South Seattle Community College  
Curriculum & Instruction Committee Meeting  
Friday, December 7, 2001

Members Present:  Tom Pierce, (Chair) Mike Steffancin (Vice Chair) Joan Stover, Bob Dela Cruz, Allen Stowers, Sam Fox, Dolores Mirabella, Judy Gray, Olga Shatunova, Diane Schmidt, Sabra Schneider, Pamela Wilkins, Teri Eguchi

Ex-Officio Members:  Dr. Jill Wakefield, Frank Post, Malcolm Grothe

Staff:  Karen Whitney  Guest: Sandra Bolt, Carol Koepke, Marty Hawkins

1. Tom Pierce called the meeting to order at 2:00 pm. A quorum was present

2. Approval of Meeting Minutes. The committee reviewed the meeting minutes from the November 16th meeting. It was moved and seconded to approve the meeting minutes. Meeting minutes approved as written. Dolores Mirabella abstained from the vote.

3. Subcommittee Reports

   a. Course/Program Review - Allen Stowers - Fall Quarter

      Committee did meet with Malcolm Grothe and the LAN Program faculty. Bob Dela Cruz discussed the external Program Review done last spring. Bob does recommend that the department respond to the recommendations made in the Program Review. The subcommittee recommends that the CIC committee approve the Program Review. A motion was made and seconded. Motion passed.

   b. Course/Program Revision - Sabra Schneider

      The program revision committee reviewed the High School Completion courses. Suzanne Griffin explained the objective of the courses. The college was approached by the Sea-Tac Skills Center to offer these courses. The courses are not just for students at the Sea-Tac Skills Center, any student who wants take these courses for high school completion may do that. A Motion was made and seconded to approve courses. Motion passed.

      LAN Program Revision - It was suggested that the Program Revision be tabled until next meeting. There was some discussion by the committee as a whole. There was discussion about why specific courses were added or dropped.
c. Course/Program Origination - Joan Stover

Joan reported on the MUS 105 - Musical Rhythm course. Joan asked that Diane Schmidt share specific information about the course. She explained that the course contains core information about rhythm. Diane explained that all of our music courses are transferable to the University of Washington. Joan recommended to the committee that the course be approved by the CIC. A motion was made and seconded. Motion Passed.

4. VP for Instruction Report - Dr. Wakefield

Dr. Wakefield discussed Philosophy 120. She reported that the CIC Chair has been asked to appoint 3 committee members to serve on the QSR district-wide committee.

Dr. Wakefield discussed a meeting with Seattle University to offer an articulation agreement. Dr. Wakefield announced that our college needs to increase the transfer rate of students to 4-year colleges.

Jill discussed a K-12 meeting she attended with Frank Post and Rich Gartrell. This was a State-Wide State Board meeting concerning teacher prep and the impact that the community colleges can have regarding the critical shortage of K-12 teachers in 3 areas, elementary teachers, math/science secondary teachers and diversity amongst new teachers in the public schools.

5. Tutoring Services - Mike Steffancin - Mike reported on our tutoring support services. Mike reported that we needed additional support for tutoring services. He reported that MAST - is just Math tutoring and does not include tutoring for science courses, i.e. chemistry, biology, physics, etc. There has been a significant increase in the number of students that need tutoring in these areas. There is a need for more tutors. Mike suggested that we have a large tutor center staffed by full-time individuals. Mike reported on Student Success Services Center CLIC - 3 people are devoted full-time to tutoring in that program which is federally funded and targeted for specific populations.

6. Review of On-Line Courses - tabled until next meeting.

Tom asked people to review the outlines with the information we currently have on file and let Tom know if there are any issues that need to be addressed.

7. Meeting dates for Winter Quarter - January 11th, 25th February 8, 22 and March 8th.
8. External Review - Marty Hawkins, Synergy Consulting

Jill introduced Marty Hawkins from Synergy Consulting who is currently doing our external program reviews for our vocational programs. Jill asked that Marty do an overview of what he does with Program Review. Marty has done approximately 6 program reviews, however the process is continually revised based on responses. The objective is to look at both the strength and weakness in programs. Marty explained at length the process and specifics of what information is collected and who are surveyed. Marty explained that representatives include members of the advisory committee, former students, and representatives in the industry. After reviewing the data Mary writes the final report and includes recommendations from visiting team. The committee discussed issues about the CIC program review process documentation. It was suggested that the program review be signed off by faculty and that the program review form be revised. Tom suggested that the program review subcommittee review the current form and possibly revise the form. This will be discussed at the meeting in January.

Date for next meeting the next meeting will be on Friday, January 11, 2002.

Meeting adjourned at 3:40 pm.