

COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, MAY 12, 2009
WOLFSON CAMPUS – ROOM 2106 – 1:30 P.M.

CHAIR: Martha Cavalaris

MEMBERS PRESENT:

John Alvarez	Ivonne Lamazares
Marcia Anglin	Felix Lopez
Phyllis Bochman	Pamela Menke
Ana Maria Bradley-Hess	Tom Meyer
Manuel Carames	Carol Miller
Nelson de la Rosa	Meera Nair
Franklin Elsea	Yaqueline Padron
Sergio Ferre	Oneyda Paneque
Armando Ferrer	Madeline Pumariega
Annette Gibson	Lois Sargent
Sheri Goldstein	Grace Telesco
Malou Harrison	Jeffrey Thomas
Harry Hoffman	Paul Tisevich
Marta Junco-Ivern	Carol Tulikangas
A.J. Kreider	Jose Vazquez
Magdalena Lamarre	

MEMBERS ABSENT:

Helen Brown	
Ece Karayalcin	Sent Notification
Walter Kozloski	Sent Notification
Irene Lipof	Judy Salvatierra
Jacquelyn Loftus	
Lourdes Perez	Mario Perez
Herbert Robinson	

RESOURCES:

- Julian Chiu
- Mollie DeHart
- Gina Victoria

PRESENTERS:

- John Adkins
- Stephanie Etter
- Bill Kreitner
- Jose Lozano
- Tom Nguyen
- Virginia Puckett
- Steve Quincy
- Silvio Rodriguez
- Mathew Schuh

GUESTS:

- Jennie Cuevas
- Barry Gordon

Jeffrey Hodgson
Beverly Moore-Garcia

RECORDER: Henri Roberts

1. Call to Order

Martha Cavalaris called the meeting to order.

2. Introduction

Martha Cavalaris introduced Sergio Ferre the Student Services Support Staff representative who will serve on CASSC.

3. Approval of the April 14, 2009 CASSC Minutes

The minutes of the April 14, 2009 meeting were approved as submitted.

4. Dr. Goonen's Updates

Dr. Goonen thanked everybody for their help and efforts with the MDC Local Option Vote Request.

Design Your Own Spring Break

On Friday, May 7, thirty faculty members from different academic disciplines presented their Design Your Own Spring Break Projects at the Kendall Campus. All projects were related to the use of technology in the classroom.

CLAST Exam

The CLAST Exam will be discontinued after June 30, 2009. Therefore;

- Students will no longer be required to take or present passing scores on the CLAST Exam
- AA students must achieve the requisite grades on the coursework that would have exempted them from CLAST or must achieve the minimum required score on the ACT or SAT exams.
- Students with documented specific learning disabilities may also qualify through a process similar to the CLAST waiver process.

Excess Credit

Excess credit bill has been passed, affecting students transferring to State University System four-year institutions.

Division of Community Colleges Name Change

As of July 1, the Division of Community Colleges will change its name to The Florida College System. All twenty-eight community colleges will be part of the FCS whether they offer baccalaureate degrees or not.

5. Informational Item

Collegewide Representation for Baccalaureate Programs

Dr. Carol Tulikangas informed the CASSC Council of the proposed rotation process for the MDC baccalaureate faculty representation at College-Wide CASSC. The rotation process will take place among the three campuses (North, Medical, and IAC) that currently offer baccalaureate degrees. It was agreed that a BAS-Public Safety Management faculty member representing the School of Justice will represent the baccalaureate degrees starting with the September meeting. The elected faculty member will serve a two-year term (2009-2011).

6. Curriculum

CASSC Meeting
May 12, 2009

School of Health Sciences

Dr. Carol Miller requested to add new course DEH1720 and delete DEH2939L from the Dental Hygiene Program.

**Dental Hygiene Program –
Add New Course**

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
DEH1720	Preventive Dentistry	2	4	2009-1

Course Description: This is a foundation course in dental hygiene preventive care. Students will learn the concepts of oral health and how to prevent future disease. Students will become engaged in developing their own prevention strategies by selecting with a rationale, appropriate oral health devices used for self-care. A.S. degree only. (2 hr. lect)

Delete Course

Course ID: DEH2933L
Title: Dental Hygiene Record-Keeping Lab
Degree Type: AS
Campus: 4
Effective Term: 2009-1
Rationale:

This course is no longer relevant to the dental hygiene program. Course content in prerequisite courses and specific dental hygiene content is adequately covered in other program courses.

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ASSOCIATE IN SCIENCE DEGREE
PROGRAM OF STUDY: **DENTAL HYGIENE 23021**
EFFECTIVE TERM: FALL 2009 (2009-1)

Total credits required for degree 88.00

I. GENERAL EDUCATION REQUIREMENTS – 15 Credits Required

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 (3.00 credits)

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

5. MATH/SCIENCE (3.00 credits)

- [CHM 1033](#) - Chemistry for Health Sciences (3 credits)
-

6. COMPUTER COMPETENCY - Test type(s) needed:

- [CGS 1060](#) - Introduction to Microcomputer Usage (4 credits)
-

7. SCIENCE (16.00 credits)

- | | |
|--|---|
| <input type="checkbox"/> BSC 2085 - Human Anatomy and Physiology (3 credits) | <input type="checkbox"/> MCB 2010 - Microbiology (3 credits) |
| <input type="checkbox"/> BSC 2085L - Human Anatomy and Physiology Lab (1 credit) | <input type="checkbox"/> MCB 2010L - Microbiology Lab (2 credits) |
| <input type="checkbox"/> BSC 2086 - Human Anatomy and Physiology (3 credits) | <input type="checkbox"/> SYG 2000 - Introduction to Sociology (3 credits) |
| <input type="checkbox"/> BSC 2086L - Human Anatomy and Physiology Lab (1 credit) | |
-

8. FIRST TERM IN PROGRAM (13.00 credits) - Must take 2.0 credits from the following group.

- | | |
|---|--|
| <input type="checkbox"/> DES 1200L - Dental Radiology Lab (2 credits) | <input type="checkbox"/> DES 9995 - dental Radiology (2 credits) |
|---|--|

---And---

Must take 11.0 credits from the following group.

- | | |
|---|--|
| <input type="checkbox"/> DEH 1002 - Pre-Clinical Dental Hygiene (2 credits) | <input type="checkbox"/> DEH 1133L |
| <input type="checkbox"/> DEH 1002L - Pre-Clinical Dental Hygiene Lab (2 credits) | <input type="checkbox"/> DES 1200 - Dental Radiology (2 credits) |
| <input type="checkbox"/> DEH 2933L - Dental Hygiene Records Lab (2 credit)
(DELETE) | <input type="checkbox"/> DES 1200L - Dental Radiology Lab (2 credits) |
| <input type="checkbox"/> DEH 1133 | <input type="checkbox"/> DEH 1720 - Preventive Dentistry (2 credits)
(NEW COURSE) |
-

9. SECOND TERM IN PROGRAM (15.00 credits)

- | | |
|--|--|
| <input type="checkbox"/> DEH 1800 - Dental Hygiene 1 (2 credits) | <input type="checkbox"/> DES 1600 - Dental Office Emergency (2 credits) |
| <input type="checkbox"/> DEH 1800L - Dental Hygiene 1 Clinic (3 credits) | <input type="checkbox"/> DEH 1400 - General and Oral Pathology (3 credits) |
| <input type="checkbox"/> DEH 1811 - Professional Issues (2 credits) | <input type="checkbox"/> HUN 1012 - Nutritional Counseling (3 credits) |
-

10. THIRD TERM IN PROGRAM (6.00 credits)

- | | |
|--|--|
| <input type="checkbox"/> DEH 1802L - Dental Hygiene 2 Clinic (1 credit) | <input type="checkbox"/> DEH 2300 - Dental Medicine and Pharmacy (2 credits) |
| <input type="checkbox"/> DEH 1804L - Dental Hygiene 3 Clinic (1 credit) | <input type="checkbox"/> DEH 2602 - Periodontology I (1 credit) |
| <input type="checkbox"/> DEH 1230L - Advanced Radiographic & Clinical Assessment Techniques (1 credit) | |

11. FOURTH TERM IN PROGRAM (12.00 credits)

- | | |
|---|--|
| <input type="checkbox"/> DEH 2603 - Periodontology (2 credits) | <input type="checkbox"/> DEH 2806 - Dental Hygiene 4 (2 credits) |
| <input type="checkbox"/> DEH 2603L - Periodontology 2 Lab (1 credit) | <input type="checkbox"/> DEH 2806L - Dental Hygiene 4 Clinic (4 credits) |
| <input type="checkbox"/> DEH 2701 - Community Dental Health 1 (3 credits) | |

12. FIFTH TERM IN PROGRAM (11.00 credits)

- | | |
|---|--|
| <input type="checkbox"/> DEH 2702L - Community Dental Health 2 Clinic (2 credits) | <input type="checkbox"/> DES 2100 |
| <input type="checkbox"/> DEH 2808 - Dental Hygiene 5 (2 credits) | <input type="checkbox"/> DES 2100L |
| <input type="checkbox"/> DEH 2808L - Dental Hygiene 5 Clinic (4 credits) | |

7. The Law Center

Course User Fee Increase

Martha Cavalaris introduced Tom Nguyen who presented the course user fees increase for The Law Center.

<u>Course No.</u>	<u>Title</u>	<u>Current/Proposed Fee</u>	<u>Eff. Term</u>
PLA2104	Legal Research	\$25.00 to \$50.00	2009-1
PLA2114	Legal Writing	\$25.00 to \$50.00	2009-1
PLA2203	Trial Preparation	\$25.00 to \$50.00	2009-1
PLA2223	Practice & Appeals	\$25.00 to \$50.00	2009-1
PLA2273	Torts	\$25.00 to \$50.00	2009-1
PLA2303	Criminal Law & Litigation	\$25.00 to \$50.00	2009-1
PLA2600	Wills, Trusts & Estates	\$25.00 to \$50.00	2009-1
PLA2763	Law Office Management	\$25.00 to \$50.00	2009-1
PLA2800	Family Law	\$25.00 to \$50.00	2009-1
PLA2932	Computer Assisted Legal Research	\$ 0.00 to \$100.00	2009-1

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8. School of Architecture

Course User Fee Increase

Martha Cavalaris introduced Jose Lozano who presented course user fees increase as well as three new courses to be added.

<u>Course No.</u>	<u>Title</u>	<u>Current/Proposed Fee</u>	<u>Eff. Term</u>
ARC2201	Theory of Architecture	\$0.00 to \$10.00	2009-1
ARC2681	Environmental Technology	\$0.00 to \$10.00	2009-1
ARC2701	History of Architecture 1	\$0.00 to \$10.00	2009-1
ARC2702	History of Architecture 2	\$0.00 to \$10.00	2009-1
BCT2760	Building Code Regulation	\$0.00 to \$10.00	2009-1
CTE1401	Textiles	\$0.00 to \$10.00	2009-1
IND1100	History of Interiors 1	\$0.00 to \$10.00	2009-1
IND1130	History of Interiors 2	\$0.00 to \$10.00	2009-1

CASSC Meeting
May 12, 2009

IND2430	Lighting Design	\$5.00 to \$10.00	2009-1
IND2500	Professional Practices	\$5.00 to \$10.00	2009-1
ARC1115	Architectural Communications I	\$15.00 to \$25.00	2009-1
ARC1126	Architectural Drawing 1	\$15.00 to \$25.00	2009-1
ARC1301	Architectural Design 1	\$10.00 to \$25.00	2009-1
ARC1302	Architectural Design 2	\$10.00 to \$25.00	2009-1
ARC2303	Architectural Design 3	\$20.00 to \$25.00	2009-1
ARC2304	Architectural Design 4	\$20.00 to \$25.00	2009-1
ARC2461	Archit. Materials/Construction 1	\$20.00 to \$25.00	2009-1
ARC2580	Architectural Structures 1	\$20.00 to \$25.00	2009-1
IND1020	Interior Design 1	\$5.00 to \$25.00	2009-1
IND1200	Interior Design 2	\$5.00 to \$25.00	2009-1
IND2210	Interior Design 3	\$5.00 to \$25.00	2009-1
IND2220	Interior Design 4	\$5.00 to \$25.00	2009-1
IND1300	Interior Design Presentations 1	\$5.00 to \$25.00	2009-1
IND2330	Interior Design Presentations 2	\$5.00 to \$25.00	2009-1
ARC1128	Architectural Drawing 2	\$15.00 to \$50.00	2009-1

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SCHOOL OF ARCHITECTURE

March 31, 2009

Executive Summary Three New Courses for Architecture

The School of Architecture and Interior Design provides outstanding educational opportunities and state-of-the-art training to the diverse population of Miami-Dade County and elsewhere in the architecture and interior design fields, in order to enable students to succeed by graduating with AA and AS degrees, and certificates.

In addition to traditional design studios, the School offers students and design professionals opportunities for training in computer software essential to the industry. For over 20 years, architectural design has been done with CAD software, basically translating the same concepts used with manual drafting to a more efficient electronic methodology.

For the past few years, a new paradigm has occurred where 3-Dimensional design has emerged to replace the by now traditional CAD method. The new trend is BIM (Building Information Modeling). Its advantages are so significant that in a few years this new method will be the only way buildings will be designed. As local (and world) firms switch to BIM, we feel it is necessary to keep up with the work place demands and offer this technology to our students, since this is the environment that they will encounter when they graduate.

During the past academic year we have trained students and faculty (through Experimental Course offerings) on this technology with great success. Student work done with this software has already received media attention. We are proposing three new courses as electives reflecting the need for MDC to be a pioneer in training students and professionals. The National Institute of Building

CASSC Meeting

May 12, 2009

Sciences has provided written support for this MDC's initiative. We respectfully request the approval of these courses.

These courses will not result in additional costs since faculty is being trained to teach them. Faculty is already credentialed with Master's degrees. These courses are transferable to upper division.

ARC 20xxC	Intro Building Assembly Modeling	4 credits	2 hr. Lecture; 4 hr. Lab
ARC 21xxC	Intro to 3D Building Modeling	4 credits	2 hr. Lecture; 4 hr. Lab
ARC 205xC	Intro to Building Surfacing	4 credits	2 hr. Lecture; 4 hr. Lab

Thank you.

Jose M. Lozano, Chairperson

Add New Courses

Type: AA/AS

Course User Fee: \$50.00

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ARC20XXC	Intro. Building Assembly Modeling	4	1, 2, 3	2009-1

Course Description: Introduction to the principles of Building Assembly Modeling. Students will learn to explore a building as an assembly of architectural objects and sub assemblies, using virtual design and construction software. In addition, students will learn part modeling, assembly modeling, generative drafting, and general representational and modeling techniques. (2 hr. lecture; 4 hr. lab). Pre-requisites: ARC 2172, MAC 1105, CGS 1060.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ARC21XXC	Intro. 3D Building Modeling	4	1, 2, 3	2009-1

Course Description: An introduction to 3D building modeling and generative drafting as it applies to the fields of architecture and interior design. Students will learn current practices in 3D building design by emphasizing the manipulation of commands used for modeling, drawing, editing, dimensioning, basic drawing management, and drawing output. (2 hr. lecture; 4 hr. lab). Pre-requisites: ARC 2172, MAC 1105, CGS 1060.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ARC205XC	Intro. Building Surfacing	4	1, 2, 3	2009-1

Course Description: A BIM course introducing building surfacing and form finding technology. Students will learn the practice of creating complex building models and non-traditional architectural geometries, exploring design intent modeling, and generating solid models from surface models through AEC related objects. Design drivers, computational geometry, and advanced assembly techniques are explored. (2 hr. lecture; 4 hr. lab). Pre-requisites: ARC 21xxC.

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ASSOCIATE IN SCIENCE DEGREE
PROGRAM OF STUDY: BUILDING CONSTRUCTION TECHNOLOGY (26033)
EFFECTIVE TERM: Fall 2009 (2009-1)

GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS (3.00 credits)

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

ORAL COMMUNICATIONS (3.00 credits)

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

HUMANITIES (3.00 credits)

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

BEHAVIORAL/SOCIAL SCIENCE (3.00 credits)

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

MATH/SCIENCE (3.00 credits)

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

COMPUTER COMPETENCY

Test type(s) needed:

- [CGS 1060](#) - Introduction to Microcomputer Usage (4 credits)

MAJOR COURSE REQUIREMENTS (39.00 credits)

- | | |
|--|---|
| <input type="checkbox"/> ARC 1126 - Architectural Drawing 1 (4 credits) | <input type="checkbox"/> BCT 1770 - Building Construction Estimating Fundamentals (3 credits) |
| <input type="checkbox"/> ARC 2171 - Computer Aided Drafting 1 (4 credits) | <input type="checkbox"/> BCT 1771 - Building Construction Advanced Estimating (3 credits) |
| <input type="checkbox"/> ARC 2461 - Architectural Materials and Construction 1 (4 credits) | <input type="checkbox"/> BCT 1743 - Building Construction Law (3 credits) |
| <input type="checkbox"/> ARC 2681 - Environmental Technology (3 credits) | <input type="checkbox"/> BCT 1750 - Building Construction Financing (3 credits) |
| <input type="checkbox"/> BCN 1272 - Building Construction Plans Interpretation 1 (3 credits) | <input type="checkbox"/> BCT 2760 - Building Code Regulations (3 credits) |
| <input type="checkbox"/> BCN 1275 - Building Construction Plans Interpretation 2 (3 credits) | <input type="checkbox"/> SUR 1001C - Construction Surveying (3 credits) |

MAJOR COURSE ELECTIVE (10.00 credits)

- | | |
|---|--|
| <input type="checkbox"/> ARC 1128 - Architectural Drawing 2 (4 credits) | <input type="checkbox"/> ARC 1115 - Architectural Communications 1 (2 credits) |
| <input type="checkbox"/> ARC 2172 - Computer- Aided Drafting 2 (4 credits) | <input type="checkbox"/> ARC 1949 - Co-Op Work Experience 1; ARC (3 credits) |
| <input type="checkbox"/> ARC 2580 - Architectural Structures 1 (4 credits) | <input type="checkbox"/> ETM 1700 - Air Conditioning Fundamentals (3 credits) |
| <input type="checkbox"/> ARC 20xxC - Intro Building Assembly Modeling (4 credits) | <input type="checkbox"/> BCN 2025 - Building Construction Seminar (1-3 credits)-(Delete from Program) |
| <input type="checkbox"/> ARC 21xxC - Intro to 3D Building Modeling (4 credits) | |
| <input type="checkbox"/> ARC 205xC - Intro to Building Surfacing (4 credits) | |

ASSOCIATE IN SCIENCE DEGREE
PROGRAM OF STUDY: ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY (26034)
EFFECTIVE TERM: Fall 2009 (2009-1)

GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS (3.00 credits)

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

ORAL COMMUNICATIONS (3.00 credits)

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

HUMANITIES (3.00 credits)

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

BEHAVIORAL/SOCIAL SCIENCE (3.00 credits)

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

MATH/SCIENCE (3.00 credits)

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

COMPUTER COMPETENCY

Test type(s) needed:

- [CGS 1060](#) - Introduction to Microcomputer Usage (4 credits)

MAJOR COURSE REQUIREMENTS (43.00 credits)

- [ARC 1115](#) - Architectural Communications 1 (2 credits)
- [ARC 1126](#) - Architectural Drawing 1 (4 credits)
- [ARC 1128](#) - Architectural Drawing 2 (4 credits)
- [ARC 1301](#) - Architectural Design 1 (4 credits)
- [ARC 2053](#) - Architectural Computer Applications (4 credits)
- [ARC 2056](#) - Computer- Aided Architectural Presentation (4 credits)

MAJOR COURSE ELECTIVE (8.00 credits)

- [ARC 1131](#) - Architectural Presentation (3-4 credits)
- [ARC 1302](#) - Architectural Design 2 (4 credits)
- [ARC 2201](#) - Theory of Architecture (3 credits)
- [ARC 2580](#) - Architectural Structures 1 (4 credits)
- [ARC 2581](#) - Architectural Structures 2 (4 credits)
- [ARC 2702](#) - History of Architecture 2 (3 credits)
- [ARC 1949](#) - Co-op Work Experience 1: ARC (3 credits)
- [ARC 2949](#) - Co-op Work Experience 2: ARC (3 credits)
- [ARC 20xxC](#) - Intro Building Assembly Modeling (4 credits)
- [ARC 21xx C](#) - Intro to 3D Building Modeling (4 credits)
- [ARC 205xC](#) - Intro to Building Surfacing (4 credits)

- [ARC 2171](#) - Computer Aided Drafting 1 (4 credits)
- [ARC 2172](#) - Computer- Aided Drafting 2 (4 credits)
- [ARC 2461](#) - Architectural Materials and Construction 1 (4 credits)
- [ARC 2681](#) - Environmental Technology (3 credits)
- [ARC 2701](#) - History of Architecture 1 (3 credits)
- [BCT 2760](#) - Building Code Regulations (3 credits)
- [BCN 1721](#) - Building Construction Planning and Cost Control (3 credits)
- [BCT 1770](#) - Building Construction Estimating Fundamentals (3 credits)
- [BCT 1771](#) - Building Construction Advanced Estimating (3 credits)
- [BCT 1743](#) - Building Construction Law (3 credits)
- [BCT 1750](#) - Building Construction Financing (3 credits)
- [GRA 1330](#) - Introduction to Graphic Communications (3 credits)
- [GRA 1280C](#) - Introduction to Digital Imaging (4 credits)
- [GRA 2577C](#) - Electronic Photoshop (4 credits)

ASSOCIATE IN SCIENCE DEGREE
PROGRAM OF STUDY: INTERIOR DESIGN TECHNOLOGY (26030)

EFFECTIVE TERM: Summer 2008 (2008-3)

GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS (3.00 credits)

Test type(s) needed:

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

ORAL COMMUNICATIONS (3.00 credits)

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

HUMANITIES (3.00 credits)

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

BEHAVIORAL/SOCIAL SCIENCE (3.00 credits)

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

MATH/SCIENCE (3.00 credits)

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

COMPUTER COMPETENCY

Test type(s) needed:

- [CGS 1060](#) - Introduction to Microcomputer Usage (4 credits)
-

MAJOR COURSE REQUIREMENTS (47.00 credits)

- | | |
|--|---|
| <input type="checkbox"/> ARC 1115 - Architectural Communications 1 (2 credits) | <input type="checkbox"/> IND 1200 - Interior Design 2 (4 credits) |
| <input type="checkbox"/> ARC 1126 - Architectural Drawing 1 (4 credits) | <input type="checkbox"/> IND 1300 - Interior Design Presentations 1 (2 credits) |
| <input type="checkbox"/> ARC 2171 - Computer Aided Drafting 1 (4 credits) | <input type="checkbox"/> IND 2210 - Interior Design 3 (4 credits) |
| <input type="checkbox"/> ARC 2461 - Architectural Materials and Construction 1 (4 credits) | <input type="checkbox"/> IND 2220 - Interior Design 4 (4 credits) |
| <input type="checkbox"/> IND 1020 - Interior Design 1 (4 credits) | <input type="checkbox"/> IND 2330 - Interior Design Presentations 2 (3 credits) |
| <input type="checkbox"/> IND 1100 - History of Interiors 1 (3 credits) | <input type="checkbox"/> IND 2430 - Lighting Design (3 credits) |
| <input type="checkbox"/> IND 1130 - History of Interiors 2 (3 credits) | <input type="checkbox"/> IND 2500 - Professional Practices (3 credits) |
-

MAJOR COURSE ELECTIVE (8.00 credits)

- | | |
|--|--|
| <input type="checkbox"/> ARC 1128 - Architectural Drawing 2 (4 credits) | <input type="checkbox"/> ARC 2172 - Computer- Aided Drafting 2 (4 credits) |
| <input type="checkbox"/> ARC 2052 - Architectural Computer Techniques (1 credit) | <input type="checkbox"/> BCN 1251 - Construction Drafting (3 credits) |
| <input type="checkbox"/> ARC 2053 - Architectural Computer Applications (4 credits) | <input type="checkbox"/> CTE 1401 - Textiles (3 credits) |
| <input type="checkbox"/> ARC 2056 - Computer- Aided Architectural Presentation (4 credits) | |
| <input type="checkbox"/> ARC 20xx - Intro Building Assembly Modeling (4 credits) | |
| <input type="checkbox"/> ARC 21xx - Intro to 3D Building Modeling (4 credits) | |
| <input type="checkbox"/> ARC 205x - Advanced Building Surfacing (4 credits) | |

9. **Humanities Discipline**

Philosophy Courses

Revised Course Description/Competencies

Jeffrey Hodgson introduced Prof. Mathew Schuh who presented the revised course descriptions and competencies for five philosophy courses. He also introduced John Adkins, Chair of Arts & Philosophy at Kendall Campus who requested course user fees increase for art courses.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
PHI1100	Introduction to Logic	3	1,2,3,5,6,7,8	2008-3

Course Description: This is a foundation course in philosophy. Students will learn the basic principles of valid reasoning, and practice in the application of various techniques of analysis.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
PHI2010	Introduction to Philosophy	3	1,2,3,5,6,7,8	2008-3

Course Description: This is a foundation course in philosophy. Students will learn about topics such as epistemology, metaphysics and ethics. The course introduces the methods of philosophy, addresses some major philosophical questions and examines the views of various philosophers from around the world. Prerequisite ENC 1101.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
PHI2070	Intro. to Eastern Philosophy	3	1,2,3,5,6,7,8	2008-3

Course Description: This is a foundation course in philosophy. Students will learn various philosophies of the East. Philosophers from various traditions such as Buddhism, Confucianism, Hinduism and Taoism will be discussed and analyzed.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
PHI2604	Critical Thinking and Ethics	3	1,2,3,5,6,7,8	2008-3

Course Description: This is a foundation course in philosophy. Students will learn critical thinking skills and will study major theories of ethics. Students will use methods of effective reasoning to reflect critically upon their values, ethical standards, and the ethical permissibility of topics such as euthanasia, animal rights, and environmental ethics. Prerequisite ENC 1101.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
PHM2300	Political Philosophy	3	1,2,3,5,6,7,8	2008-3

Course Description: This is a foundation course in philosophy. Students will learn major political theories by examining the ideas of various political philosophers. In order to evaluate the policies and practices of contemporary societies, basic philosophical concepts which underlie modern societies such as rights, duties, legal obligations, and freedoms will be discussed and analyzed.

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Course User Fee Increase

<u>Course No.</u>	<u>Title</u>	<u>Current/Proposed Fee</u>	<u>Eff. Term</u>
ARH1000	Art Appreciation	\$5.00 to \$10.00	2009-1
ARH2114C	Advanced Ceramics	\$25.00 to \$50.00	2009-1
ART2125C	Jewelry and Metal Smith 1	\$20.00 to \$40.00	2009-1

CASSC Meeting
May 12, 2009

ART2151C	Jewelry and Metal Smith 2	\$20.00 to \$40.00	2009-1
ART2158C	Advanced Metal	\$20.00 to \$40.00	2009-1
ART2600C	Computer Art	\$50.00 to \$70.00	2009-1
ART2602C	Advanced Computer Art	\$50.00 to \$70.00	2009-1
ART2703C	Advanced Sculpture	\$25.00 to \$50.00	2009-1
ART2751C	Ceramics 2	\$25.00 to \$50.00	2009-1
ART2402C	Advanced Printmaking	\$20.00 to \$40.00	2009-1
ART2601C	Intermediate Computer Art	\$50.00 to \$70.00	2009-1
ART2702C	Sculpture 2	\$25.00 to \$50.00	2009-1
ART2705C	Ceramics 1	\$25.00 to \$50.00	2009-1

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10. School of Entertainment & Design Technology

Add New Courses

Harry Hoffman introduced Bill Kreitner, Chair and Prof. Steve Quincy who presented two new music business courses.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MUC2601	Introduction to Songwriting	3	1, 2, 3,	2008-2

Course Description: This course explores the art and craft of popular songwriting. Students will learn the basics of lyric writing, chord progressions, melodic creation, and structure as they apply to popular song.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MUC2602	Songwriting II	3	1, 2, 3	2008-2

Course Description: This course continues the study of the art and craft of popular songwriting. Students will learn techniques of lyric writing, chord progressions, melodic creation, and structure as they apply to popular song.

**MUC 2601&2602
Introduction to Songwriting & Songwriting II**

Rationale/Needs Analysis

The popular song is the engine that drives the entire music industry. Without it, there would be no records to sell, no tours to promote, no artists to manage. While the glamorous facets of the music industry tend to attract the most attention, these are mostly fleeting and short-lived. Industry professionals know that the single most import vehicle for producing long-term revenue is the popular song.

While the college currently offers classes in music business, sound recording, traditional music performance and music theory, there is need for a formalized course that covers the creation of the popular song, this all important staple of our economy and vehicle for personal and artistic expression. No US bureau of labor statistics data exists that specifically tracks the employment of songwriters, but industry statistics on publishing royalties show that songwriters as a whole earned a significant sum in 2007. The important thing to remember is that a songwriter is not an employee per se, rather he creates intellectual property that is capable of generating income for the rest of his life (plus 70 years). Paul McCartney is reported to have earned over a billion dollars in his career so far – solely from the proceeds of his songs. Many others have become wealthy in the same way. Thousands of lesser-known songwriters continue to receive income from their works, many years after they were written.

Since at least 2001, a course informally entitled “Songwriting” has been offered at MDC. The course prefix/numbers used thus far have been either MUC1201 (Composition 1) or MUC 2001 (Experimental Composition). Without the course title of “Songwriting”, students interested in enrolling in the songwriting class have not been able to use the college open class search to find it. Enrollment has relied solely on word-of-mouth and instructor promotion through posters. There have also been a few instances when students interested in a traditional composition class have registered, only to drop after learning that the material to be covered was popular songwriting, and not what they expected.

The proposed courses now have departmentally approved competencies and course descriptions. The course titles will be searchable by the students, and as pre-approved electives in our various programs, students will feel more comfortable enrolling with the knowledge that the credits will apply to their degree program. Student interest is moderate, but steady. In the past three semesters, the Commercial Music Department has successfully run Songwriting classes at both the Kendall and North campuses.

“Introduction to Songwriting” is offered by both Valencia Community College and FAU. The University of Miami Frost School Of Music has recently instituted a Songwriting “emphasis” comprising a sequence of nine courses. MDC students also deserve the opportunity to study and develop their skills in the field of songwriting.

The CASSC Calendar for Academic Year 2009-2010 was presented.

11. School of Business

Course Classification

Change Existing Courses

Marta Junco-Ivern introduced Stephanie Etter, School Director, who requested reclassification of business courses from 02 to 01 and presented four proposed college credit certificates in Hospitality Management.

Credit Type: From 02 to 01

Effective Term: 2009-1

Campus: 1,2,3,5,6,7,8

ACG2100 Intermediate Accounting 1

BUL2242 Business Law 2

HFT2241 Leadership and Quality Assurance Management

MKA1161 Introduction to Customer Service

ACG2110 Intermediate Accounting 2

FIN2000 Principles of Finance

MAN2300 Human Resources Management

SBM1000 Small Business Management

BUL2130 Legal Environment

FIN2010 Investment in Stocks and Bonds

MAN2604 Managing in a Multicultural Environment

TAX2010 Business and Taxes Returns

BUL2241 Business Law 1

FIN2051 International Financial Management

MKA1021 Fundamental of Selling

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Hospitality Management (CCC)
Program Proposal

MIAMI DADE COLLEGE
SCHOOL OF BUSINESS
HOSPITALITY MANAGEMENT PROGRAM
RATIONALE COLLEGE CREDIT CERTIFICATES PROPOSAL
By Shelly Fano, Program Coordinator

- I. College Credit Certificates in Lodging
 - a. Rooms Division Specialist (13 credits)
 - b. Rooms Division Operations 19 credits)
- II. College Credit Certificates in Food and Beverage
 - a. Food and Beverage Specialist (12 credits)
 - b. Food and Beverage Operations (18 credits)

The Miami Dade College Hospitality Management Program (HMP) continues to identify and respond to the needs and demands within the local hospitality industry for well-trained and qualified workers.

The following statements by key professionals from the Visitor Industry in Miami-Dade County indicate a strong need for Miami Dade College to develop curricula for short term certificates to meet workforce needs by providing well-prepared completers into the industry. According to Stuart Blumberg, President and CEO of the Greater Miami and Beaches Hotel Association, "Human Capital is the key ingredient in the success of any service venture. A major hotel has just opened on the beach; others are renovating, rejuvenating and reopening with great demands for well-prepared employees."

Similarly, William Talbert III, President and CEO of the Greater Miami Convention and Visitors Bureau declares "These much needed training programs in Lodging and Food and Beverage will allow potential employees and pre-career students in Miami-Dade County to prepare for employment in the Hospitality Industry. In addition, this ample learning foundation will contribute to the skills and preparation employees need, thus enabling them to enter as professionals in the fields of Hospitality Management."

The Miami Dade College Hospitality Management program not only enhances the industry by providing highly trained and skilled employees, but it provides the much needed hands-on experience in customer service and career development training for a variety of positions. Tourism and Hospitality are a MAJOR source of revenue and economy growth for the state and a hands-on training program will enhance our County and the State's Hospitality industry. According to the Beacon Council, "The total impact of domestic visitors on the economy was \$7.7 billion in 2006, while the total impact of the international visitor in 2006 was \$9.1 billion. The total impact was \$16.8 billion.

The College solicits industry partnerships for feedback and continues to review relevant issues such as education, curriculum, scholarships, grants, marketing and public relations as they relate to Miami Dade College's Hospitality Management program. Industry professionals have expressed that they are enthusiastic about our program and its energy, growth and development.

These industry partnerships have been valuable in providing feedback concerning industry needs, requirements, the validity, appropriateness and any gaps in the current curriculum. Their support is critical to the range and depth of the students' learning experiences and their evaluation of students' performance are vital for quality control of our program's methods and results. These relationships have facilitated the programs' continued growth by providing Miami Dade College Hospitality Management program graduates who meet the industry's human resource needs.

The MDC Hospitality Management program has developed four proposed College Credit Certificates (CCCs), incorporating training components for prospective entry-level employees. These certificates will better prepare our students to deal with service demands within the hospitality industry, afford employers a competent talent pool for entry-level positions, and provide MDC students with a foundation for future advancement into high skill, high wage positions. The four College Credit Certificates have been designed to enable students to build skills while earning College Credit Certificates and the curriculum aligns with our current Associate in Science-Hospitality and Tourism Management degree.

College Credit Certificates in Lodging:

CASSC Meeting
May 12, 2009

1. The first Lodging certificate is **Rooms Division Specialist** (13 credits) which will provide students with a theoretical foundation in which to develop the skills necessary for entry-level positions. Candidates for the certificate will be prepared for entry level positions such as Front Desk Agent, Guest Relations Agent, or Reservations Clerk.
2. The second Lodging CCC is the **Rooms Division Operations** Certificate (19 credits) which prepares students for positions as Front Desk Supervisor or Guest Relations Supervisor.
These Certificates work well as a foundation for individuals planning to make hotel management their long-term career.

College Credit Certificates in Food and Beverage:

1. The **Food and Beverage Specialist** (12 credits) will provide students with a theoretical foundation in concert with the development of the skills necessary for entry-level positions in food and beverage. Candidates are prepared for entry level positions such as Restaurant Server, Room Service Attendant, or Banquet Set-Up Staff. In addition, the state mandated Food Handler Serve safe training, testing and certification will be incorporated in the F & B Specialist College Credit Certificate.
2. **The Beverage Operations** Certificate (18 credits) will train students for positions as Shift Supervisor, Restaurant Supervisor, or Bar/Lounge Supervisor.
These Certificates are well suited for individuals planning to work Food and Beverage service area and as a base for long-term career.

Miami-Dade County has a resident population of over 2 million and attracts over 10.5 million visitors annually. There are 5270 restaurants and 473 hotels and motels which must cater to these visitors as well as the county residents. These figures indicate that there must be sufficiently trained personnel who will meet the needs of the visitors in order for Miami-Dade to remain a premier tourist destination. Employment in the Hospitality and Tourism industry was up 8 percent in 2007 according the research by the Greater Miami Convention and Visitors Bureau. In addition, Miami-Dade County has a large concentration of medical facilities which consists of approximately 54 nursing homes with 8267 beds.

“South Florida relies immensely on tourism, and those who work in this industry realize how important it is to provide the best service in order to keep attracting visitors. With top-notch service and paradisiacal setting, tourists are likely to visit South Florida again and again,” said Michael Aller, Tourism and Convention Director and Chief of Protocol for the City of Miami Beach. At a recent meeting of the Advisory Board for Miami Dade College’s Hospitality and Tourism Program (AOHT), which has been working to promote tourism in Miami Beach, Aller reiterated the need to promote tourism in Miami Beach. He stated that addressing the need best serves individuals needing training in the execution of exemplary customer service.

Costs:

The implementation of the proposed MDC College Credit Certificates (CCCs) will address the needs of the industry by consolidating existing AA-Hospitality Management and AS-Hospitality and Tourism Management degree courses into short term College Credit Certificates designed to meet the needs of workforce demand and to provide short term study for our international students. There will be no additional costs incurred for the administration of the Hospitality Management College Credit Certificates. The proposed certificates align with the existing AS degree in Hospitality course work. The expected increase in enrollment due to the demand for a higher skilled workforce will be offset by tuition and established special fees. The faculty is in place and the classes are offered continuously throughout the academic year. There will be no need for additional equipment. The current Hospitality Management Program Director will be the program coordinator for these proposed certificates and has Master’s credentials in Hospitality Management as well as industry certification for the food handler training.

Workforce Needs:

The 2009 Restaurant Industry Forecast, written by the National Restaurant Association (NRA), states that “restaurant jobs are expected to outperform the economy” and that “The hunt is on for great employees. Career opportunities in the restaurant industry are growing at a faster pace than the labor force overall. The number of restaurant jobs will climb 14 percent between 2009 and 2019”. The NRA also states that “Restaurants will face significant competition for talented team members”. In addition to these declarations which reinforce the need for a well trained workforce in the food and beverage arena, the NRA forecast cites statistics showing Florida as ranking third in the nation in reference to the fastest growth in restaurant-industry jobs between 2009-2018 which will expand the workforce by approximately 23 percent.

Salaries:

According to the 2009-2010 Targeted Occupation List, first line food preparation and serving workers have an entry wage of \$11.65 with a mean wage of \$16.40, and there are an expected 112 openings in Dade and Monroe Counties for 2009. First line supervisors of Housekeeping are listed with an entry salary of \$10.75 and mean salary of \$16.36, with an estimated 42 openings for the same time period.

Add Existing Courses

Effective Term: 2009-1

<u>Course No.</u>	<u>Title</u>
HFT1000	Introduction to Hospitality
HFT1210	Human Resources
HFT1300	Executive Housekeeping
HFT1454	Food and Beverage Food Controls
HFT1949	Co-Op Work Study Internships I (within AS to BS)
HFT2410	Front Office Procedures
HFT2800	Food and Beverage Management
HFT2949	Co-Op Work Study Internships II (within AS to BS)
MKA1161	Introduction to Customer Service

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12. Mathematics Discipline

Remove Co-Requisite

MAC1105 from STA2023

Marta Junco-Ivern introduced Virginia Puckett who presented the request to remove co-requisite MAC1105 from STA2023.

NORTH CAMPUS MATHEMATICS DEPARTMENT

March 13, 2009

M E M O R A N D U M

TO: Members of the ALC

FROM: Virginia Puckett
Math Discipline Convener

RE: COURSE CHANGE FORM 102 & 112 FOR STA 2023

This memo provides clarification for the request for a curriculum change for the course STA 2023 – Statistical Methods. MDC currently requires a co-requisite of MAC 1105 for this course. (This co-requisite never appeared in the course description in the College catalogue, but was programmed in Odyssey.) The State Course Numbering System web page recommends that the pre-requisite for this course be MAT 1033. No co-requisite is recommended on the SCNS web site. No pre-requisite or co-requisite for this course is currently listed in the College Catalogue. The Discipline requests that the co-requisite requirement of MAC 1105 be removed from STA 2023 and that the pre-requisite for the course, MAT 1033 - Intermediate Algebra, be added to the catalog description (please see description in Form 112 for STA 2023 submitted with Form 102).

If you have any questions regarding this request please don't hesitate to call me at 7-1291. Thank you.

Revised Course Description/Competencies

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
STA2023	Statistical Methods	3	1, 2, 3, 5,6,7,8	2009-1

Course Description: This course will introduce students to statistical methods. Students will learn topics to include collecting, grouping and presenting; measures of central tendency and dispersion; probability; testing hypotheses; confidence intervals; and correlation. Special fee. Prerequisite: MAT1033. (3 hour lecture).

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13. Testing

Placement Criteria Document

Martha Cavalaris introduced Silvio Rodriguez who presented the changes to the Placement Criteria Documents for 2009-2010 Academic Year.



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 and Technical Education and Adult Education programs to test students pursuing these programs. Miami Dade College (MDC) may accept official test scores from approved academic institutions and approved regional workforce boards. Parameters for accepting these scores 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 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 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 authorized MDC to use FCAT (Grade 10) scores to exempt first-time-in-college (FTIC) early college (dual) 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 FCAT Pilot is tentatively scheduled to end once registration begins for the 2009-1 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 on the algebra section of the CPT. Placement **scores are valid for two years**. FCAT (Grade 10) 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 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 Sciences** programs. 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.
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 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 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 not 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: Placement scores would not expire as long as there was any letter grade associated with the placement decision.

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 **International English Language Testing System (IELTS) or Test of English as a Foreign (TOEFL)** scores.
2. **Students who successfully completed (including exit exam) State approved high school courses (such as Reading for College Success: 1608350, Writing for College Success: 1009379, or Math for College Success: 1200410) equivalent to ENC0021, REA0003, MAT0020 or MAT0024 in their 12th grade year of high school and subsequently enroll in the appropriate course(s) (ENC1101 and/or MAT1033) at a Florida community college/college/state college within two years of high school graduation. Any course not successfully completed with a grade of 'C' or better will require the student to be tested on the appropriate CPT subtest(s).**
3. **Students who successfully completed a State approved high school course (such as Mathematics for College Readiness: 1200700) equivalent to MAT1033 in their 12th grade year of high school and achieved a score of 87 or higher on the CPT Elementary Algebra subtest, or a score of 520 or higher on the SAT Mathematics section, or a 22 or higher on the ACT Mathematics section and subsequently enroll in a College-level Algebra course at a Florida community college/college/ state college within two years of high school graduation.**
4. Students who have earned the required course grade listed in the chart below. Any course grade presented, which is 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.

<u>Skill Area</u>	<u>Course</u>	<u>Grade</u>
Writing	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
Reading	REA 0003*	A, B, C, S
	REA 1105 or REA 1125	A, B, C, S
	ENC 1101, ENC 1102, ENC 2300, or ENC 2301	A, B, C, S
Mathematics	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

* Letter grades 'A', 'B', and 'C' in college preparatory courses are used for transferred in and equivalent courses only.

**MAT 1033 is a bridge course and does not count toward graduation.

Note: Effective with the 2009-2010 Placement Criteria document SPC 1017 (formerly SPC 1026) was removed from this chart.

CASSC Meeting
 May 12, 2009

5. 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).
6. Students who present FCAT ([Grade 10](#)), 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 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 (Grade 10)	ACT	SAT
		Subtest Score	Subtest Score	Subtest Score
Reading	EXEMPT	Reading ≥ 355 or Level 4	Reading ≥ 18	Critical Reading ≥ 440
Writing [^]	ENC 1101	Reading ≥ 355 or Level 4	English ≥ 17	Critical Reading ≥ 440
Mathematics*	MAT 1033	N/A	19 - 20	440 - 490
	MAC 1105, MGF 1106, or MGF 1107, <u>or</u> STA 2023	Math ≥ 375 or Level 5	≥ 21	≥ 500

*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.

2009-2010 COURSE PLACEMENT GUIDE			
Reading*		Writing*	
20 - 50	REA 0001 ⁽¹⁾	20 - 50	ENC 0002 [▲]
51 - 70	REA 0002	51 - 70	ENC 0020 [▲]
71 - 82	REA 0003	71 - 82	ENC 0021 [▲]
83 - 120	EXEMPT	83 - 120	ENC 1101 [▲]
<p>¹Students scoring at this level must see an advisor prior to registering.</p> <p>*Students who have not satisfied college preparatory reading requirements may not enroll in college-level English even if their writing test score is 83 or higher. Students who have not satisfied college preparatory reading and writing requirements may not enroll in any Gordon Rule course except mathematics. Students may select from a list of courses maintained by the Academic Advisement office and approved by the pertinent academic department, for co-enrollment with college prep courses.</p> <p>▲Faculty may recommend supplemental services based on a required writing sample.</p>			
Mathematics			
Placement may be based on a combination of tests. Arithmetic scores are required for students scoring below the noted score on the Algebra subtest.			
Algebra Score	Arithmetic Score	College-Level Mathematics Score	Required Placement
20 – 71	20 - 29	Not Required	MAT 0002
20 – 71	30 - 64	Not Required	MAT 0020
20 – 71	65 - 120	Not Required	MAT 0024
			Recommended Placement
72 – 86	Not Required	Not Required ⁽¹⁾	MAT 1033 ⁽²⁾
87 – 120 ⁽³⁾	Not Required	20 – 39	MAT 1033 ⁽²⁾
87 – 120	Not Required	40 – 62	MAC 1105, or MGF 1106, or MGF 1107, or STA 2023
87 – 120	Not Required	63 – 120	Refer to Mathematics Department
<p>¹College-Level Mathematics subtest available upon request. 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.</p> <p>²MAT 1033 is a bridge course and does not count toward graduation.</p> <p>³An algebra score in this range without a college-level mathematics subtest score of 40 or higher places a student in MAT 1033.</p>			
COURSE PLACEMENT GUIDE NOTES:			
<p>Further assessment may be conducted in courses.</p> <p>If scores on one or more of the subtests require college preparatory placement, students must enroll in at least one college preparatory course during their first term. Students who test into college preparatory instruction and subsequently enroll in college preparatory instruction must successfully complete the required college preparatory studies by the time they have accumulated twelve (12) credits of college credit coursework or they must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed while performing satisfactorily in the degree.</p> <p>Students placing into college preparatory course work in one skill area are required to enroll concurrently in SLS 1505; students placing in two or more skill areas are required to enroll concurrently in SLS 1510 (formerly SLS 1535).</p> <p>If CPT scores are college-level in all skill areas, students may be eligible for The Honors College and should check additional eligibility requirements at www.mdc.edu/honorscollege.</p>			

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:

1. All students required to test in Section 1 (page 1) who graduated from a non-English speaking high school.
2. 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.
3. All students required to test in Section 1 (page 1) who earned a GED in Spanish.
4. 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.
5. 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:

1. The table below indicates the **Test of English as a Foreign Language (TOEFL)** scores used to exempt students from English proficiency placement testing. **Note: Institutional TOEFL scores from other institutions are not used for exemption purposes at MDC.**

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 from other institutions are not used for exemption purposes at MDC.	

2. **The table below indicates the IELTS score used to exempt students from English proficiency placement testing.**

IELTS Exam	Total Score
Overall Band Score*	6.5 or higher
*Effective 2/10/2009	

3. All students who earned a college credit certificate in a MDC program of more than 12 credits or from an institution recognized by MDC **are exempt from English proficiency placement testing.** 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 0140
2	Level 2 – EAP 0240
3	Level 3 – EAP 0340
4	Level 4 – EAP 0440
5	Level 5 – EAP 1540
6	Level 6 – EAP 1640
7	Exempt from EAP

Course Placement Guide – COMPASS/ESL (ACT – ESL)							
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 iwriting sample score is Exempt from EAP	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 AND TECHNICAL EDUCATION PROGRAMS

Depending on the program, MDC administers the TABE Complete Battery or Survey, Level A, Forms 9 and 10. Levels D & M may be used if the completion level of the program is at the 9th grade level or less. Level D may also be used for the higher grade levels on an as needed basis for post-testing purposes. Completion of a prescribed remediation program consisting of at least 60 hours of instruction is required suggested prior to retesting with a minimum 30-day period between retests. Note: The same TABE Form and Level must not be administered within a six month period. Remediation should must 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. If no formal instruction is provided or documented, six months must elapse when using the same level, same form. Note: The TABE may not be used as a sole determinant for entry into a career and technical education program.

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 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).

REQUIRED TO TEST:

1. All first-time-in-program students who designate themselves as certificate-seeking in a 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 IELTS or TOEFL scores.
2. Students who present FCAT (Grade 10), 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 programs. 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 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 SCORE REQUIREMENT ONLY:

Students who attempted the TABE at least two times and pass have earned a related State, national or industry licensure exam 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 identified credentialing examination license has to be specific to the career and must be necessary in order to work in that field. Documentation supporting the successful completion of the credentialing examination is required. 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).

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/Educational Functioning Level
Reading		
6.0 – 8.9	EDU 090, and EDU 063 [^] , and EDU 089 [^]	LCP/EFL – (D, B, C)
Language		
5.0 – 5.9	EDU 083	LCP/EFL – M
6.0 – 8.9	EDU 080	LCP/EFL – A
Math		
4.0 – 5.9	EDU 073	LCP/EFL – C
6.0 – 8.9	EDU 076	LCP/EFL – E
<small>*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.</small>		
<small>[^]TABE Reading score is used for placement into EDU 063 – Pre-GED Social Studies and EDU 089 – Pre-GED Science.</small>		

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.

CASSC Meeting
May 12, 2009

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):

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	Literacy Completion Point/<u>Educational Functioning Level</u>
EDU 085 GED Preparatory –	LCP/ <u>EFL</u> – A
EDU 078 GED Preparatory – Social	LCP/ <u>EFL</u> – B
EDU 079 GED Preparatory – Science	LCP/ <u>EFL</u> – C
EDU 095 GED Preparatory –	LCP/ <u>EFL</u> – D
EDU 077 GED Preparatory – Mathematics	LCP/ <u>EFL</u> – E

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 and listening forms for initial placement and post-testing ESOL students), or CASAS - Life and Work (reading and listening 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 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 EDU 070 to career certificate 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/<u>Educational Functioning Level</u>
201 – 210	EDU 068 – ELCATE Beginning	LCP/ <u>EFL</u> – A
211 – 220	EDU 069 – ELCATE Intermediate	LCP/ <u>EFL</u> – B
221 – 235	EDU 070 – ELCATE Advanced	LCP/ <u>EFL</u> – C
▲Based on Reading score only.		

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

*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 EARLY COLLEGE (DUAL) ENROLLMENT

Florida Statute, Section 1007.271 describes the early college (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.

Early college (dual) enrollment students must pass the appropriate sections of the FCAT (Grade 10), CPT, ACT, or SAT, to enroll in college credit courses. Students in an approved technical preparatory program who plan on enrolling in career certificate 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 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 (Grade 10), 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 (Grade 10), ACT or SAT prior to registering for accounting courses.
4. Students must pass **all** sections of the FCAT (Grade 10), CPT, ACT, or SAT for science (biology, chemistry, physics, earth science) and engineering courses.

Prepared by the CASSC Research & Testing Committee and approved by the Executive Committee on June 10, 2008 TBA.

**UNANIMOUS
 APPROVAL
 31 IN FAVOR
 0 OPPOSED**

14. Announcements

Onsite Health Clinic

Prof. Annette Gibson from the Medical Center Campus announced the opening of an Onsite Health Clinic at the Miami Rescue Mission located at 2015 NW 1st Avenue, on Thursday, May 14, 2009, from 2:00 p.m. – 4:00 p.m.

CASSC Meeting
May 12, 2009

Student Services

Armando Ferrer requested that CASSC members encourage and remind students to register for summer B courses.

Responsibility in Time of Crisis Forum

Dr. Goonen announced that on Thursday, May 21, 2009, MDC in conjunction with AAC&U will co-sponsor "Responsibility in Time of Crisis" forum. It is scheduled to take place at the Wolfson Campus from 8:30 a.m. to 2:30 p.m. Dr. Thomas Ehrlich distinguished former President of Indiana University and currently a senior scholar and co-director of the Political Engagement Project at the Carnegie Foundation for the Advancement of Teaching will be the keynote speaker.

Learning Outcomes Assessment

Dr. Menke invited CASSC faculty members interested in becoming part of the Learning Outcomes Assessment to apply by deadline Friday, May 22, 2009.

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