A.S. degree credit only. (2 hr lecture, 2 hr lab).				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ETI 2417C	Power Plant Machines and Components 2	4	1,2,3,5,6,7,8	2007-3
Course Description: This course continues the study of industrial machines begun in ETI2416C for students who are preparing for careers in industrial and/or power plant mechanical maintenance. Students learn the principles, concepts, and applications of various mechanical systems encountered in industrial applications, how to identify basic systems and components encountered in power plants, how to troubleshoot equipment problems, and basic procedures involved in maintaining and replacing component parts.				
Prerequisite: ETI2416C. Laboratory fee. A.S. degree credit only. (2 hr lecture; 4 hr lab)				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ETI 2451C	Mechanical Maintenance for Power Plants	3	1,2,3,5,6,7,8	2007-3
Course Description: This course is designed for students who are preparing for mechanical and industrial maintenance operations. Students learn how to read and interpret drawings and blueprints, the application of lubrication principles, how to perform torque procedures, and the correct procedures for maintaining sealants, o-rings, and gaskets in power plant environments.				
Prerequisite: ETI2416C. Laboratory fee. A.S. degree credit only. (2 hr lecture; 2 hr lab)				

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EST 2526C	Mechanical Seals	4	1,2,3,5,6,7,8	2007-3

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Course Description: This course is designed for students preparing for industrial mechanical maintenance positions. Students learn how to repair, maintain, and troubleshoot mechanical seals in industrial equipment.
Pre-requisite: ETI1802. Laboratory fee. A.S. degree credit only. (2 hr. lecture; 4 hr. lab)

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EST 2527C	Machine Alignment	4	1,2,3,5,6,7,8	2007-3

Course Description: This course is designed for students preparing for industrial mechanical maintenance positions. Students learn how to identify machine alignment problems, tools and techniques for correcting alignment conditions, and how to perform alignments given specific conditions and parameters.
Pre-requisite: ETI1802. Laboratory fee. A.S. degree credit only. (2 hr. lecture; 4 hr. lab)

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Delete Courses that have not been offered

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
CGV 0241	Microcomputer Software Application	1	1,2,3,5,6,7,8	2007-3

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
CTS 0046	Microcomputer Assemble Language	2.5	1,2,3,5,6,7,8	2007-3

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EEV 0402	DC-Play-Trouble/Rep	2.5	1,2,3,5,6,7,8	2007-3

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EEV 0403	CMPCT C/8MM CAM REPR	2.5	1,2,3,5,6,7,8	2007-3

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EEV 0538	Input/Output Dev 2	2.5	1,2,3,5,6,7,8	2007-3

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EEV 0556	Main Trouble Network Development 2	2.5	1,2,3,5,6,7,8	2007-3

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EEV 0638	FCC LIC Exam Prep	2.5	1,2,3,5,6,7,8	2007-3

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
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EEV 0700	Input/Output Dev 1	2.5	1,2,3,5,6,7,8	2007-3
<u>Course No.</u> EEV 0701	<u>Course Title</u> Main Trouble Network Development 1	<u>Credits</u> 2.5	<u>Campus</u> 1,2,3,5,6,7,8	<u>Eff.</u> <u>Term</u> 2007-3
<u>Course No.</u> ETD 0083C	<u>Course Title</u> Tech. Work Draw 1	<u>Credits</u> 4	<u>Campus</u> 1,2,3,5,6,7,8	<u>Eff.</u> <u>Term</u> 2007-3
<u>Course No.</u> ETD 0120C	<u>Course Title</u> Blue Print Read 2	<u>Credits</u> 3	<u>Campus</u> 1,2,3,5,6,7,8	<u>Eff.</u> <u>Term</u> 2007-3
<u>Course No.</u> ETD 0121C	<u>Course Title</u> Blue Print Read 2	<u>Credits</u> 3	<u>Campus</u> 1,2,3,5,6,7,8	<u>Eff.</u> <u>Term</u> 2007-3
<u>Course No.</u> ETD 0301C	<u>Course Title</u> Intro Micro CAD Sys	<u>Credits</u> 3	<u>Campus</u> 1,2,3,5,6,7,8	<u>Eff.</u> <u>Term</u> 2007-3
<u>Course No.</u> ETD 0319C	<u>Course Title</u> Comp App Architecture	<u>Credits</u> 5	<u>Campus</u> 1,2,3,5,6,7,8	<u>Eff.</u> <u>Term</u> 2007-3
<u>Course No.</u> ETD 0320C	<u>Course Title</u> Adv CAD Architecture	<u>Credits</u> 5	<u>Campus</u> 1,2,3,5,6,7,8	<u>Eff.</u> <u>Term</u> 2007-3
<u>Course No.</u> ETD 0350C	<u>Course Title</u> Digicad Workshop	<u>Credits</u> 1.5	<u>Campus</u> 1,2,3,5,6,7,8	<u>Eff.</u> <u>Term</u> 2007-3
<u>Course No.</u> ETD 0530C	<u>Course Title</u> Architecture Drafting	<u>Credits</u> 5	<u>Campus</u> 1,2,3,5,6,7,8	<u>Eff.</u> <u>Term</u> 2007-3
<u>Course No.</u> ETD 0538C	<u>Course Title</u> Intermediate CAD Architecture	<u>Credits</u> 5	<u>Campus</u> 1,2,3,5,6,7,8	<u>Eff.</u> <u>Term</u> 2007-3
<u>Course No.</u> ETD 0542C	<u>Course Title</u> Tech Work Drawing 2	<u>Credits</u> 4	<u>Campus</u> 1,2,3,5,6,7,8	<u>Eff.</u> <u>Term</u> 2007-3
<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff.</u> <u>Term</u>

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ETD 0543C Structure Tech Draft 4 1,2,3,5,6,7,8 2007-3

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ETD 0562C	Advanced CAD - Tech	4	1,2,3,5,6,7,8	2007-3

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ETD 0614C	Electronic Drafting	3	1,2,3,5,6,7,8	2007-3

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ETV 0010	Intro Drawing 1	4	1,2,3,5,6,7,8	2007-3

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7. NATURAL SCIENCES

Changes to A.S. Degree in Landscape Technology

Dean Harry Hoffman introduced Dr. Heather Belmont and Dr. Steve Ritter. Together they presented the changes in the AS degree in Landscape Technology as well as the two new college credit certificate in Agriscience.



**Landscape and Horticulture Technology 21005; 21006
Associate in Science**

C.I.P. 1101060501
C.I.P. 1101060500

**Total credits required for the degree is 68.
Total credits required for the degree is 64.**

The Landscape Technology program has two options which are Design and Installation and Maintenance Technician. The program with its two options train students to manage and are designed for students and those who are seeking immediate employment.

There is only one A.S. program in Landscape Technology. Students may select one of the two options available (Maintenance Technician or Design & Installation Specialization). The degree awarded to the student in Landscape Technology will be only once.

There is only one A.S. program in Landscape and Horticulture Technology. Students may select one of the two options available (Horticulture or Landscape Specialization). The degree awarded to the student in Landscape and Horticulture Technology will be only once.

Course	Course Title	Credits	Pre-/Co-Requisites
I. Maintenance Technician - 47 Credits Required (21005) <u>Change to Horticulture Specialization - 43 Credits Required (21005)</u>			
(Select the following courses)			
BOT 1010L	Botany Lab	1	Co-Req BOT1010 (will be removed)
HOS 1010	Horticulture 1	3	
HOS 1011	Horticulture 2	3	Pre-Req HOS1010
IPM 2112	Principles of Entomology	3	
IPM 2301	Pesticide Applications	3	

(Select the following courses)

BOT 1010L	Botany Lab	1	Co-Req BOT1010 (will be removed)
HOS 1010	Horticulture 1	3	
HOS 1011	Horticulture 2	3	Pre-Req HOS1010
IPM 2112	Principles of Entomology	3	
IPM 2301	Pesticide Applications	3	

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IPM	2635	Introduction to Plant Pathology	3	
ORH	1251	Nursery Practices 1	3	Pre-Req HOS1010
ORH	1510	Landscape Plant Identification 1	3	
ORH	1511	Landscape Plant Identification 2	3	Pre-Req ORH1510
ORH	1840C	Landscape Construction	2	
ORH	2230	Exterior Plant Usage & Maintenance	3	
LDE	2000	Planting Design	4	Pre-Req ORH1510 or 1511
LDE	2310	Irrigation Design & Maintenance	3	
ORH	2932	Special Topics in Landscaping	1	
ORH	2949	Landscape Technology Internship	6	
Change to ORH	2949	Landscape & Horticulture Tech Internship	3	Pre-Req 12 credits degree/certificate or permission of instructor
SBM	1000	Small Business Management	3	

II. Design & Installation Specialization - 47 Credits Required (21006) Change to Landscape Specialization - 43 Credits Required (21005)

(Select the following courses)

BOT	1010L	Botany Lab	1	Co-Req BOT1010 (will be removed)
HOS	1010	Horticulture 1	3	
HOS	1011	Horticulture 2	3	Pre-Req HOS1010
IPM	2112	Principles of Entomology	3	
IPM	2301	Pesticide Applications	3	
IPM	2635	Introduction to Plant Pathology	3	
ORH	1251	Nursery Practices 1	3	Pre-Req HOS1010
ORH	1510	Landscape Plant Identification 1	3	
ORH	1511	Landscape Plant Identification 2	3	Pre-Req ORH1510
ORH	1840C	Landscape Construction	2	
LDE	2000	Planting Design 1	4	Pre-Req ORH1510, 1511 or permission of instructor
LDE	2310	Irrigation Design & Maint	3	
ORH	2949	Landscape Technology Internship	6	
Change to ORH	2949	Landscape & Horticulture Tech Internship	3	Pre-Req 12 credits degree/certificate or permission of instructor
ORH	2835C	Comp-Aided Landscape Design 1	2	Pre-Req CGS1060 or equivalent and working knowledge of landscape plants or permission of instructor
ORH	2837C	Comp-Aided Landscape Design 2	2	Pre-Req ORH2835C, CGS1060 or equivalent and working knowledge of landscape plants or permission of instructor
SBM	1000	Small Business Management	3	

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Electives – 6 Credits Required

(Select 6 credits from the following courses)

BOT	2150C	Native Plant Ident & Mgt South FL	3	
BOT	2153C	Native Plant Comm Ident & Mgt	3	Pre-Req BOT2150C
BSC	1050	Biology & Environment	3	(moved to Gen. Ed.)
CHM	1025	Introduction to Chemistry	3	
GLY	1001	General Education Earth Science	3	
MET	1010	Introduction to Weather	3	
ORH	2220	Turfgrass Management	3	
ORH	2227	Foliage Plant Production	3	
ORH	2873	Interior Landscaping	3	
PCB	2033	Introduction to Ecology	3	
PCB	2340C	Field Biology	3	

GENERAL EDUCATION REQUIREMENTS – 15 CREDITS REQUIRED

Communications - 3 Credits Required

(Select the following course)

ENC	1101	English Comp 1	3	
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Oral Communications - 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 Think/Ethics	3	Pre-Req ENC1101
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

CLP	1006	Psy of Personal Effect	3	
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Mathematics/Science - 3 Credits Required

(Select the following course)

BSC	1050	Biology & Environment	3	replaces BOT1010
BOT	1010	Botany	3	Co-Req BOT1010L (will be removed)

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.

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 your Degree Audit Report rests with you.

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New College Credit Certificate
Agriscience

Executive Summary – Needs Assessment
Agriscience College Credit Certificates

- I. Introduction** - The proposed Agriscience College Credit Certificates were created in response to the growing industry needs for a skilled workforce prepared for positions in horticulture and related industries. The Certificates will meet the labor needs of local horticulture industries and support social and economic development in the Miami-Dade County area. In fact, South Florida Workforce has designated this industry as High Skill/High Wage and it is listed as part of the Regional Targeted Occupations List for Workforce Region 23 - Miami-Dade and Monroe Counties, which indicates that the related industry jobs have a minimum mean wage of at least \$18.64/hour and an entry wage of \$11.89/hour.
- II. Program Goals** - The primary goal of the program is to train individuals for employment in horticulture industries. Employee training will be supplied by the offering of two certificate programs. The first certificate is a 12 credit hour certificate designed to prepare horticulture specialists (CIP - 0101060503) and the second certificate is an 18 credit hours certificate designed to prepare horticulture professionals (CIP – 0101060504). Students who complete a certificate can continue their formal education at Miami Dade College by applying the credits achieved to an Associate in Science degree in Landscape and Horticulture Technology – Horticulture Specialization (MDC program code #21005) or Landscape and Horticulture Technology – Landscape Specialization (MDC program code #21006). The program will address critical workforce needs as identified by the Nurseryman Growers Association of South Florida. The program will provide opportunities to our students by emphasizing service learning and hands on work experience.
- III. Program Needs and Benefits** -
 - a. Demonstrated National Needs-**

- i. According to the US Department of Labor (2008), horticulture is classified as a **high growth industry**. Nationally there are 1,521,000 supervisory jobs in grounds maintenance, 202,000 jobs as supervisors/managers in landscaping and lawn service, 1,319,000 jobs in grounds maintenance, 1,220,000 jobs in landscaping and grounds keeping, 32,000 jobs as pesticide handlers, sprayers, and applicators, 41,000 jobs as tree trimmers, and 28,000 jobs as grounds maintenance workers. Nationwide, most of these jobs are expected to grow by a rate of 18% over the next eight years.
- ii. **Miami Dade College has secured a grant for two hundred thousand dollars from the US Department of Agriculture to support development of this initiative, which will enhance growth opportunities.** Section 1455 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 authorizes the Secretary of Agriculture to make competitive grants available to Hispanic-Serving Institutions for the purpose of promoting and strengthening the ability of Hispanic-Serving Institutions to carry out education, applied research, and related community development programs. The initiative aims to expand the pipeline of youth entering the horticulture industry, increase integration of community college efforts with business, and provide workers with pathways to career enhancing opportunities in high growth occupations.
- b. **Demonstrated State Needs** - Horticulture is the second largest industry in Florida, second only to tourism, and Miami-Dade County ranks second in the state in nursery crop production. This industry is still growing and is fueling the need for trained horticultural workers, supervisors and managers.
- c. **Expanding Florida's Horticulture Workforce** - The strong showing of Florida in the Horticultural/Plant Sciences industries has elicited increased interest and investments in this industry. Florida envisions itself as the horticultural hub of the future. In response to the expanding horticultural industries needs in Florida, MDC proposes a program to prepare entry level workers for horticulture careers, which include nursery managers, landscaping and grounds keeping, pesticide handlers, tree trimmers and pruners.

IV. Industry Need and Job Outlook -

- a. According to the US Department of Labor (2008) "Those interested in grounds maintenance occupation should find very good job opportunities in the future. Employment of grounds maintenance workers is expected to grow faster than average for all occupations through the year 2016".
- b. Agriculture jobs in Miami-Dade County are projected to grow at a rate of 4.63% which represents an increase of 1611 new jobs. Loss of direct farming jobs will be offset by gains in gardening, nursery, and lawn service. Due to high growth, managers in these occupations (SOC Code 119011) have been designated as High Skill/High Wage and are listed as part of the Regional Targeted Occupations List for Workforce Region 23-Miami-Dade and Monroe Counties, which indicate that the jobs have a minimum mean wage of at least \$18.64/hour and an entry wage of \$11.89/hour.
- c. A local advisory committee of horticultural/agricultural educators and professionals fully support the development and implementation of this program and are prepared to assist. Advisory committee members include Diane Collingwood, Instructional Supervisor for Dade County Public Schools, Bob Heath, Director of the Subtropical Horticulture Research Station, Dr. Richard Gragg, Dean of the Environmental Research Institute at FAMU, and Caroline Lewis, Education Director for Fairchild Tropical Gardens.

- V. Implementation Strategies** - The anticipated date of implementation for this program is the fall of 2008 and the host site will be MDC-North Campus. An interdisciplinary, intercampus group of faculty members and administrators have addressed curricular competencies, learning outcomes, course titles, course numbers and pre-fixes, and pre-requisites. We anticipate a first year enrollment of 25 students and will expand enrollment to approximately 100 students by year three. The external grant funding from the USDA has provided all associated infrastructure costs and we will also be able to offer first year students scholarships. Additional, program costs will be supported by the Biology/Health & Wellness Department MDC-North Campus.
- VI. Curriculum** - The program is designed to teach students the basic principles, concepts and techniques necessary for effective work in the horticulture industry. Students will learn plant physiology and growth, plant classification, plant identification, and plant care and maintenance to satisfy the needs of the industry. For those that obtain the second certificate they will also gain managerial skills. Having obtained the certificate(s), student will be able to transition into AS degree program at Miami Dade College or secure employment in-field.



Horticulture Specialist
 College Credit Certificate

XXXXX
 C.I.P. 0101060503

Total credits required for the degree is 12.

The College Credit Certificate in Agriscience for the Horticulture Specialist is an introductory certificate designed to prepare students for positions in the nursery and landscape industries at the entry level. The certificate will prepare students for employment as supervisors in grounds keeping, nursery and greenhouse production, landscape gardeners, and parks workers. Students will learn plant physiology and growth, plant classification, plant identification and plant care and maintenance to satisfy the growing needs of the nursery industry. If a student should choose to continue their education in Agriscience, the college credits granted in this program will apply toward an A.S. degree in Landscape and Horticulture Technology.

Major Course Requirements - 12 Credits Required

(Select the following courses)

<i>Course</i>	<i>Course Title</i>	<i>Credits</i>	<i>Pre-/Co-Requisites</i>
IPM 2112	Principles of Entomology	3	
HOS 1010	Horticulture I	3	
ORH 1251	Nursery Practices I	3	Pre-Req: HOS 1010
ORH 1510	Landscape Plant Identification I	3	

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 your Degree Audit Report rests with you.

CASSC Approved/Revised – XX/XX



Horticulture Professional
 College Credit Certificate

XXXXX
 C.I.P. 0101060504

Total credits required for the degree is 18.

The College Credit Certificate in Agriscience for the Horticulture Professional is an advanced certificate for managerial positions in nursery and landscape technology industries. The certificate will prepare students for employment in horticulture and landscape industries as nursery managers, landscape and grounds keeping managers, nursery supervisors, landscape gardeners, and parks workers. Students will learn concepts of plant physiology and growth, plant classification, plant identification and plant care and maintenance to satisfy the growing needs of the nursery industry with an additional emphasis on management skills. If a student should choose to continue their education in Agriscience, the college credits granted in this program will apply toward an A.S. degree in Landscape and Horticulture Technology.

Major Course Requirements - 18 Credits Required
(Select the following courses)

<u>Course</u>	<u>Course Title</u>	<u>Credits</u>	<u>Pre-/Co-Requisites</u>
IPM 2112	Principles of Entomology	3	
HOS 1010	Horticulture I	3	
ORH 1251	Nursery Practices I	3	Pre-Req: HOS 1010
ORH 1510	Landscape Plant Identification I	3	
ORH 2949	Horticulture Technology Internship	3	12 credits in Horticulture or Permission of Faculty or Chairperson.
SBM 1000	Small Business Management	3	

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 your Degree Audit Report rests with you.

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8. School of Education

Changes to BS in Mathematics

Dean Carol Tulikangas introduced Dr. Susan Neimand who presented the changes to the BS major in Mathematics Education.



Mathematics Education
 Program Comparison

Current Program 144 Credits	Revised Program 120 Credits
Lower Division (77 credits)	Lower Division (60 credits)
Communication: (6 credits) → ENC1101 ENC1102	Communication: (6 credits) ENC1101 ENC1102
Oral communication: (3 credits) → LIT2480 or SPC1026	Oral communication: (3 credits) Oral Communications Requirements
Humanities: (6 Credits) → Humanities (Group A) Humanities (Group B)	Humanities: (6 Credits) Humanities (Group A) Humanities (Group B)
Social Science: (12 Credits) → PSY2012 AMH2010 or AMH2020 DEP2000 Diversity Requirement	Social Science: (6 Credits) Social Science (Group A) DEP2000 Recommended Social Science (Group B)
Natural Science: (10 Credits) → Life Science Physical Science Earth/ Space Science Lab	Natural Science: (6 Credits) Life Science Physical Science
Mathematics: (24 Credits) → MAC1105 (REMOVE) MTG2204 (REMOVE) MAC1114 (REMOVE) MAC1140 (REMOVE) MAC2311 MAC2312 STA2023	Mathematics: (21 Credits) MAC1147 MAC2311 MAC2312 MAC2313 (ADD) STA2023
Computer Competency: (4 credits) → CGS1060	Computer Competency: (0-4 credits) CGS1060 or Exam
Program Pre-requisites: (12 Credits) → EDF1005 EDG2701 EME2040 EEX2000	Program Pre-requisites: (12 Credits) EDF1005 EDG2701 EME2040 EEX2000

Electives: (0 Credits)	Electives: (0 Credits)
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Upper Division (67 credits)	Upper Division (60 credits)
Professional Education Core: (18 credits)	Professional Education Core: (18 credits)
EDF3111: Human Development & Learning →	EDG3321: General Teaching Skills
EDF4430: Measurement Evaluation & Assessment in Education. →	EDF4430: Measurement and Assessment in Education
EDG3410: Classroom Management and Communication K-12 →	EDG341: Classroom Management for Regular and Exceptional Students
EEX3010: Nature & Needs of Exceptional Students →	EEX3071: Teaching Exceptional and Diverse Populations in Inclusive Settings
RED3352: Reading in the Content Area →	RED3013: Foundations of Reading Instruction
TSL4324C: ESOL Strategies for Content Area Teachers →	TSL4324C: ESOL Strategies for Content Area Teachers
Content Discipline: (28 credits)	Math Content Discipline: (22 credits)
MAC2313: Calculus and Analytic Geometry (MOVED TO AA REQUIREMENTS)	
MAD3107: Discrete Math Structures →	MAD3107: Discrete Math Structures
MAP2302: Differential Equations →	MAP2302: Differential Equations
MAS3105: Linear Algebra →	MAS3105: Linear Algebra
MAS3301: Algebraic Structures →	MAS3301: Algebraic Structures
MAS4203: Number Theory →	MAS4203: Number Theory
MHF4404: History of Mathematics →	MHF4404: History of Mathematics
MTG4212: College Geometry →	MTG3214: Euclidean Geometry
STA3164: Statistical Methods 2 (REMOVED)	
Math Education Discipline: (9 credits)	Math Education Discipline: (8 credits)
MAE3320: Interactive Middle School Mathematics Projects →	MAE4360: Methods of Teaching Mathematics
MAE4330: Instructional Methods in Secondary Mathematics Using Technology →	EME 3410: Instructional Technology in Math and Science
MAE4642: Applied Research in Teaching and Learning Mathematics →	MAE4642: Advanced Topics in Mathematics Education Practicum
Internship: (12 credits)	Internship: (12 credits)
MAE4945: Student Teaching/Mathematics Education Internship and Seminar →	MAE4945: Student Teaching/Mathematics Education Internship
	MAE4932: Student Teaching/ Mathematics Education Seminar

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9. Announcements

Student Services

Dean Armando Ferrer announced that starting this summer semester students who withdraw from a class will get receive an email asking them why they are withdrawing and if they wish an advisor to contact them via e-mail or telephone.

As of the fall semester, the registration handbook will no longer have course listings in it. The handbook will contain information regarding the registration process, financial aid, and the many other services that MDC provides to students.

Meeting was adjourned at 3:30 p.m.