South Seattle Community College  
Curriculum & Instruction Committee Meeting  
Friday, January 25, 2002

Members Present:  Tom Pierce, (Chair) Mike Steffancin (Vice Chair) Joan Stover, Bob Dela Cruz, Allen Stowers, Pamela Wilkins, Judy Gray, Sabra Schneider, Olga Shantunova, Diane Schmidt, Allen Stowers

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

Guests:  Woody Ahn, Pinky Dale, Suzanne Griffin, Suzanne Gillette

Staff:  Karen Whitney

1. Tom Pierce called the meeting to order at 2:10 pm. A quorum was present. Dr. Jill Wakefield introduced Dr. Suzanne Gillette who will be working to get our medical programs approved.

2. Approval of Meeting Minutes from the December 7th meeting. Tom asked the committee to review the meeting minutes from the December 7th meeting. A motion was made and seconded to approve the minutes. Minutes approved as written.

3. Tom Pierce introduced Woody Ahn, Executive Dean of Technical Education. Woody explained to the committee the upcoming program revision for the Diesel and Heavy Equipment program. He explained that the current program takes over two years to complete. The program completion credits have been significantly reduced from 166 credits to 117 credits. The 2 quarter certificate will be 56 credits.

4. Vice President For Instruction - Dr. Jill Wakefield

   Dr. Wakefield reported on the recent District-Wide change made concerning residency requirements for graduating students. The new language states that at least 15 credits must be taken from the college you plan to graduate from. This applies to Associate Degree programs. Tom asked how this change was made. The Students Services Vice Presidents presented this to the Vice Presidents For Instruction. The motivation for this change was as a result of the updating of the District-Wide Catalog.

   Dr. Wakefield discussed our Nursing Program and Medical Office program and introduced Dr. Suzanne Gillette. Dr. Gillette passed out information concerning what the approved curriculum must include and the outcomes. Dr. Gillette explained that there will be 25 credits of pre-requisites required for the LPN program. Dr. Gillette recommended two tracks one for those that are going on and want transferable credits and those that do not plan to pursue further degree education.

   Dr. Wakefield discussed as a result of September 11th, there has been more money to offer training for military personnel. She explained that the college used to accept the CLEP Test - it is accepted by everyone except the U of W. Malcolm discussed
that this test is given at high school level, etc. Jill asked that this group look at this test and the possibility of having our college accept this test. Jill asked for volunteers to serve. The following individuals agreed to serve on this sub-committee, Bob Dela-Cruze, Mike Steffancin, Joan Stover, Sabra Schneider, Malcolm Grothe and Olga Shantunova.

Malcolm Grothe explained the Medical Records and Medical Office Assistant is in the process developing the program.

5. Subcommittee Reports

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

   Allen Stowers reported on the Developmental English program review. He reported that the review was very thorough and complete. The subcommittee recommends that the review be approved. A motion was made, and seconded. Program Review approved.

b. Course/Program Revision - Sabra Schneider

   Sabra reported on the course revisions made for some of the ESL courses. Suzanne explained the revisions in more detail. There was no essential change in the curriculum, only that courses were split in two. The subcommittee recommended that committee approve the courses. Motion made and seconded. Motion passed. A motion was made and seconded that the Developmental English Program Review be approved. Motion passed - Program Review approved.

c. Course/Program Origination - Joan Stover

   Joan reported that there were no items for discussion.

6. New Course Origination Forms

   A new CIC Course origination forms - tabled until the next meeting.

7. Update on the WAOL Course Outlines

   Tom asked about several courses that he didn't know we as a college offer.

8. Next Meeting - February 8th at 2-3:30 pm in LIB 215.