South Seattle Community College  
Curriculum & Instruction Committee Meeting  
Friday, November 16, 2001  

Members Present: Tom Pierce, (Chair) Mike Steffancin (Vice Chair) Joan Stover, Bob Dela Cruz, Allen Stowers, Diane Schmidt, Teri Eguchi  

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

Staff: Karen Whitney  

1. Tom Pierce called the meeting to order at 2:05 pm. A quorum was present  

2. Approval of Meeting Minutes - Tom asked the committee to review the previous meeting minutes from November 2nd. A motion was made and seconded to approve the meeting minutes as written.  

3. Subcommittee Reports  
   a. Course/Program Review - Allen Stowers - Fall Quarter  
      
      Allen discussed the status of Program Reviews. The LAN recently went through external program review. The results from the external review have been submitted to the Program Review subcommittee  

   b. Course/Program Revision - Sabra Schneider  
      No report.  

   c. Course/Program Origination - Joan Stover  
      
      Joan discussed the VTN 102 class. There are 15 students enrolled in the current VTN 101 class. Approximately 1/2 of the students are Vietnamese. There seems to be an adequate number of students to support this course. Joan Stover made a motion that the CIC committee approve this course. Motion seconded, motion carried.  

4. Vice President For Instruction – Dr. Wakefield  

   Jill Wakefield discussed a meeting she had with Seattle Pacific University and signed an articulation agreement concerning a professional degree for vocational program students.  

   Jill discussed that there will be a program revision for Heavy Duty Diesel to be reviewed by the CIC. She asked the CIC to facilitate this revision in order to meet the deadlines for the upcoming catalog. The LAN program will also be submitting a program revision.  

   Jill announced the Coordinator for the Health Care programs has been hired, Suzanne Gillette BS, MSN, Ph.D. She will be working on the curriculum for healthcare programs.  

   Jill discussed a meeting concerning Assessment. She discussed the implementation of learning outcomes. She discussed ways to encourage incorporating Student Learning
Outcomes into the curriculum. There is a large retreat being sponsored by WSU.

5. Report on Laura Parkins’ Work - Allen Stowers

Allen discussed some of the projects that Laura was working on. He will work on a clear matrix on status of program reviews.

6. Revision of Course Origination Forms - Joan Stover

Joan discussed a meeting that Mike Steffancin and she had concerning revising the SSCC CIC Course Origination approval form.

Joan asked the committee to review the newly revised form. The new form has been significantly revised and reduced in length.

7. Review of WAOL Course Outlines

Tom discussed the outlines presented in the 3-ring binders. Tom felt that the "outlines" were more like course syllabi. He discussed that the committee's job is to approve course outlines, not syllabi. Joan explained the WAOL has a specific format for their "course outlines."

These courses must fit our current course outlines that we have on file. Are these syllabi fitting with our course outlines? Tom discussed his course – Philosophy.

Dennis suggested that the courses be divided by department and to compare the syllabi to current course outlines on file. If the syllabi meet our outline then the committee should approve the course. If the courses do not fit our outlines, then the committee would need to determine what process to follow. Tom will send out a follow-up e-mail on this subject.

8. Updates/Work Ahead – Tom Pierce

Developmental English Program Review - still waiting for data. Technical Support Issue, There is a more extensive report, however Sabra and Pamela are at the League for Innovation Conference. This topic will be discussed at the next meeting.

The committee discussed having a workshop on Assessment Test Scores. Malcolm would like a simple written document on what the scores mean and how they are figured. Tom will report at the next meeting.

The committee also discussed having a Workshop on writing of syllabi. Tom will talk to Mary Jo White concerning this as a Faculty Development workshop. It was suggested that 3 or 4 faculty present this. Dolores will be asked to teach a seminar.

Date for next meeting, the next meeting will be Friday December 7th.

Meeting adjourned at 3:20 pm.