MINUTES OF CASSC MEETING
January 25, 2005
2:00 p.m.

Members Present:
Alessandri, Alexandra  Karim, Shamsha
Andre, Farah  Martin, Michael
Basile, Jennifer  Medina, Isabel (also for G. Gathercole)
Beltran, Luis  Miller, Janet
Berkey, Alan  Nair, Meera
Blanco, Jose  Salinas, Jorge
Calavia, Jose  Saumell, Linda
Chance, Richard  Saxton, Jennifer
Coronel, Alina  Tarkan, Basak
De Soto, Marilyn  Vazquez, Hector
Diaz, Evelyn  Veiga, Glenna
Dicker, Warren  Weitzel, Jacqui
Fernandez-Sterling, Rita  White, Richard
Ferrer, Armando  Wiacek, John
Green, Darla  Wilson, Craig D.
Griffin, Gail  Wilson Young, Nancy
Hays, Karen  Young, Lily
Junco-Ivern, Marta  Zimmerman-Wells, Annette

Members Absent:
Barrientos, Rene (with notification)  Roqueta, Mildred (with notification)
Delgado, Sonia  Rubio, Maggie (with notification)
Hipple, Dennis (with notification)  Smith, Vernon
Jadoo, Mike  Valencia, Adrian (with notification)
Mari, Maria  Wadle, David (with notification)
Nahas, Tony

Guests:
Ossie Hanauer  Brad Stocker

1) Approval of Minutes
Minutes of the December 14, 2004 meeting were approved as submitted.

2) Curriculum
School of Engineering and Technology  Richard White
The School of Engineering and Technology is proposing the following changes:

Delete:
CDA 1522 Microcomputer Networks
CEN 1300 Intro to Windows NT
CGS 1110 Computer Application in Early Childhood
CGS 1558 Internetworking with TCP/IP
COP 2400 Microcomputer Assembly/Language
CTS 1101 Introduction to Windows
Earth Ethics Institute
Brad Stocker, Annette Zimmerman-Wells

The Institute is proposing a new course:
IDS 1920-Earth Literacy Colloquium

For the last several years, students, administrators and the Core Faculty in the Earth Ethics Institute have expressed interest in expanding the program to other campuses. Since the Institute lacks the funds to sponsor more than one Campus Fellowship group each year, and in order for this successful program to be exported to other campuses, there is a need for a specific course with competencies that explore the principles of Earth Literacy.

However, there are currently no courses at the College that meet the needs of the Earth Fellowship Program. For this reason, the Institute is proposing IDS 1920 as the appropriate course to use for the Fellowship. It may be transferable as an elective in the AA degree and it will be considered on an individual basis by upper division institutions if students transfer without a degree. There are no prerequisites for the course.

There was concern expressed about faculty credentials. Some members believed that credentials to teach this course needed more rigor, especially if the course is going to transfer.

Radiography
Alan Berkey

The School of Allied Health Technologies is proposing to add a special fee to four courses in the Radiography curriculum to offset the costs of radiation monitoring of the students. A radiation monitoring device (film badge) is provided to the students on a monthly basis and is required during their clinical rotations throughout the two years of the program. It is proposed that the annual cost of the film badges be distributed over the two major semesters each year. Based on current costs of the monthly service, a $25.00 special course fee for each of the following four courses is recommended:

RTE 1804- Radiographic Clinical
RTE 1814- Radiographic Clinical 2
RTE 2834- Radiographic Clinical 4
RTE 2844- Radiographic Clinical 5

Introduction
Karen L. Hays

Karen Hays introduced and welcomed Richard Chance to the Kendall Campus as the new Campus Chief Information Officer. Richard served as Chair of Business, Engineering and Technology at the InterAmerican Campus and brings a wealth of experience and knowledge to the Learning Resources area.

Student Services Update
Armando Ferrer

Several Tsunami Relief Fund drives are being coordinated through Student Life. A College-wide drive was held on Wednesday, January 19, 2005, and over $3,000 was collected. Three other activities have been planned on the Kendall Campus to benefit this cause:
- Three on Three Basketball Tournament, Saturday, February 12, $25.00 per team
- Cookie Sale, Wednesday, February 2, 2005, in front of the Cafeteria
- Valentine’s Day Flower Sale, Monday, February 14, $1.00 per stem

In addition, a Blood Drive is going to be held in front of Cafeteria; new information will be available soon regarding the date. All contributions are going to be donated to the Red Cross.
**Enrollment**
Kendall Campus enrollment is down 4.9% (Student Credit Hours) overall compared to last year in college credits, vocational credits and non-credit. College-wide, enrollment has declined to 3.2%. Faculty were asked to encourage students to register for the mini-term which begins February 7, 2005, since classes are still open.

**Open House**
An Open House for potential students and their parents or family members is scheduled on January 27, 2005, from 6:00 p.m. - 8:00 p.m. The Open House is scheduled College-wide, so each Campus will be hosting a similar program at the same time. The event will be structured like an EXPO and with breakout sessions. The EXPO will be set up in the gym with information booths for visitors to visit and ask questions about our academic programs and student services. There will also be separate presentations in other areas regarding the admissions process, testing requirements and financial aid.

**EXPO**
An Expo will be held at Coral Park Senior High and is being co-sponsored by the Kendall and InterAmerican Campuses. The tentative date is set for April 14, 2005. More information will be available soon.

5) **Information Items**

**Service Learning Workshop**
Ossie Hanauer
A service learning workshop is being coordinated at the Kendall and North Campus on February 14 and 15, 2005. The topic is “Service-Learning: Research, Learning, & Community Change” and the workshop is being facilitated by Dr. Andrew Furco. Faculty were encouraged to attend.

**Academic Awards Ceremony**
Alan Berkey
This year, the Academic Awards Ceremony will be held during activity hour on Wednesday, April 13, 2005, in Room 6120. Light refreshments will be served in K413 after the ceremony.

The meeting adjourned at 3:45 p.m.