

**Miami-Dade Community College  
Faculty Commission**

March 21, 2000

**TO:** Dr. Jeffrey D. Lukenbill  
College Provost

**FROM:** Dr. German Muñoz  
Chair, Faculty Commission

**SUBJECT: Recommendations from the Faculty Commission Meeting of March 13, 2000**

On March 13, 2000, members of the Faculty Commission met with representatives from the College CASSC. Drs. Castell Bryant and Richard Schinoff who have served as past consultants to the Commission, you and Mardee Jenrette, who has facilitated our past meetings. This session was a follow-up to the February 18, 1999 meeting of the Commission, and was intended as an opportunity for the members of the Commission to prepare final recommendations to you in pending matters related to the College and Campus CASSCs.

The format of the agenda provided opportunity for representatives from the CASSC to present recommendations and share their observations about the operation of the College CASSC and, following the departure of the CASSC members, time for the Faculty Commission members and the advisory group to continue the discussion and to prepare the recommendations that follow.

1. Move to two-year terms of service with staggered appointments for College CASSC faculty members to provide the same continuity on the College CASSC that currently exists for Campus CASSCs. The Commission recommends implementation of the recommendation as presented by the College CASSC Coordinating Commission. In essence, this recommendation requires:
  - a) In the library/student services and occupational education areas: Elections for a two-year term should be held in the areas where appointments were previously made. Those individuals currently serving as elected representatives will serve for one more year, and will then be replaced by appointees, each for a two-year term.
  - b) In the six general education areas: 1/2 of the faculty who were elected should be chosen at random to serve one additional year (2000-2001 Academic Year). Replacements for the 1/2 of the faculty not selected should be elected for a two-year term according to the campus rotation established in the original Faculty Commission report.

- c) Appointments should be made to balance the elected faculty, as originally specified by the Faculty Commission report: 1/2 of the appointments should be for a one-year term, 1/2 should be for a two year term. After this one-year-only process which will create the desired staggered terms, the term of each election or appointment would be for two years.

The Commission is aware that instituting this system has a potential to limit, in the short term, diversity on the CASSC, which has always been a significant goal of our recommendations. (Next year, and for one year only, there would be 16 elected and only 6 appointed CASSC faculty members. In the following year, representation would return to 11 elected and 11 appointed faculty members; however, appointments of non-faculty members of the College CASSC can help assure the maintenance of a balance in terms of diversity.) We do believe continuity of membership on the College CASSC from year-to-year (as exists on Campus CASSCs) is critical to its effectiveness; thus we recommend this process be tried and its impact on diversity evaluated.

- 2. Clearly communicate attendance expectations and institute a replacement process for Campus and College CASSC members who are unable to participate fully. The Commission supports the recommendations of the CASSC Coordinating Committee in this matter with some modification and addition. We recommend:
  - a) Prospective and new CASSC members receive in writing the meeting schedule and expectations regarding attendance.
  - b) No more than three absences be permitted, with the option of a replacement process being instituted following the third absence. (Whether or not a member will be replaced should be evaluated, in part, on how near the time is to the completion of his/her term of service, for instance.)
  - c) A cumulative record of attendance be circulated with each set of CASSC minutes; supervisors of individuals who serve on CASSC by virtue of position and who are demonstrating excessive absences should address participation with those individuals.
  - d) Individuals be replaced according to the same process by which they were originally selected for CASSC membership, e.g., elected by constituents or appointed.
  - e) The Commission suggests the College CASSC Coordinating Committee review the time of its monthly meeting. Perhaps a later starting time would make it easier for classroom faculty to attend.
- 3. Change the designation of support staff representation on both College and Campus CASSCs to read: Academic and Student Services Support Staff to provide opportunity for increased representation from the Student Services areas on CASSC. The Commission does not recommend specifying how many individuals from each group should be designated, nor does it support increasing overall CASSC membership. The Commission agrees with the CASSC Coordinating Committee that activation of the specialized CASSC sub-committees will provide additional avenues for active participation by student services personnel.

4. The Vice Provost for Education should review the relationship of that office to the College CASSC vis a vis participation of the District Dean of Education on the CASSC, and the role of the area in the maintenance of history of elections and appointments to assure adherence to guiding principles and facilitate these annual processes. The Vice Provost of Education position did not exist in 1998 when the Commission made its original recommendations. We see a role for this office and suggest this review by the Vice Provost. The selection process is complex: rotation among campuses, the requirement for members leaving the CASSC to sit out a year, etc. Accurate records need to be carefully maintained. In addition, it is clear the operation of the College CASSC, which is chaired by a faculty member, will need on-going support.
5. The roles and responsibilities of the Campus and College CASSCs need definition. This is an area that the original Commission report did not address, and we find it to be of continuing concern. There is a perception that some CASSCs are merely information-sharing bodies not recommending bodies, and there is on-going confusion about the role of the CASSCs and the discipline groups in the process by which new courses and programs are approved and curriculum changes are made. Consideration should be given to having discipline committees present their recommendations directly to the appropriate Campus CASSC(s) before going to the Deans' Council.
6. Once final decisions are made on pending recommendations, the appropriate sections of the Faculty Commission Final report dated April, 1998 should be updated to accurately reflect the procedures that govern representation on the CASSC, selection of CASSC members, etc. We further suggest that a 'procedures manual' be created that delineates the essential governing issues of the CASSCs, many of which are not address in the original Faculty Commission report.
7. Finally, we suggest the Provost's office make the commitment to periodically evaluate the effectiveness of CASSC as a vehicle to provide meaningful input for all College constituencies into the important decisions made about academic and student services matters at the College.

The members of the Faculty Commission remain available to you, should you wish further discussion on any of these matters. We do recommend, however, that advice on additional matters that may emerge relating to the work of the CASSCs and to the 'fine-tuning' of its policies and practices should be sought from the members of the CASSC itself, perhaps through its Coordinating Committee. The CASSCs have now been in place for close to two years, and the individuals who have served are in the best position to make effective recommendations.

On behalf of the members of the Faculty Commission, I thank you for the opportunity the Commission has provided us to make recommendations on the process by which academic and student service matters will be formally discussed at the College. We now respectfully adjourn as an ongoing commission.

cc: Members of the Faculty Commission  
Castell Bryant and Richard Schinoff, consultants to the Faculty Commission  
College CASSC representatives  
M. Jenrette, facilitator