



Introduction to

**College
Academic &
Student
Support
Council**



September 8, 2009

Room 2106 – Wolfson Campus

ORIENTATION
COLLEGE ACADEMIC
AND
STUDENT SUPPORT COUNCIL (CASSC)
SEPTEMBER 8, 2009
ROOM 2106 – WOLFSON CAMPUS

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CASSC SharePoint Site Information

MONTHLY MEETING

MEETING PACKETS

SHAREPOINT SITE LINK:

<https://spsd.mdc.edu/cwc/cassc/default.aspx>

COLLEGE CASSC SCHEDULE
2009-2010
ROOM 2106, 1:30 P.M. Wolfson

SEPTEMBER 8, 2009

(Second Tuesday of the month)

OCTOBER 13, 2009

(Second Tuesday of the month)

NOVEMBER 10, 2009*

(Second Tuesday of the month)

DECEMBER 8, 2009

(Second Tuesday of the month)

JANUARY 12, 2010

(Second Tuesday of the month)

FEBRUARY 9, 2010

(Second Tuesday of the month)

MARCH 9, 2010

(Second Tuesday of the month)

APRIL 13, 2010

(Second Tuesday of the month)

MAY 11, 2010

(Second Tuesday of the month)

JUNE 8, 2010

(Second Tuesday of the month)

JULY 13, 2010

(Second Tuesday of the month)

***Room 2106 at the Wolfson Campus is not available due to Book Fair. Meeting will take place at the Medical Center Campus, Room 1175.**

No Meeting in August

College Academic and Student Support Council Charge

The College Academic and Student Support Council (CASSC) is charged with the following responsibilities:

- 1.** Formulate and monitor a comprehensive plan for the on-going evaluation of the academic and student services functions of the College which will assist in the institutional effectiveness commitment of Miami Dade College;
- 2.** Develop and review policies and procedures related to academic issues, including graduation requirements, assessment requirements, grading policies, and special course fees;
- 3.** Develop and review policies and procedures related to student services, including: admission, registration, financial aid, advisement, career planning, job placement and student retention;
- 4.** Formulate plans and assure coordinated development of new academic programs, transfer and non-transfer occupational credit and non-credit programs or courses;
- 5.** Review and recommend for approval all proposed curriculum changes, including new courses, new degree and certificate programs, and revisions to existing programs;
- 6.** Review and recommend for approval all changes in the student flow process, including the transition to information technology systems;
- 7.** Review and recommend policies and procedures in compliance with legislative rules;
- 8.** Undertake other responsibilities as assigned by the College Executive Committee.

College Academic and Student Support Council Membership

2009-2010 Academic Year

Chair: Felix Lopez

EAP/FOREIGN LANGUAGE General Education		
Rosalie Kolesar New-Elected	ESL/Foreign Language 7-6496	InterAmerican Campus 2 year (2009-2011)
Walter Kozloski Elected	EAP/Foreign Language 7-1292	North Campus 1 year remaining (2008-2010)
ENGLISH General Education		
Jeniffer Niles New- Appointed	English & Communication 7-1853	North Campus 2 year (2009-2011)
Ivonne Lamazares Appointed	English 7-8764	Hialeah Campus 1 year remaining (2008-2010)
HUMANITIES General Education		
Ninon Rodriguez New – Appointed	Arts & Philosophy 7-3813	Wolfson Campus 2 year (2009-2011)
Jacquelyn Loftus Appointed	Arts & Sciences 7-6321	InterAmerican Campus 1 year remaining (2008-2010)
NATURAL SCIENCE General Education		
Victoria Zusman New – Appointed	Biology, Health & Wellness 7-1104	North Campus 2 year (2009-2011)
Meera Nair Appointed	Biology, Health & Wellness 7-2643	Kendall Campus 1 year remaining (2008-2010)
MATH General Education		
Manuel Carames Elected	Math 7-1013	North Campus 1 year remaining (2008-2010)
Maria Montes De Oca New – Elected	Math 7-0437	Kendall Campus 2 year (2009-2011)
SOCIAL SCIENCE General Education		
José Aragón New – Appointed	Social Science 7-6355	InterAmerican Campus 2 year (2009-2011)
Maggie Lamarre Elected	Social Science 7-5016	Homestead Campus 1 year remaining (2008-2010)

HEALTH SCIENCES (Occupational)		
Patricia Lassiter New- Appointed	Health Sciences & Related Studies 7-4079	Medical Center Campus 2 year (2009-2011)
NURSING (Occupational)		
Annette Gibson Elected	Nursing 7-4466	Medical Center Campus 1 year remaining (2008-2010)
ENTERTAINMENT TECHNOLOGY (Occupational)		
Billy Oliver New – Appointed	Entertainment & Design Technology 7-1177	North Campus 2 year (2009-2011)
ARCHITECTURE (Occupational)		
José Vázquez Elected	Architecture 7-1809	North Campus 1 year remaining (2008-2010)
BUSINESS (Occupational)		
Colleen Chung New – Appointed	Accounting/Business 7-0747	Kendall Campus 2 year (2009-2011)
C.I.S./ENGINEERING TECHNOLOGY (Occupational)		
Felix Lopez Elected	C.I.S. 7-8456	North Campus 1 year remaining (2008-2010)
OCCUPATIONAL CLUSTER		
Marcey Hall New – Appointed	REPRESENTING: Aviation & Visitor Services, School of Fire and Environmental Sciences, Sign Language Interpretation, Funeral Science 7-1559	North Campus 2 year (2009-2011)
EDUCATION		
Phyllis Bochman Elected	Education 7-1022	North Campus 1 year remaining (2008-2010)
LIBRARY		
Carla Clark New – Elected	Library 7-4342	Medical Center Campus 2 years (2009-2011)
BACCALAUREATE IN PUBLIC SAFETY		
Samantha Lewis New- Elected	School of Justice 7-8072	North Campus 2 years (2009-2011)

STUDENTS (2)***NEED APPOINTMENT***

(1 year appointment)

NEED APPOINTMENT

(1 year appointment)

STUDENT UPPER DIVISION (1)***NEED APPOINTMENT***

(1 year appointment)

ACADEMIC AND STUDENT SERVICE SUPPORT STAFF**Academics (2)**

Anita Alvarez, Hialeah

7-8787

(2009-2011)

Niurka León, InterAmerican

7-6156

(2009-2011)

Student Services (2)

Sergio Ferre

(1 year appointment) 7-8888

(2009 – 2010)

Substitute for Homestead Student Services (Mayra Diaz left the College)

Yaqueline Padrón

(2 year appointment) 7-2922

(2008 – 2010)

ASSOCIATE PROVOST FOR ACADEMICS AFFAIRS

Pamela Menke

7-3037

ACADEMIC DEANS

Harry Hoffman, Interim, North Campus

7-1409

Marta Junco-Ivern, Interim, Kendall

7-2881

Thomas Meyer, Interim, Wolfson Campus

7-3925

Carol Tulikangas, InterAmerican Campus

7-6454

Jeffery Thomas, Homestead Campus

7-5101

(Dual Academic/Student)

Ana Maria Bradley-Hess, Hialeah Campus

7-8712

(Dual Academic/Student)

STUDENT DEANS

Malou Harrison, North Campus

7-1565

Sol Gonzalez, Interim, Kendall Campus

7-2131

Herbert Robinson, Wolfson Campus

7-7399

Madeline Pumariega, Medical Center Campus

7-4212

Jeffery Thomas, Homestead Campus

7-5101

(Dual Academic/Student)

Lourdes Perez, InterAmerican Campus

7-6001

Ana Maria Bradley-Hess, Hialeah

7-8712

(Dual Academic/Student)

SCHOOL OF HEALTH SCIENCES DEAN

Carol Miller, Medical Center Campus

7-4445

COLLEGE CASSC COORDINATING COMMITTEE

Chair

Felix Lopez

Faculty Representative

Magdalena Lamarre

Staff Representative

Anita Alvarez

Dean, Academic Affairs

Harry Hoffman

Dean, Student Services

Lourdes Perez

College Academic and Student Support Council Annual Procedures

August or Early September

Send out memo from College Office of Academic Programs concerning nomination/self nomination that includes the names of those eligible for CASSC Chairperson, Coordinating Committee faculty representative, and Coordinating Committee support staff representative.

Second Tuesday in September

First CASSC Meeting of the year. Meetings are usually scheduled for the second Tuesday of each month. Elections for the Chair and Coordinating Committee are held at first meeting. The Provost for Academic and Student Affairs appoints the Academic Affairs and Student Services Deans to serve on the 5 member Coordinating Committee. The term of service on the Coordinating Committee is one year for the Chair, faculty member and staff member.

The Coordinating Committee Meetings are usually scheduled two weeks to one week prior to the CASSC Meeting.

February

Deadline for all curriculum and new programs for the College catalog.

General Education Proposals presented.

March/April

General Education curriculum approval.

CASSC elections held either per the designed rotation process on a campus or college-wide. Appointments are made following the elections by the Provost for Academic and Student Affairs. Term of service for elected and appointed CASSC members officially begins the following September for a two year term of service.

April

Presentations to all outgoing members as faculty begin summer leaves and vacations.

Placement Criteria presented for approval

August

No CASSC Meeting.

Quorum for Approval of Action Items

A quorum is $\frac{2}{3}$ of the members.

For General Education curricula, $\frac{3}{4}$ of the members is a quorum.

Approval is $\frac{1}{2}$ of the members plus 1.

Action Item

An “Action Item” is an item which is reviewed by the Council and action taken (vote, sent back to originator with suggestions, etc.)

Information Item

An “Information Item” is an item delivered to the Council for informational purposes only.

Attendance Requirements

Because continuity of discussion and shared knowledge promote effective decision-making within a group, regular participation in CASSC meetings is essential. Consequently, the following guidelines and requirements are adhered to:

1. Prospective and new CASSC members will be informed in writing about the CASSC meeting schedule and the expectations regarding meeting attendance.
2. No more than three absences are permitted, with the option of a replacement process being instituted following the third absence.
3. Individuals will be replaced according to the same process by which they were originally selected for CASSC membership. (i.e., elected by constituents or appointed.)
4. When a CASSC member must be absent, the member is expected to identify and send an alternate who represents the discipline or group.

Miami Dade College Curriculum Approval Process

College Prep Courses, College Credit Courses & Baccalaureate, Associates, and Certificate Programs (Baccalaureate, AA, AS, AAS, CCC, ATC and VCC)

Course/programs are proposed through Discipline Committees or Schools in accordance with the *MDC Procedures Manual #8150-Use of Curriculum Forms*.

<http://www.mdc.edu/asa/documents/8150-UseOfCurriculumForms.pdf>

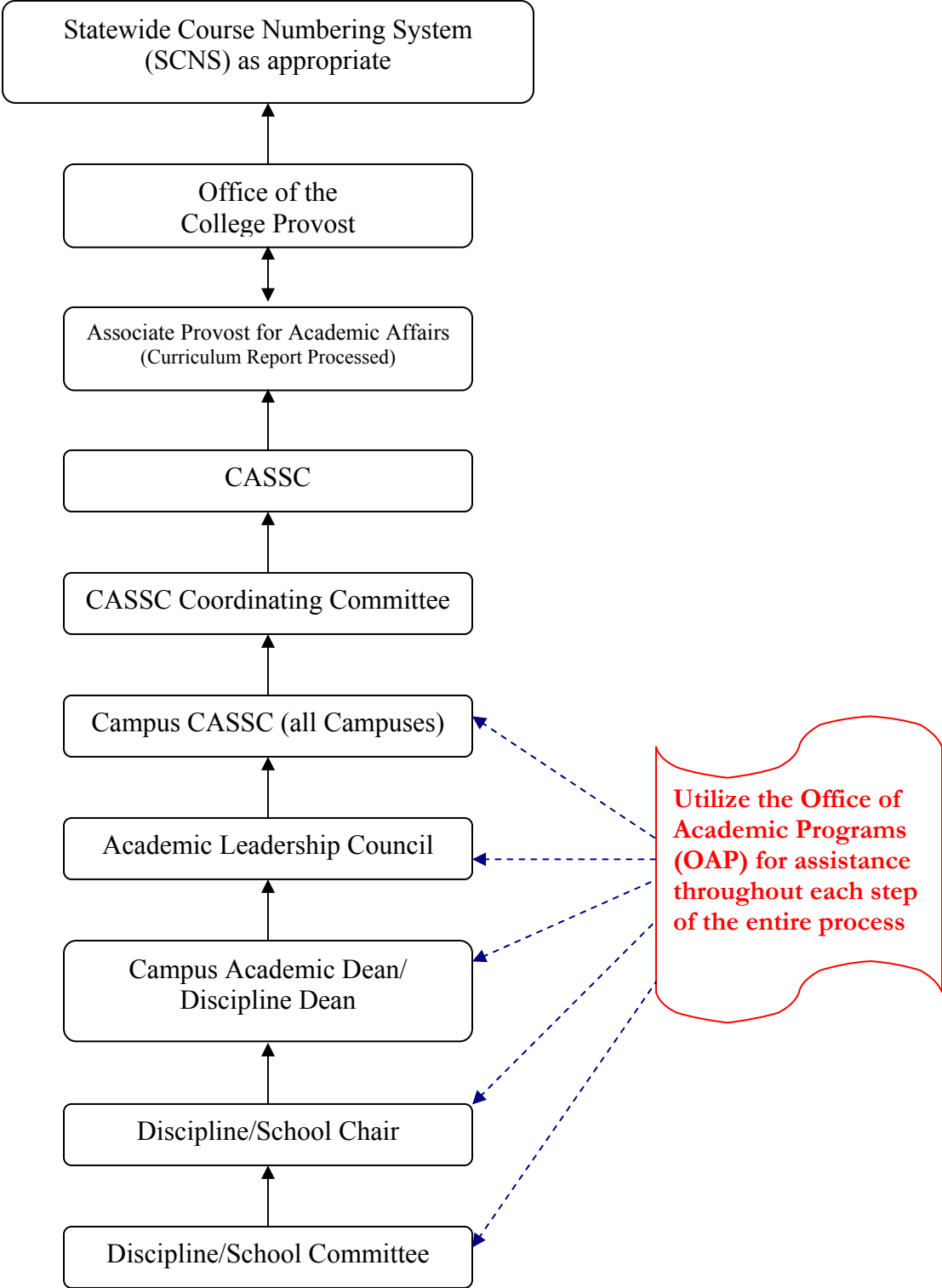
Experimental Courses, Continuing Workforce Education Courses, Recreation & Leisure Courses

1. Experimental courses provide a shortened procedure for approval of new Occupational and/or A & P credit courses to permit a timely response to educational needs in the community. Refer to *MDC Procedures Manual #8150-Use of Curriculum Forms* <http://www.mdc.edu/asa/documents/8150-UseOfCurriculumForms.pdf>.
2. Continuing Workforce Education (CWE) courses (non-credit) are submitted to the Campus Academic Dean for approval and then forwarded to the College Office of Academic Programs for processing.
3. Recreation and Leisure courses (non-credit) are assigned by the Director, School of Community Education in consultation with the Campus Academic Dean, and in compliance with the Statewide Course Numbering System.

Summer Emergency Curriculum Approval Process

Regular College CASSC meetings will be held each month from September through July. If authorization is needed prior to the September College CASSC meeting but after the July meeting, the Provost for Academic and Student Affairs or designee will review for approval the curriculum mandated by the state, accrediting or licensing agency. Since no August meeting is scheduled to review this action, the College Office of Academic Programs will notify all CASSC members electronically two weeks prior to any action taken by the Provost for Academic and Student Affairs or designee. Members will have seven business days to provide feedback.

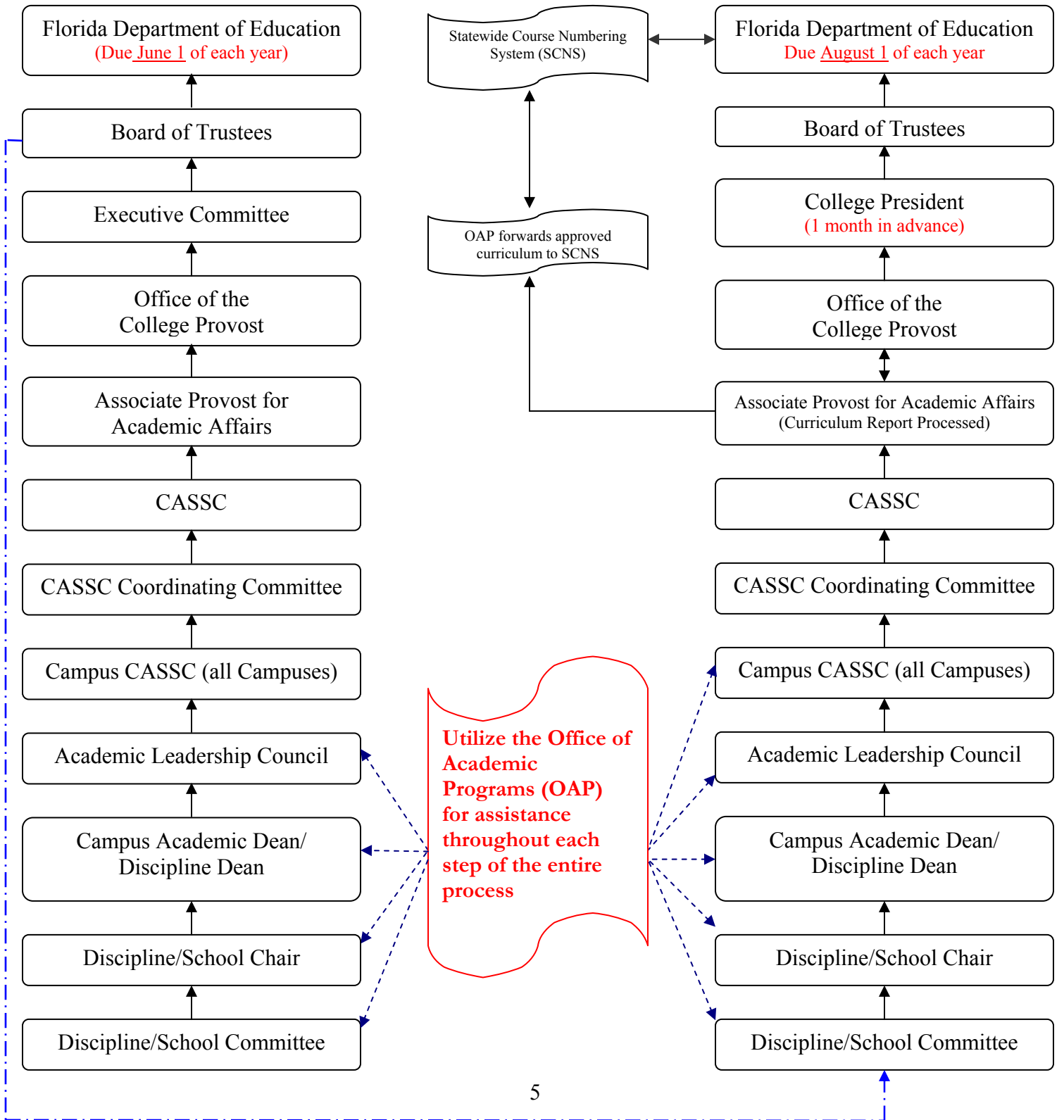
Curriculum Approval Process Chart



Program Approval Process Chart – Upper Div. (Baccalaureate)

LETTER OF INTENT

PROPOSAL APPROVAL PROCESS

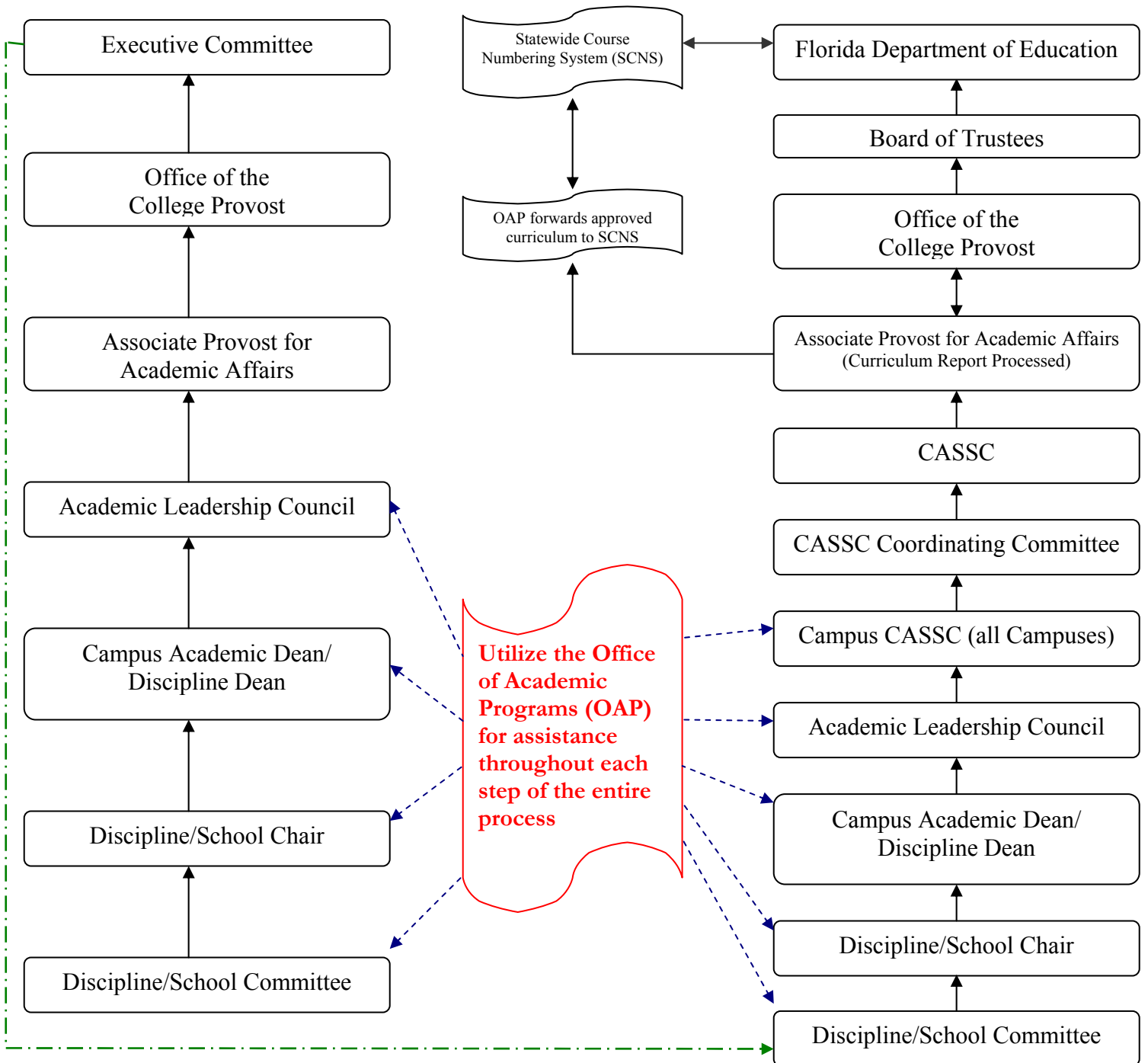


Program Approval Process Chart – Lower Div.

REQUEST FOR DEVELOPMENT*

OR
NEEDS ANALYSIS**

PROPOSAL APPROVAL PROCESS



Miami Dade College Curriculum Development and Review Process

The curriculum development and review process at Miami Dade College recognizes faculty as discipline experts and engages them in curriculum development and revision.

Academic programs at the College are organized under Discipline Groups and Schools.

Discipline Groups are comprised of individual discipline committees. A discipline committee consists of all faculty and chairpersons college-wide who teach or manage in the discipline. For example, the English Discipline Group includes discipline committees in journalism, composition, and speech communication. Each Discipline Group is assigned to a President and Academic Dean who are responsible for providing leadership.

Schools, each under the leadership of a Director, are assigned to a campus and offer courses at multiple sites. School Directors report to the Academic Dean of the School's home campus. Like Discipline Groups, Schools are comprised of individual discipline committees. For example, the School of Business includes the disciplines of accounting, economics, and management.

New curriculum proposals and curriculum updates are initiated by the discipline faculty and developed in collaboration with the department chairs or School Directors in accordance with the *MDC Procedures Manual, #8150-Use of Curriculum Forms*
<http://www.mdc.edu/asa/documents/8150-UseOfCurriculumForms.pdf>

Discipline Committee Responsibilities

As part of the larger Discipline Groups, discipline committees:

1. Provide a forum for faculty to meet on a regular basis for the purpose of reviewing and addressing new developments in their discipline, exchanging information, and sharing effective teaching strategies and other methodologies;
2. Use data to evaluate course and student outcomes;
3. Recommend curriculum changes through established academic channels.
4. Provide additional recommendations which may include use of technology in the discipline, interdisciplinary approaches to curriculum, multi-cultural education, critical inquiry across the disciplines, and writing across the disciplines;
5. Contribute to the agenda for Conference Day; identify and recommend visiting lecturers or other experts in the profession or discipline;
6. Identify and recommend visiting lecturers or other experts in the profession or discipline;
7. Prepare annual discipline reports;
8. Participate in accreditation and assessment activities as appropriate;
9. Review and recommend course user fees as appropriate;
10. Implement other charges as requested.

Operational Guidelines

1. The designated discipline convener coordinates the meetings of the Discipline Group.
2. Discipline Groups may establish sub-committees and ad hoc committees to develop review and recommend discipline-related initiatives.
3. Discipline committees should meet at least once each major term. Sub-committees or ad hoc committees may meet more frequently as needed.
4. Notification of discipline meetings must be made at least one week prior to the meeting.
5. Recommendations, including curriculum proposals, must be provided in advance for review by members of the discipline committee.
6. The discipline convener of the discipline committee presents recommendations and proposals to the Academic Leadership Team, a step in the College's curriculum approval process (refer to MDC *Procedures Manual* # 8150-*Use of Curriculum Forms*) <http://www.mdc.edu/asa/documents/8150-UseOfCurriculumForms.pdf> .
7. The discipline conveners meet with the appropriate Academic Dean on a regular basis to discuss issues, concerns, and progress.
8. College Training and Development (CT&D), upon request and in collaboration with the Academic Deans, will support and plan training opportunities for the discipline committees; the training will be provided by CT&D.

Structure

1. Discipline Groups (consistent with CASSC) and Discipline Committee Assignments:

- Mathematics (College Prep Math and Mathematics)
- Natural Sciences (Anatomy and Physiology, Biology, Chemistry, Geology, Nutrition, Physics, Astronomy, Meteorology, Oceanography, and Health/Wellness)
- Social Sciences (Psychology, Sociology, Anthropology, History, Political Science, and Student Life Skills)
- English (Composition, Journalism, and Speech Communication)
- College Prep (Reading and Writing)
- Humanities (Humanities, Art, Music, Theater, Dance and Philosophy)
- E.A.P./Foreign Languages (English for Academic Purpose) and Foreign Languages.

2. Schools

- Health and Sciences
- Architecture
- Aviation
- Business (Accounting, Economics, General Business, Marketing and Hospitality Management)
- Computer and Engineering Technologies (Computer Repair, Database, Software Applications, Internet/Web, Networking, Programming, and Electronics Engineering/Electronics)
- Education (A.A.- Early Childhood, K-12, and Baccalaureate)
- Entertainment and Design Technology
- Fire and Environmental Sciences

- Funeral Services Education
- Justice
- Nursing

3. Other Occupational Programs

- Legal Assistant
- Sign Language Interpretation

Expectations of Discipline Conveners:

- Provide leadership to ensure that the disciplines convene on a regular basis, assess and initiate meetings across the disciplines as needed.
- Create linkages across departments and disciplines.
- Safeguard the academic integrity of the curriculum and its delivery.
- Ensure that the curriculum is reviewed, assessed and revised on a regular basis in compliance with state guidelines.
- Communicate to the Academic Deans the recommendations and outcomes of the discipline committees.
- Ensure that the minutes of the discipline committee meetings are disseminated to the discipline committee members and the Academic Deans in a timely manner and discipline committee members are kept informed regarding the progress of their proposals.

Expectations of the Department Chairpersons and School Directors:

- Safeguard the disciplines and support the creation of new initiatives reflecting the individual talents, skills and interests of faculty members.
- Facilitate and/or initiate new curriculum proposals which reflect local, national, international trends, research, and discoveries.
- Network with practitioners in the community (business/industry, social agencies, government, etc.) and counterparts in higher education to explore needs and respond to these needs and encourage their faculty to do likewise.

MDC Academic Terms & Definitions

<p>College Credit</p>	<p>A. Associate in Arts Degree AA The AA degree prepares students to enter the junior year at four-year upper-division colleges and universities. There is only one AA degree with areas of concentration.</p> <p>B. Associate in Science Degree AS The AS two-year degree programs are occupational and may transfer if articulated to the upper divisions. Those programs that have been articulated prepare students for career entry upon graduation as well as continuing to the junior year at upper division colleges and universities.</p> <p>1. College Credit Certificate CCC The College Credit Certificate programs are an integral part of a related AS degree and identify a career ladder within the AS program.</p> <p>2. Advanced Technical Certificate ATC The Advanced Technical Certificate programs are available to students who have already been awarded an AS degree or higher in a related field and wish to upgrade their skills.</p> <p>C. Associate in Applied Science AAS The Associate in Applied Science two-year degree programs are offered to students who wish to prepare for careers requiring specialized study at the college level and are specifically tailored for immediate entry into business and industry.</p> <p>D. MDC Baccalaureate Degrees: (1.) The Bachelor of Science degree in Education is designed for students entering the teaching profession. (2.) The Bachelor of Applied Science degree is a workforce driven baccalaureate degree in Public Safety Management.</p>
<p>Vocational Credit</p>	<p>Vocational Credit Certificate VCC Prepares students to enter a specific career or vocation. These hands-on, technical courses are taught at the post-secondary level and are designed to lead to immediate job entry upon successful completion.</p>
<p>Exit Points/ Special Diploma</p>	<p>A. Program Progression Points PPP These completion points are defined as block of credits identified for a student within an AS, AAS, or CCC program. The PPPs are for State funding only. One block of credits may be identified for an AA Student who has completed courses coded in the State system.</p> <p>B. Occupational Completion Points OCP These exit points are identified within each VCC program. Upon completion, students will receive an award of completion and the completer will be identified on the data base for State funding.</p>

<p>Non-Credit</p>	<p>A. Continuing Workforce Education <u>CWE</u> These courses are offered to improve employment related skills for professional development. Includes upgrading of skills, licensing and certification.</p> <p>B. Continuing Education <u>CE</u> These courses and activities are for recreation and leisure and are designed for those not concerned with earning academic credit.</p> <p>C. Adult Basic Education <u>ABE</u> These courses provide basic instruction in math, language and reading. The instruction identified for MDC ranges in grade levels generally starting from 6th grade.</p>
<p>Government Agencies</p>	<p>A. Florida Community Colleges and Workforce Development <u>FCCWE</u> (www.fldoe.org/cc/) DCC reports to the Florida Board of Education (www.flboe.org) and is responsible for the AA, AS, and AAS degrees. David Armstrong is the Chancellor.</p> <p>Workforce Development <u>WD</u> (www.firn.edu/doe/workforce/) DWD is responsible for the Vocational Credit Certificates, and STDs. Dr. Bonnie Marmor is the Vice Chancellor for Workforce Education.</p> <p>B. Florida Department of Education <u>FLDOE</u> (www.fldoe.org) The State Board of Education (SBE) receives proposals from community colleges to offer specified baccalaureate degree programs in their districts to meet local workforce needs through partnerships and/or through direct authority to grant baccalaureate degrees. The commissioner is John Winn.</p>

CASSC Structure

Coordinating Committee

CASSC has a Coordinating Committee consisting of five members.

The chair of the Coordinating Committee is the chair of CASSC.

One faculty member elected by the Council for a one-year term of service.

One support staff member elected by the Council for a one-year term of service.

One Academic Dean appointed by the College Provost.

One Student Dean appointed by the College Provost.

Committees Reporting to CASSC

College Admissions and Registration Procedures

Distance Education

Institutional Effectiveness

International Education

Learning Resources

Research and Testing

Student Services

CASSC Committees

College Admissions and Registration Procedures

Committee Responsibilities:

- Recommend and evaluate goals for admission and registration services.
- Review College admission and registration policies and recommend revisions on an annual basis.
- Review, evaluate, and recommend revisions, as appropriate, to College admissions, registration, course scheduling, and records procedures to ensure effectiveness and consistency.
- Monitor SACS criteria to ensure compliance in the areas of Admissions and Registration.
- Recommend new opportunities, services, procedures, and guidelines.

Representative Structure

1 Registrar	Dulce Beltran (Chair)
1 Dean of Student Services	
1 Associate Provost for Student Services	
6 Campus Registrars	
2 Advisement Directors	
1 Financial Aid Director	
1 Bursar	
1 Associate Academic Dean	
1 International Student Advisor	
1 Computer Applications Representative	
2 Faculty (1 from College CASSC)	
1 Support Staff Member - Admissions/Registration area	
1 Staff Representative - School of Education	
1 Student Representative	

Resource Members

Director, Academic Programs

Distance Education

Committee Responsibilities:

- Provide input concerning the direction and implementation of the College's distance education initiative; ensure the rigor of the distance education program and courses, and the quality of instruction.
- Assist with program review requirements and review results to determine recommendations.
- Provide assistance with ensuring that accreditation requirements are met.
- Establish recommendations for enrollment goals and work closely with the Student Services Committee to review achievements.

Representative Structure	
.....	
Executive Director, Distance Education	Ruth Ann Balla (Chair)
Director, Virtual College	
Open College Coordinator	
1 School Director	
1 Library Director	
1 Chair Community Education	
1 Director Student Center	
1 Director Retention & Transition Services	
1 Academic Dean	
1 Campus CIO	
Director, MDC Call Center	
1 Computer Services	
4 Faculty Members	
Student (s)	
.....	

Institutional Effectiveness

Committee Responsibilities:

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

Representative Structure

Associate Provost for Institutional Effectiveness Joanne Bashford (Chair)

Associate Provost for Faculty Initiatives

Associate Provost for Academics

Associate Provost for Student Services

1 Dean of Academic Affairs

1 Dean of Student Services

1 Dean for Administration

1 Campus CIO

2 Faculty (1 from College CASSC)

2 Support Staff Members

2 Student Representatives

Resource Members

Director, Enrollment Management

Director, Institutional Research

International Education

Committee Responsibilities:

- Review the achievement of goals of International Education on an annual basis to identify recommendations.
- Recommend student enrollment goals and annually assess the achievement of those goals.
- Review existing international programs and recommend a course of action to CASSC.
- Suggest new international programs and initiatives which reflect the needs and interests of students across the College.
- Explore and make recommendations concerning the delivery of educational opportunities, distance and otherwise, on an international level.
- Monitor procedures and practices to ensure that SACS criteria are met.

Representative Structure

.....
1 Executive Director of International Education Phillip Parkerson (Chair)

1 Academic Dean

1 Executive Director, Virtual College

1 Registrar

6 Faculty (1 from each campus, including a
College CASSC member)

1 Financial Aid Director

1 Student Government Representative
.....

Learning Resources

Committee Responsibilities:

The Learning Resources Committee's charge is to review, evaluate, and provide recommendations regarding learning resources, including access, services, facilities, collections, equipment, hardware, software, and staff needed to support the mission of the College.

- Review, evaluate and provide recommendations regarding learning resources (library, media, network access) needed to support academic programs, research activities, and student services.
- Provide ongoing input and recommendations for the College Technology Plan.
- Monitor compliance to and report on SACS criteria as they relate to the library, learning resources, information technology resources and systems.
- Review annual plans for learning resources (including library goals) to recommend cost effectiveness strategies while providing maximum support for students.
- Review and identify recommendations regarding service to students and faculty.

Representative Structure	
1 Campus CIO	Isabel Hernandez (Chair)
1 Library Director	
1 Media Services Director	
1 Network Director	
1 Computer Lab/Courtyard Manager	
1 Faculty Member of the College CASSC	
6 Faculty at Large	
1 Academic Program Manager	
2 Student Services Personnel	
2 Support Staff Members; 1 from Learning Resources	
1 Student Representative	

Research and Testing

Committee Responsibilities:

- Provide an ongoing review of the College’s testing programs and make recommendations for change.
- Review, evaluate and revise testing policies and procedures to maintain effectiveness and consistency.
- Generate an annual placement criteria document that implements College and State requirements.
- Assure accurate storage and retrieval of test scores.
- Advise and help determine College research priorities for the year.
- Approve multi-campus research studies and access to College computer files.
- Review and forward significant research findings to Academic and/or Student Deans, and others, as appropriate.

Representative Structure	
College Director of Institutional Research	David Kaiser, Co-Chair
1 Academic or Associate Academic Dean	
1 Dean of Student Services or Dean of	
6 Campus Testing Directors	
Director of Test Administration & Program	Silvio Rodriguez, Co-Chair
1 Campus Registrar	
1 Computer Applications Representative	
2 from college- level English & Math	
3 from ESL and College Prep Reading & College Prep Mathematics	
1 from Occupational/Vocational Programs	
1 College CASSC Representative	
1 Support Staff Member - Testing Area	
1 Student Representative	
Director, Enrollment Management	

Student Services

Committee Responsibilities:

- Review the Recruitment and Retention Plans and recommend changes as appropriate. This includes recruitment activities with magnet schools and activities outside of the traditional high school recruitment strategies.
- Review annual plans and identify areas for implementation, and areas needing further review.
- Review enrollment data, including data by campuses, disciplines and schools, and State accountability measures.
- Review and make recommendations to revise the College's Academic Advisement manual and information on the Academic Advisement web site. These activities should occur on an annual basis.
- Recommend activities to ensure that students have access to courses and services.

Representative Structure	
.....	
2 Student Deans (Co-Chairs)	Malou Harrison and Lourdes Perez
1 Director of Retention & Transition	
1 Director of the New Student Center	
1 Director of Enrollment Management	
4 CASSC Faculty Members	
1 Director of Financial Aid	
1 Director of Recruitment	
2 Directors of Academic Advisement	
1 Chief Information Officer	
2 Academic Chairpersons	
1 Registrar	
2 Student Representatives	
.....	

Schedule for Election of Faculty from Discipline Groups

General Education Areas

<u>CAMPUS/ DISCIPLINE</u>	<u>NORTH CAMPUS</u>	<u>KENDALL CAMPUS</u>	<u>WOLFSON CAMPUS</u>	<u>HOMESTEAD CAMPUS</u>	<u>INTER- AMERICAN CAMPUS</u>	<u>HIALEAH CAMPUS</u>
EAP/ FOREIGN LANGUAGE	2014	2009	2010	2011	2012	2013
ENGLISH	2009	2010	2011	2012	2013	2014
HUMANITIES	2010	2011	2012	2013	2014	2009
SOCIAL SCIENCES	2011	2012	2013	2014	2009	2010
NATURAL SCIENCES	2013	2014	2009	2010	2011	2012
MATHEMATICS	2014	2009	2010	2011	2012	2013

EAP/Foreign Language includes College Prep and College level ESL, and Foreign Languages.

English includes Reading, College Prep Reading and Writing, English Composition, Literature, Speech and Journalism.

Humanities includes Humanities, Art, Photography, Music, Theater, Dance, and Philosophy.

Social Sciences includes Psychology, Sociology, Anthropology, History, and Political Science.

Natural Sciences includes Biology, Anatomy and Physiology, Nutrition, Chemistry, Geology, Physics, Astronomy, Meteorology, Oceanography, and Health/Wellness.

Mathematics includes College Prep and College level Mathematics.

Elections will be conducted in the department(s) of the designated campus.

Appointments will be from campuses other than those of the elected members.

In the event that the campus scheduled to hold an election in the rotation process does not have full time faculty in the discipline area or faculty in the discipline area willing to serve on CASSC, the following process will be followed: An election will be held, college-wide, coordinated by the Academic Dean from among faculty in the discipline area. The individual elected will serve a two-year term and will fill the seat of the campus unable to provide the elected representative. The next election will be held in two years as described on the above rotation schedule irrespective of the home campus of the individual elected in the college-wide election. The campus unable to hold the election will retain its original position in the rotation schedule.