1. Mike Steffancin called the meeting to order at 2:00 pm. A quorum was present. Mike asked everyone to do introductions.

2. Approval of Meeting Minutes – Meeting minutes of November 15, 2002, were reviewed by the members present. A motion was made and seconded to approve the minutes with amendments from Dr. Shoemake. Meeting minutes approved as amended.

3. Vice President for Instruction – Gayla Shoemake

Gayla announced that she had the first meeting on program assessment. The points covered at that meeting were:

- Continue to work on assessment Winter Quarter –
- Schedule a day for Faculty Development. Morning session would focus on training. The afternoon would focus on assessing outcomes. Both academic and professional technical faculty will be invited.
- Prior to the Faculty Development training session, the Liberal Arts faculty will work together to decide what a “Program is.”

Gayla discussed some Assessment strategies:

- Gayla agreed to contact at least one higher education institution and find out what they are doing on program assessment in liberal arts.
- Dolores Mirabella discussed that Jessie McDonald is working on assessment in Vocational Technical area.

Marsha Brown the Chair of the Institutional Effectiveness Committee, has agreed to come to January 17 meeting. She will explain what assessment activities the Institutional Effectiveness Committee is engaged in.
Subcommittee Reports membership/chair selection & reports.

a. Course/Program Review – Allen Stowers, Stephen Coats-White, Diane Schmidt and Bonnie Flahavan-Aghai,

Stephen reported that the program review committee met to review the program reviews that were submitted for the Welding and Auto Body programs. The committee gave provisional approval for the Welding program review response based on receiving updated course outlines for the Welding Program.

Stephen reported on the Autobody program review response. The committee agreed to approve the program review response. Steve Ford announced that the program is up for NATEF recertification. Stephen Coats-White moved to accept these program reviews, motion seconded, motion carried.

Stephen announced that there was one change made to the program review document concerning the academic form.

Stephen announced they reviewed the vocational/technical program review form. A draft form was distributed to the committee. Stephen felt there needed to be more similarity between the academic form and the vocational/technical form. There were various recommendations suggested. It was suggested that the vocational program review form be distributed to vocational faculty and time for a more thorough review of the forms. Stephen asked everyone to review the forms and forward recommendations to him. This will be discussed further at the January 17 meeting.

b. Course/Program Revision – Van Bobbitt, Mike Steffancin, Jay Abram and Dolores Mirabella.

Mike announced that a program revision was submitted for the Business Information Technology (BIT) program. Judy Gray and Tom Phillips gave a brief overview of the BIT program history. Judy also explained the changes made to the program. Three new courses were established, BUS 177, 179 & BUS 239, replacing two other courses and creating one new course. Since the course changes made to the BIT Program affected the Medical Office Clerk program, a Program Revision form was included with the BIT program, with regard to the revision. Mike announced that the subcommittee approved the changes be made. Mike Steffancin moved to accept the revision, Sabra seconded, motion carried.

Mike announced that the Program Revision subcommittee has not met to discuss revisions the Program Revision forms.

Tom Phillips discussed the cost and value of BIT program students receiving special certification such as expertise in Microsoft Office, etc. Tom announced that a scholarship program has been established to accommodate paying for the certification process through the Foundation. For more information, please contact the Foundation or Tom Phillips.
c. Course/Program Origination - Tim Walsh, Sabra Schneider, Olga Shantunova, and Mike McCrath

No new business.

4. The new CIC Progress Chart

The committee reviewed the CIC progress chart. The feedback was positive and the CIC Chair will maintain the chart. Mike has contacted Randy Nelson about Information Literacy and informed the committee that Randy would like to offer more workshops. Stephen Coates-White recommended that the AA Degree representatives from South Campus get together and meet concerning the AA Degree issues. Karen Foss and Arne Reed are also on the AA Degree committee. Frank Post will have a division meeting, which will focus on the AA Degree issues.

5. Instructional Support Task Force Revival

Mike Steffancin briefly discussed the Instructional Support Task Force that was established last spring. Last spring there was quite a bit of excitement about this and then it lost some momentum.

Mike will research issues related to tutoring. Sabra agreed to serve on the committee.

Some of the issues discussed were:
- Student Services/Registration, Advising and information
- Tutoring
- Computer Services and support

The next meeting will be on Friday, January 17 at 2:00 pm in LIB 215.

Meeting adjourned at 3:40 pm.