COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
JANUARY 18, 2000
1:30 P.M.
WOLFSON CAMPUS - ROOM 3315

MINUTES

CHAIRPERSON: Ivan Figueroa

MEMBERS PRESENT:
Alvaro Arencibia
Dulce Beltran
Joann Brown
Joyce Crawford
Barbara Echord
Arcie Ewell
Sherry Freeman
Dale Grussing
Alexandria Holloway
Susan Kah
Irene Lipof
Suzanne Lynch
Faye Morgan
Manuel Rosado
Paula Sargent
Serge Theodore

Tony Barros
Ken Blye
Gina Cortes-Suarez
Joanne DeFalla
James Evans
Armando Ferrer
Joan Gosnell
Nora Hernandez-Hendrix
Rosany Hernandez-Rodriguez
Jocelyne LeGrand
Lillian Llamas
Nilia Madan
Herbert Robinson
Richard Rose
Giselle Siu
Geraldine Walker Perry

MEMBERS ABSENT:
Patrice Bailey
Wayne Bumpers
Manuel Rosado
Paula Sargent
Serge Theodore

Samuel Grant
Luis Quesada (Notified Chairperson)

GUESTS:
MaryAnn Miller
Silvio Rodriguez

RECORER: Carol McAlister

1. Approval of Minutes of the December 7, 1999 Collegewide CASSC Meeting

The minutes of the December 7, 1999, meeting were approved with the following corrections:
Joann Brown from absent to present.
Item 5. **Dual Enrollment**

Delete: M-DCC faculty share in instructing the courses, along with high school instructors recommended by their schools with supporting academic credentials.

**Addition:** 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.

2. **Update on Computer Competency Test**

Silvio Rodriguez presented a Computer Competency Test (CCT) update.

**Computer Competency Requirement:**

By the 17th college credit (excluding ESL, ENS, and college preparatory courses), a student must take the CCT and pass or by the 31st college level credit (excluding ESL, ENS, and college preparatory courses), a student must satisfy one of the following:

- Pass CGS 1060
- Pass an equivalent continuing education or vocational credit course
- Retest with a passing score (70) on the CCT.

**History:**

SACS recommended M-DCC measure computer literacy. The software program identified by the College to conduct testing was withdrawn from the market. Since M-DCC had a license for the NetG product, NetG was contacted for use of assessment questions available in two of their tutorials and an additional program called Assessment Architecture to construct a computer literacy exam based on the College objectives.

Judy Garcia and Rhonda Berger developed the exam.

**Present:**

A brief pilot is currently in progress at each campus Testing Department. The passing score is 70%. Silvio will present the results of the pilot test at the February 8, 2000 College CASSC meeting.

Faculty/staff interested in reviewing the exam are encouraged to do so.

**Exam Information:**

The test includes mostly simulations with several matching questions. There are a total of 34 questions on the exam. Each objective has two questions in the item bank. Each simulation has 3-5 screens of tasks.

Items can be added to the exam but cannot be simulations. Items can be multiple choice, matching, true/false and can include pictures and text.

Students will be encouraged to review a practice guide (before & during the
Students will be encouraged to review a practice guide (before & during the exam) and take the practice test of 28 questions.

After completing the exam a printout will give a list of Mastered Topics and Skill Guide Scores by User on each unit. After each question the student will receive a feedback response indicating “correct” or “incorrect”. Feedback does not include tutoring.

Retesting will be on the entire test and only one retest will be allowed.

Comments: The test is difficult.

Students should take the practice test and review a pictorial practice guide prior to and during the exam.

Directions must be clearly understood and followed. The menu bar, toolbar, and formatting bar are integral parts of many task screens. If a student attempts to do a task using a bar that is not indicated, the answer is marked wrong.

It was recommended that Advisement communicate the availability of the Computer Competency Test.

Check the validity of the test.

Future: A standing committee should be established to periodically review and create new items in the test bank, as well as review alternative exams.

3. **Technical Procedures for Developing New Associate in Science Degree Programs or Vocational Credit Certificate Programs and Check-Off Sheet**

Suggestions were made for minor modifications to the Technical Procedures for Developing New Associate in Science Degree Programs or Vocational Credit Certificate Programs document at the December 7, 1999, Collegewide CASSC Meeting. The revised document (Attachment I) was distributed including the suggested check-off sheet. The check-off sheet is parallel with the document.

4. **Attendance Policy**

The draft proposed Attendance Policy was distributed for review. Several suggestions were made including changing the document from an attendance policy to attendance guidelines for College CASSC members. Many CASSC members hold terms for one year. Therefore, attendance of College CASSC members is considered essential. This enables continuity of discussion and knowledge to promote effective decision making.
The term of service recommended by the Faculty Commission is a one year in length term for faculty, students and support staff, with a one year break before an individual is eligible to be elected or appointed again. Richard Rose expressed his concern that this recommendation restricts a Department from freely choosing a representative. Secondly, by removing all faculty members annually and electing new representatives, the committee is disabled due to the steep learning curve regarding the role of faculty on the committee. Dr. Rose was of the opinion that it would be helpful if peers mentored peers. He suggested that faculty serve a two year term and elections be staggered annually.

The document was approved with revisions. The revised document will be distributed at the February 8th College CASSC meeting.

32 in favor
1 abstained

5. **College CASSC Meeting Time Frame**

It was recommended that the College CASSC Meeting time frame be 1:30 P.M. - 3:30 P.M., except for General Education Meetings. Items not addressed will be carried over to the following meeting. Business items are to be addressed first, followed by information items.

A suggestion was made that back up materials be sent with the agenda. This would enable the CASSC members to review the information previous to the meeting. The members were in consensus with the suggestion.

The meeting was adjourned at 3:15 P.M.

**NOTE ROOM CHANGE FOR FEBRUARY 8TH MEETING.**

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<th>MEETING SCHEDULE</th>
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<td><strong>WOLFSON CAMPUS</strong></td>
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<td>March 14, 2000</td>
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