COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, APRIL 13, 2010
WOLFSON CAMPUS – ROOM 2106 – 1:30 P.M.

CHAIR: Felix Lopez

MEMBERS PRESENT: Jose Aragon Niurka Leon
Ana Maria Bradley-Hess Pamela Menke
Manuel Carames Tom Meyer
Samantha Carlo Carol Miller
Colleen Chung Maria Montes de Oca
Carla Clark Meera Nair
Sergio Ferre Jeniffer Niles
Annette Gibson Billy Oliver
Marcy Hall Yaqueline Padron
Malou Harrison Herbert Robinson
Harry Hoffman Ninon Rodriguez
Rosalie Kolesar Jeffery Thomas
Walter Kozloski Carol Tulikangas
Magdalena Lamarre Jose Vazquez
Patricia Lassiter Victoria Zusman

MEMBERS ABSENT: Anita Alvarez Sent Notification
Phyllis Bochman
Sol Gonzalez Sent Notification
Ivonne Lamazares
Jacquelyn Loftus
Lourdes Perez Mario Perez
Madeline Pumariega Ramona Edwards
Lenore Rodicio Sent Notification

RESOURCE: Julian Chiu
Mollie DeHart
Gina Victoria

PRESENTERS: Verone Burton
Mike McCann
Haydee Navarro
Silvio Rodriguez
Deborah Shannon
Richard White

RECORER: Henri Roberts
1. **Call to Order**
   Felix Lopez called the meeting to order.

2. **Approval of the March 9, 2010 CASSC Minutes**
   The minutes of the March 9, 2010 electronic voting were approved as submitted.

3. **Presentations**
   Dr. Menke and CASSC Chair, Felix Lopez, recognized and thanked the outgoing CASSC members for their service while on CASSC (2008-2010).

   Presentations were made to the following outgoing members:
   - Manuel Carames 2008-2010 Mathematics  North Campus
   - Sergio Ferre 2009-2010 MDC Call Center  Wolfson Campus
   - Annette Gibson 2008-2010 School of Nursing  Medical Center Campus
   - Walter Kozloski 2008-2010 ESL/Foreign Languages  North Campus
   - Magdalena Lamarre 2008-2010 Social Sciences  Homestead Campus
   - Felix Lopez 2008-2010 Computer Information Systems  North Campus
   - Meera Nair 2008-2010 Biology, Health & Wellness  Kendall Campus
   - Yaqueline Padron 2008-2010 Academic Advisement  Kendall Campus
   - Jose Vazquez 2008-2010 School of Architecture  North Campus

   The following outgoing members were unable to attend the meeting:
   - Phyllis Bochman 2008-2010 School of Education  North Campus
   - Ivonne Lamazares 2009-2010 Liberal Arts & Sciences  Hialeah Campus
   - Jacquelyn Loftus 2008-2010 Arts & Science  InterAmerican Campus

4. **Curriculum**
   **School of Computers and Engineering Technologies**
   Dean Tom Meyer introduced Dr. Richard White, Director, who presented the course user fee changes for the School of Computer Information Systems and Engineering Technologies.

   **Course User Fee Modifications**
   **Campus:** 1,2,3,5,6,7,8
   **Effective Term:** 2010-1

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<tr>
<th>Course No.</th>
<th>Title</th>
<th>Current Fee</th>
<th>Proposed Fee</th>
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CASSC Meeting  
April 13, 2010

**Course User Fee Modifications (cont.)**

**Campus:** 1,2,3,5,6,7,8  
**Effective Term:** 2010-1

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**UNANIMOUS APPROVAL**  
**32 IN FAVOR**  
**0 OPPOSED**
### SCET Course Fee Audit Changes

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5. **Virtual College**
   Felix Lopez introduced Dr. Haydee Navarro, Director, Distance Learning, who presented the user fee increase.

   **Learning Distance Course User Fee Increase**
   
   **Campus:** 330
   **Effective Term:** 2010-1

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To: CASSC

From: Ruth Ann Balla  
Executive Director of the Virtual College

Date: March 9, 2010

Re: Distance Learning Fee Increase

The Virtual College currently has a $10 per credit fee. This “per credit” distance learning fee is authorized by Florida legislation. As required by the legislation, the fees are used to cover costs specific to online courses.

The Virtual College is proposing an increase to $15 per credit (i.e., $45 for a 3 credit course).

The $5 per credit fee increase is requested based on increased costs including software upgrades, additional software, new hardware, and additional support for testing, retention and tutoring.

An inquiry about distance learning (DL) fees was sent to Florida colleges and universities. Replies were received from 17 community colleges. Four have no DL fees; the other 13 have fees ranging from $1.60 per credit to $25 per credit. The average of the non-zero fees is $12.85. Six universities replied. Two have no fees; the others have fees of $15, $18, $35 per credit and $199 per course.
6. **School of Health Sciences**  
Dean Carol Miller introduced Dr. Deborah Shannon, Chair, Health Science and Related Studies who presented state mandated changes to the Pharmacy Technician Program.

**Pharmacy Technician Program Modifications**
- **Program Code:** 53004
- **Program Type:** Career Technical Certification (CTC)
- **Campus:** 4
- **Effective Term:** 2010-1

**Delete Courses**
- OTA1001 Typing 1
- PTN0910 Advanced Topics in Pharmacy
- SLS0341 Employability Skills

**Change Existing Courses**

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<td>Pharmacy Technician Practice (current)</td>
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<td></td>
<td>Introduction to Pharmacy Practice and Medical Terminology (new)</td>
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**Course Description:** This course is an orientation to the overall functions and services of a hospital pharmacy. Students will learn medical abbreviations, terminology, chemical symbols, formulas, and incompatibilities. Prerequisite: HSC 0003; Co requisite: PTN 0006. (90 contact hours)

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<th>Course No.</th>
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<td>Pharmacy Practitioner Applications (new)</td>
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**Course Description:** This course focuses on pharmacy practitioner applications. Students will learn to development skills relating to the specific, technical, manipulative and clerical tasks involved with the preparation and distribution of medications under the supervision of Licensed Pharmacists. Prerequisite: HSC 0003; Co requisite: PTN 0021. Special fee. (90 contact hours)

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<tr>
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<td>Pharmacy Calculations (new)</td>
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**Course Description:** This is a course in Pharmacy Calculations. Students will learn to define systems of measurement, convert from one system to another, and calculate pharmacology problems. Prerequisite: HSC 0003; Co requisite: PTN 0003. (90 contact hours)

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<th>Course No.</th>
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<td>Drug Classifications (new)</td>
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**Course Description:** This course covers the major classifications of pharmaceuticals, standards for quality and purity of drugs, and authoritative information on dosage and administration. Students will
learn about poisons, placebos, and the sources from which medications are produced. Prerequisites: HSC 0003, PTN 0003, PTN 0006; Co requisite: PTN 0004. (90 contact hours)

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<th>Course No.</th>
<th>Course Title</th>
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<td>Pharmacy Technician Hospital Field Experience (new)</td>
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**Course Description:** This course covers clinical hospital training to develop the student's knowledge and skills on the job. Students will learn how to properly prepare doses of medications and intravenous admixtures. Prerequisites: HSC 0003, PTN 0003, PTN 0004, PTN 0006, PTN 0021; Co requisite: PTN 0049. (300 contact hours)

<table>
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<td>Pharmacy Technician Retail Store Field Experience (new)</td>
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**Course Description:** This course covers the clinical field experiences in a retail establishment. Students will learn about pharmaceutical chemistry, proper medication, and how to deliver medications correctly. Prerequisites: HSC 0003, PTN 0003, PTN 0004, PTN 0006, PTN 0021; Co requisite: PTN 0041. (300 contact hours)

UNANIMOUS
APPROVAL
32 IN FAVOR
0 OPPOSED
CURRENT WITH MODIFICATIONS

CAREER TECHNICAL CERTIFICATE
PROGRAM OF STUDY: PHARMACY TECHNICIAN (53004)
EFFECTIVE TERM: Fall 2010 (2010-1)

I. GENERAL EDUCATION REQUIREMENTS

1. COMPLETION POINT - A (90.00 hours)
   - HSC 0003 - (3.0 vocational cr)
     Introduction to Health Care
     Pre-requisite: none

2. COMPLETION POINT - B (360.00 hours)
   - PTN 0003 - (3.0 vocational cr)
     Prerequisite: HSC 0003
     Career: PTN 0005
     Introduction to Pharmacy Practice and Medical Terminology
   - PTN 0004 - (3.0 vocational cr)
     Pharmacy Technician Applications
     Prerequisite: HSC 0003
     Career: PTN 0004
     Medical Terminology and Calculations for Pharmacy Technicians
     Pharmacy Calculations
   - PTN 0021 - (3.0 vocational cr)
     Prerequisite: HSC 0003
     Career: PTN 0021
     Pharmacy Technician Drug Classifications for Pharmacy Technicians
     Pharmacy Calculations

3. COMPLETION POINT - C (600.00 hours)
   - OTA 0101 - (1.5 vocational cr) Typing Beginning
     Prerequisite: none
     (1.5 vocational cr) REMOVE FROM PROGRAM THIS COURSE IS NOT A MEDICAL CENTER CAMPUS COURSE IT IS OFFERED ON OTHER CAMPUSES AND IS REQUIRED FOR OTHER PROGRAMS IN ADDITION TO PHARMACY TECHNICIAN ( i.e. LEGAL SECRETARY VOCATIONAL CERTIFICATE PROGRAM ON NORTH CAMPUS)
   - PTN 0041 - Pharmacy Technician Field Experience
     (10.0 vocational cr)
     Pharmacy Technician Hospital Field Experience
     Prerequisite: HSC 0003, PTN 0003, PTN 0004, PTN 0006, PTN 0021
     Career: PTN 0041
   - PTN 0042 - Retail Store Field Experience
     (10.0 vocational cr)
     Pharmacy Technician Retail Store Field Experience
     Prerequisite: HSC 0003, PTN 0003, PTN 0004, PTN 0006, PTN 0021
     Career: PTN 0041
   - PTN 0010 - (2.0 vocational cr) Advanced Topics in Pharmacy
     Pre-requisite: none
     (2.0 vocational cr) REMOVE FROM SYSTEM
   - SLS 0041 - Employability Skills
     Pre-requisite: none
     (1.0 vocational cr) REMOVE FROM PROGRAM THIS COURSE IS NOT A MEDICAL CENTER CAMPUS COURSE IT IS OFFERED ON OTHER CAMPUSES AND IS REQUIRED FOR OTHER PROGRAMS IN ADDITION TO PHARMACY TECHNICIAN ( i.e. LEGAL SECRETARY VOCATIONAL CERTIFICATE PROGRAM ON NORTH CAMPUS)

* End of Program Sheet *
PROPOSED

CAREER TECHNICAL CERTIFICATE
PROGRAM OF STUDY: PHARMACY TECHNICIAN (53004)
EFFECTIVE TERM: Fall 2010 (2010-1)

I. GENERAL EDUCATION REQUIREMENTS

1. COMPLETION POINT - A (90.00 hours)
   - HSC 0003 - Introduction to Health Care (3.0 vocational cr)
     Pre-requisites: none

2. COMPLETION POINT - B (360.00 hours)
   - PTN 0003 - Introduction to Pharmacy Practice and Medical Terminology (3.0 vocational cr)
     Prerequisite: HSC 0003
     Corequisite: PTN 0006
   - PTN 0004 - Pharmacy Practitioner Applications (3.0 vocational cr)
     Prerequisite: HSC 0003
     Corequisite: PTN 0021
   - PTN 0005 - Pharmacy Calculations (3.0 vocational cr)
     Prerequisite: HSC 0003
     Corequisite: PTN 0003
   - PTN 0021 - Drug Classification (3.0 vocational cr)
     Prerequisites: HSC 0003, PTN 0003, PTN 0006
     Corequisite: PTN 0004

3. COMPLETION POINT - C (600.00 hours)
   - PTN 0041 - Pharmacy Technician Hospital Field Experience (10.0 vocational cr)
     Prerequisites: HSC 0003, PTN 0003, PTN 0004, PTN 0006, PTN 0021
     Corequisite: PTN 0049
   - PTN 0049 - Pharmacy Technician Retail Store Field Experience (10.0 vocational cr)
     Prerequisites: HSC 0003, PTN 0003, PTN 0004, PTN 0006, PTN 0021
     Corequisite: PTN 0041

* End of Program Sheet *
7. **Coordinating Committee Recommendation – CASSC Meeting Rotation**
   On behalf the Coordinating Committee, CASSC Chair, Felix Lopez, presented the following recommendation:
   That College CASSC meetings be rotated so that a meeting is held on a campus other than Wolfson at least once each academic term and that, as feasible and possible, the meetings be rotated over a two-year period so that the majority of campuses host at least one College CASSC meeting. **Rationale:** This rotation would provide the members an opportunity to visit a variety of MDC campuses and would provide campuses the opportunity to host College CASSC

   **UNANIMOUS APPROVAL**
   **32 IN FAVOR**
   **0 OPPOSED**

8. **Informational Items**
   **School of Fire and Environmental Services**
   Dean Harry Hoffman introduced Mike McCann, Director, who presented state mandated changes to the Fire Fighter II Program. These changes are to be in compliance with the Florida Administrative Code due to changes made by the National Fire Protection to their 1001 standard which is the industry standard throughout the country.

   **Fire Fighter II Program (CTC) Modifications**
   **Current Title:** Fire Fighter II
   **Proposed Title:** Fire Fighter Minimum Standards
   **Program Code:** 57004
   **Program Type:** Career Technical Certification (CTC)
   **Campus:** 1
   **Effective Term:** 2009-3

   **Delete Courses**
   FFP0077 First Responder
   FFP0020 Fire-Rescue Minimum Standards Training

   **Add New Course**
   **Course No.** FFP00XX
   **Course Title** Fire Fighter Minimum Standards

   **Course Description:** This course teaches the initial and intermediate knowledge and skills for prospective firefighters. Via lectures, drills, and evolutions, students will learn to operate as a team under supervision. Successful completion of all examinations, performance objectives and adherence to the Student Manual are required. Fire Academy Students Only. (450 clock hours)
PROPOSED PROGRAM SHEET

CAREER TECHNICAL CERTIFICATE
PROGRAM OF STUDY: FIRE FIGHTER MINIMUM STANDARDS (57004)
EFFECTIVE TERM: Summer 2009 (2009-3)

I. GENERAL EDUCATION REQUIREMENTS

1. COMPLETION POINT - A (450.00 hours)

- FEP 00XX - Fire Fighter Minimum Standards (15 cr./450 hours)

* End of Program Sheet *

Questions? Visit our contacts page or Ask MDC.
CURRENT PROGRAM SHEET
SHOWING MODIFICATIONS

CAREER TECHNICAL CERTIFICATE
PROGRAM OF STUDY: FIRE FIGHTER MINIMUM STANDARDS II (57004)
EFFECTIVE TERM: Spring Summer 2009 (2009-2 3)

I. GENERAL EDUCATION REQUIREMENTS

1. COMPLETION POINT - A (450.00 hours)

- FFP 0020 - Fire Rescue Minimum Standards Training (13.50 cr.)
  (DELETE COURSE)
- FFP 00XX - Fire Fighter Minimum Standards (15 cr./450 hours)
  (Add Course)
- FFP 0077 - First Responder
  (1.5-vocational cr)
  (DELETE COURSE)

* End of Program Sheet *

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Testing Procedures
Felix Lopez introduced Silvio Rodriguez who presented changes to the following testing procedures:

**CLAS Waiver Instructions**
This procedure is for students who have not passed or satisfied CLAS requirements. It is not intended for waivers based on disabilities.

**CPT Procurement Process**
MDC will pilot the new replacement test in May 2010; the test will be implemented in January 2011.

**Expanded Postsecondary Readiness Assessment (SB 1908)**
The State mandates that students in the 11th grade may take the CPT. If their test scores indicate that they need developmental coursework; they will have the option of taking high school approved courses called “Success Courses” in reading, writing and mathematics in their 12th grade. These courses satisfy and serve as the equivalent of designated MDC College Prep/Developmental Mathematics coursework.

9. **CASSC Calendar Academic Year 2010-2011**
The CASSC Calendar for Academic Year 2010-2011 was presented.

10. **Announcements**
Ana Maria Bradley-Hess requested that CASSC members encourage students to register early for the summer semester and, if the student is graduating, to participate in the commencement exercises scheduled on May 1, 2010.

Harry Hoffman encouraged CASSC members to be in communication with their campus representative regarding Legislature matters.

Magdalena Lamarre invited the council to participate in a collaborative program between Homestead Campus and Medical Center Campus; the program will take place at the Medical Center Campus on Wednesday, April 14, 2010.

Malou Harrison announced that the Carrie P. Meek Entrepreneurial Education Center (EEC) celebrated its 20th Anniversary. Miami-Dade County and City of Miami officials recognized EEC for the services and opportunities it provides to the community. She also announced that students from the twenty-eight community colleges attended the annual “Rally in Tally.” Four MDC students were elected for Florida Junior Community College Student Government Association (FJCCSGA) statewide positions:

- Maria Jose Ortega, President  
  North Campus
- Danyelle Carter, District One Coordinator  
  North Campus
- Felipe Arencibia, District One Jurisprudence Representative  
  Wolfson Campus
- Francisco Martinez, District One Jurisprudence Representative-Alternate  
  Kendall Campus

Dr. Menke announced that on Thursday, April 29, 2010, an art exhibit titled “Traces of Confucius” will be available for viewing at the Wolfson Campus, room 2106. This exhibit is part of the inauguration ceremony of the MDC Confucius Institute which will take place that same day in the Wolfson Campus’ auditorium, room 1261.
CASSC Meeting
April 13, 2010

Felix Lopez, CASSC Chair, reminded the CASSC faculty members who will be on leave during the months of May, June, and July to make sure they send notification and find a substitute to represent them at future meetings.

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