Members Present: Tom Pierce, (Chair) Mike Stefencin (Vice Chair) Joan Stover, Bob Dela Cruz, Allen Stowers, Pamela Wilkins, Dolores Mirabella, Judy Gray, Sabra Schneider, Teri Eguchi, Olga Shatnatova

Ex-Officio Members: Frank Post, Suzanne Griffin, Jim Hernandez, Woody Ahn

Staff: Karen Whitney

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

2. Approval of July 19th meeting - tabled until the next meeting, on October 19th.

3. Healthcare Programs - Technical Transfer Degree - Woody Ahn
   Woody reported on the progress on the Medical/Healthcare programs and the need. One of the requirements is that instructors need to have a Masters of Science in Nursing (MSN). Woody mentioned that it is not easy to find nursing instructors that meet this requirement. He also discussed that there is difficulty to finding clinical training sites. We have been approved by the SBCTC (State Board). We have $96,000 grant for the program, however we need to establish a training facility. Woody discussed that this is not a cheap program to get established. The target population is ESL students. Woody discussed that we are planning to start the Medical Receptionist, Medical Assistant and LPN programs soon. Woody expects to have the Medical Receptionist program to begin Spring Quarter. Pamela asked if the Library would receive money to increase medical data reference materials, including books and databases.

   Technical Transfer Degree

   Woody also discussed the Technical Transfer Degree. He informed the committee that the Vocational Directors are discussing this now. He discussed that doing this is a good idea, but there are problems. In order to establish a Technical Transfer Degree, all technical faculty would need to have a Master's Degree. This would Include Computing faculty and they must have Master's degree in Computing Science.

   Woody discussed that the airlines and Boeing layoffs will affect our technical programs and we will have an increase in our programs. Woody said that there is interest in the Truck Driving Program.

4. Report on Student Learning Outcomes Studies

   Information Literacy (Outcome #7)

   The committee discussed the Assessment study performed by Randy Nelson and Patricia Naylor. The committee also discussed having a workshop on writing syllabi.
The committee also discussed having course syllabi "on-line". Allen announced that according the Vocational/Technical Programs guidelines. Allen, Pam and Sabra wanted clarification on the task. She asked to have help in incorporating learning outcomes in syllabi.

**Critical Thinking (Outcome #4) - Dolores Mirabella**

Dolores announced that the committee met once. The committee needs to first clarify/agree on the definition of Critical Thinking. The committee will also discuss ways of incorporating critical thinking into the curriculum, coordinate faculty development training, and determine available resources for training, including faculty that have attended conferences that address this issue. Dolores asked that committee members provide their definitions of critical thinking at the next subcommittee meeting. Members of the Critical Thinking sub-committee are, Frank Post, Judy Gray, Teri Eguchi, Dolores Mirabella and Joan Stover.

Tom will report back on who whether or not there is a coordinator for student outcomes.

5. Subcommittee Reports

a. Course/program review - Allen Stowers - Fall Quarter

The following programs will have external program reviews conducted Fall Quarter: Business & Accounting, Auto Body/Collision Repair and Welding

Course/program revision - Sabra Schneider - No Course or program revisions were submitted.

Marie Coon & Roger Bourret are working on revising High school completion program courses. Roger Bourret is working with Sea-Tac Skills Center on this project. The Course Revision Subcommittee will need to review these courses because they are credit-bearing courses.

Course/program Origination - Joan Stover

A new course was submitted a 1 credit course seminar course - CTN 201 - Streamlining Web Development. Sabra Schneider announced that it is part of the Web Program electives so will not impact the whole program.

The sub-committee met and recommended that the committee approved the course. A motion was made and seconded to approve the course, Motion carried. The CTN 201 course was approved by the CIC.

The CIC committee discussed the issue of instructional support for all computing courses, i.e., software installed, textbooks with CD ROM's that work on campus computers. Tom Pierce will research and ask questions and report back to the committee at the next meeting. A sub committee was formed to discuss and address this issue. The sub-committee members are Sabra Schneider, Joan Stover, Judy Gray, Pamela Wilkins and Mike Steffecin.
6. The Work Ahead

a. Expected chores from Academic Programs.

Tom asked each of the deans if there was anything that would be coming to the committee. Tom received the following information.

Academic Programs - there will be 3 new course Originations - "Perspectives on the Chinese Garden." The course will be with lead instruction - then guest lectures. Physical Defense and Conflict Resolution and Vietnamese 102

There will be a Course Revision - Music 100, and a program review of Developmental English.

b. Sandra Bolt's concerns

Tom discussed that Sandra Bolt concerns about assessment issues in professional technical programs. Sandra informed Tom that some professional technical program entry scores are higher than academic courses.

It was suggested that this issue be referred to Faculty Development, and workshops held on this topic. The committee agreed that that these issues should be discussed.

7. Goals for the CIC

Tom discussed the need to establish goals for strategic planning. The committee agreed to work on the following issues.

   Assessment
   Instructional Support Issues - Computing courses/software issues
   Paying attention to external/internal program reviews - how we deal with external program reviews.
   Review Bylaws.

Date for next meeting, October 19th. Meetings will be the 1st and 3rd weeks of the month.

Meeting adjourned at 3:25pm.