1. Approval of Minutes of the November 9, 1999 Collegewide CASSC

The minutes of the November 9, 1999, meeting were approved with the following corrections:

Page 6 and 8 - CACCS to CASSC
Page 12 - delete as well
2. **Associate in Arts Degree in Exercise Science**

   Charles Seager presented the Associate in Arts Degree in Exercise Science for informational purposes. Charles explained that Exercise Science is a growing area, and therefore the MDCC degree was developed to give our students the opportunity to follow career paths in institutional, corporate, clinical, and commercial areas.

   Currently, over 150 universities throughout the country offer degrees in Exercise Science. Locally programs are offered at Barry University, the University of Miami, Florida International University and Florida Atlantic University. Prior to the development of the program, contact was made with several universities that offer the baccalaureate program to determine, in the baccalaureate program, the courses to be taken at the lower division. Florida Atlantic University is the university worked mostly closely with in setting up the Exercise Science Program to be offered at M-DCC. The courses have been identified that fit into the M-DCC two-year Associate in Arts Degree with an area of concentration in Exercise Science (Attachment I - DRAFT Associate in Arts Program Exercise Science). The Exercise Science Associate in Arts Degree will be offered in the Fall semester, and students should be advised that articulation is available.

   Dr. Seager was commended for his outstanding work in the development of the Exercise Science Program, and Dr. Seager thanked the District Office of Education for their helpfulness.

3. **New Program Proposal and Development Process**

   The *Technical Procedures for Developing New Associate in Science Degree Programs or Vocational Credit Certificate Programs* document was distributed for review. Barbara Echord explained that the document is divided into two phases. Phase one is the Program Exploration which includes the need for the program, projected student and graduate data, and communication with business/industry. Phase two of the document is the Program Development section. Suggestions were made for minor modifications to the document. Coordination with Job Placement and development of a check-off sheet were suggested. The document will be revised and presented at the January 18, 2000, Collegewide CASSC meeting.

4. **College CASSC Parliamentarian**

   It was suggested that the College CASSC Meetings have a Parliamentarian. Resolution was not reached.

5. **Dual Enrollment**

   Jan Gordillo reported that a MDCPS Dual Enrollment Educator’s Conference was held at Wolfson Campus on November 30, 1999. Approximately 100-120 educators attended representing various high schools. This conference was held as a result of increased interest in Dual Enrollment.
Jan gave a brief overview of Dual Enrollment explaining that it is an educational acceleration mechanism available to high school students in the 11\textsuperscript{th} and 12\textsuperscript{th} grades. Dual Enrollment permits motivated high school students in public and private schools to be admitted to the College for enrollment in credit courses while in high school. Courses are offered on campus or high school sites. The courses are evaluated to ensure high academic standards are maintained. College-level textbooks are required. Dual Enrollment eligibility includes a 3.0 high school grade point average, approval of the parent, guidance counselor and principal, and successful completion of all components of the College’s Basic Skills Assessment Test or approved alternative.

Additionally, the topic of dual enrolled home study students was discussed. Jan Gordillo will bring this topic to the Dual Enrollment Task Force for clarification and report back to the College CASSC at the February 8, 2000 meeting.

6. **Replacement for Non Attending CASSC Members**

The Chairperson, Ivan Figueroa, addressed reoccurring absences and the lack of a mechanism to confront the situation. The need for an attendance policy, along with a mechanism for replacing members for various reasons including retirement, no longer with the college, student members graduating, etc., was discussed. Suggestions such as an alternate to attend in the event a member is unable to attend, old member of Collegewide CASSC be a standing alternate, formally sending a letter to the non attending member, etc., were made by the Collegewide CASSC members.

It was moved that an attendance policy be formulated for the Collegewide CASSC meetings.

26 in Favor
1 No
2 Abstained
**Passed**

It was moved that the Collegewide Coordinating Committee come back with a recommendation for a Collegewide CASSC attendance policy.

22 in Favor
9 No
**Passed**

The Chairperson recommended that if Collegewide CASSC members have suggestions for the attendance policy, they contact members of the Coordinating Committee by e-mail, telephone, in writing, or in person to express their concerns.

The meeting was adjourned at 3:00 P.M.

**MEETING SCHEDULE**
January 18, 2000
February 8, 2000
March 14, 2000  (General Education Proposals)
April 11, 2000  (General Education Final Approval)
May 16, 2000
June 13, 2000
July 11, 2000
August, 2000

Room 3315
Room 3315
Room 2106
Room 2106
Room 3315
Room 2106
Room 2106
No Meeting Scheduled