### Members Present:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Alessandri, Alexandra</td>
<td>Hipple, Dennis</td>
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<tr>
<td>Beltran, Luis</td>
<td>Huff, Bob</td>
</tr>
<tr>
<td>Berkey, Alan</td>
<td>Jordan, Janis</td>
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<tr>
<td>Bibby, Nannette</td>
<td>Junco-Ivern, Marta</td>
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<tr>
<td>Bowler, Mike</td>
<td>Karim, Shamsha</td>
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<tr>
<td>Bradley, Tenecia (for Armando Ferrer)</td>
<td>Mari, Maria</td>
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<tr>
<td>Davis, Ian</td>
<td>Picca, David</td>
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<tr>
<td>Dicker, Warren</td>
<td>Powell, Deborah</td>
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<td>Fair, Chester</td>
<td>Quesada, Adelaida</td>
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<tr>
<td>Figueroa, Ivan</td>
<td>Salinas, Jorge</td>
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<tr>
<td>Garcia, Judith</td>
<td>Saumell, Linda</td>
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<td>Gathercole, Geoff</td>
<td>Smith, Vernon</td>
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<td>Goicoechea-Pappas, Marta</td>
<td>Veiga, Glenna</td>
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<td>Gonzalez, Jorge</td>
<td>Whalen, Wick</td>
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<td>Griffin, Gail</td>
<td>Wiaczek, John</td>
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<td>Hays, Karen</td>
<td>Wilson-Young, Nancy</td>
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<tr>
<td>Hersh, Sandra</td>
<td>Yi, Nancy</td>
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### Members Absent:

<table>
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<tr>
<th>Name</th>
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<tr>
<td>Andre, Farah</td>
<td>Prescott, Tom</td>
</tr>
<tr>
<td>Barrientos, Rene (with notification)</td>
<td>Roqueta, Mildred</td>
</tr>
<tr>
<td>Basile, Jennifer (with notification)</td>
<td>Saborio, Ernesto (with notification)</td>
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<tr>
<td>Bumpers, Wayne</td>
<td>Silva, Harold (with notification)</td>
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<tr>
<td>Bustmante, Linda</td>
<td>Wadle, David (with notification)</td>
</tr>
<tr>
<td>Knepper, Marie</td>
<td>Weitzel, Jacquie (with notification)</td>
</tr>
<tr>
<td>Nicoleau, Veronica</td>
<td>Young, Lily (with notification)</td>
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### Guests:

- Ossie Hanauer
- Richard Rose

### 1) Approval of Minutes

Minutes of February 17, 2004 were approved.

### 2) College-wide CASSC Report

**a. Curriculum Items**

- **Environmental Science Program**
  - Approved
  - 21 in favor
  - 2 opposed
  - 9 abstained

- **New Course- Fire Service Instructor (Course Design)**
  - Approved
b. Community College Survey of Student Engagement (CCSSE)
Ian Cobham and Silvio Rodriguez presented an update on the Community College Survey of Student Engagement. CCSSE is a survey designed for community college students that is based on educational practices that research has shown to be directly related to student retention and success.

c. Student Retention Committee Report
The College-wide Retention plan was just completed and will be reviewed by the Student Deans this week. For the first time, the Retention and Transition Directors have proposed a three-year plan.

3) Curriculum Items

Hospitality and Tourism Management Program
New Associate in Applied Science Degree in Hospitality & Tourism Management
This program is designed to identify and respond to the need within the Hospitality and Tourism industry for well-trained and qualified workers and combines it with the need of Miami Dade students for employment. Hospitality and Tourism Management is presented as a core curriculum with a hotel management specialization, a restaurant/food service management specialization, and a cruise line management specialization.

Hospitality and Tourism Management Associate in Applied Science (AAS)

Major Course Requirements – 28 Credits
Specializations:
- a. Lodging Management – 21 Credits
- b. Food Service Management – 21 Credits
- c. Cruise Line Management – 21 Credits
General Education Requirement – 15 Credits
Total AAS Degree Requirements – 64 Credits

New College Credit Certificates
Lodging Rooms Division
- a. Lodging Rooms Division Specialist
- b. Lodging Rooms Division Operations
- c. Lodging Rooms Division Management

Food and Beverage
- a. Food and Beverage Specialist
- b. Food and Beverage Operations
- c. Food and Beverage Management

Cruise Line Management
- a. Cruise Line Specialist
- b. Cruise Line Operations
- c. Cruise Line Management
New Courses
HFT 1212    Safety and Sanitation
HFT 2772    Introduction to Cruise Line Industry
HFT 1XXX Responsible Beverage Vendor
HFT 2444    E-Business for the Hospitality Industry
HFT 2260    Restaurant Management
HFT 2800    Food and Beverage Management
HFT 1XXX    Point of Service (POS)
HFT 2252    Rooms Division Management
HFT 2XXX    Cruise Line Sales and Marketing
HFT 1631    Risk Management and Security
HFT 1841    Dining Room Service
HFT 1841L  Dining Room Service Lab
HFT 2XXX    Shipboard Operations
HFT 2240    Leadership and Quality Assurance Management
HFT 1852    Menu and Facilities Planning
HFT 2XXX    Shoreside Operations

Recommended for Approval

4) Information Items
a. Arts & Letters Day       Richard Rose
This year, Arts & Letters Day is being held on Wednesday, April 7, 2004. Numerous activities are scheduled for the week of April 5, including musical performances, art exhibits and book readings. The opening celebration starts with an Italian dinner on Monday, April 5 at 7:15pm in room K413 hosted by the ESL/Foreign Languages Department.

b. Student Services Update   Tenecia Bradley
Job Fair/Career Expo
Job Fair/Career Expo will be held from Monday, March 22 through Thursday, March 25, 2004. The week of events will begin with a self-empowerment and resume writing workshop. The employer fair will be held in the gym for two days. The evening students can attend the fair on Tuesday, March 23, from 5:00-7:30pm and the daytime students can take advantage of the day fair on Wednesday, March 24 from 9:00 am-12:00pm. Faculty were requested to encourage students to attend.

c. Professional Development Day    Alan Berkey
Alan Berkey asked for feedback related to Professional Development Day. Quite a few members were dissatisfied with refreshments and lunch. Wick Whalen expressed his concern regarding the cut-off time for registration and the inconvenience caused by it. There was consensus that the discipline committee meetings should continue to be part of the program and it proved beneficial.

d. Service-Learning Recognition Ceremony   Ossie Hanauer
A Service-Learning Recognition and Celebration for Students and Faculty will be held on Wednesday, April 21, 2004 at noon in Room K413.

e. Hispanic Heritage Month   Chester Fair
Evelyn Diaz was commended for her leadership in organizing Hispanic Heritage Month, which was a tremendous success.

f. Academic Awards Ceremony  Alan Berkey
This year, the Academic Awards Ceremony will be held during activity hour on Wednesday, April 14th. Light refreshments will be served in K413 after the ceremony.