South Seattle Community College  
Curriculum & Instruction Committee Meeting  

Friday, March 15, 2002,  

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

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

Staff: Karen Whitney  

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

2. Approval of Meeting Minutes - Meeting Minutes from February 8, 2002. Motion made and seconded to approve meeting minutes. Meeting minutes approved as written.  

3. Subcommittee Reports  
   a. Course/Program Review - Allen Stowers  
      No Report.  
   b. Course/Program Revision - Sabra Schneider  
      Sabra Schneider reported on two academic programs courses: Literature by Women: Global Perspectives and Intro. to Scandinavian Culture. These courses were asking for approval to be added to AA Degree requirements. The subcommittee recommended that the CIC committee approve these two courses. Courses approved.  
   c. Course/Program Origination - Joan Stover  
      Two new courses for Spring Quarter. Joan Stover and Mike Steffacin met on Tuesday. Elementary Vietnamese - VTN 103 & Peoples of Mainland Southeast Asia - ANT 210Z. Mike made a recommendation that the CIC approve the course. Motion made and seconded. Courses approved.  


Kim Alexander reported on the progress and background concerning the development of the Medical Office Clerk Program. We received approval to offer this program from our Notice of Intent that was submitted. Kim briefly outlined the curriculum/program. This program will be an option of the Business Information Technology Program. This program will be reviewed by the Program/Course Origination subcommittee and brought before the CIC the first meeting in April.
5. **Vice President For Instruction - Report - Jill Wakefield**

Dr. Wakefield reported on the LPN Program. The person hired to work on this has resigned. We will be working on getting our medical programs up and running for next year. The Nursing Commission will need to approve the program prior to our offering the program. The team continues to work on new ideas. The college is looking into Short Term Training on Airport Security Training.

6. **Critical Thinking Taskforce**

Tom Pierce reported on the progress of this taskforce - Judy Gray reported on the taskforce work. Recommendation – the taskforce recommends that the Program Review be revised as to how SLO’s are being addressed and how they are being assessed. Acceptable documentation could include: Statements included on the syllabus, samples of student assignments, and assessment criteria or rubrics. The exit Survey and Student goals and learning Outcomes Survey will continue to be used. It was discussed that faculty tell students which assignments address Critical Thinking, as well as other SLO’s on written Assignments. The SLO being addressed should be identified in writing on the assignments. We recommend against ACCT and that we ask Sandy Bolt to assist the Taskforce.

The Taskforce reviewed the Critical Thinking Exam CAAP - Collegiate Assessment of Academic Proficiency. Sandy Bolt was able to get the test to allow members of the faculty to review the exam. This is offered in March and November. The college has no control over when the exam is offered. The cost of the exam is not known at this time. The Taskforce did not suggest that we use this Critical Thinking Exam. The taskforce agreed that our current assessment tools continue to be used until they find something better. The taskforce will be providing a report.

7. **CIC By-Laws and Elections**

The committee discussed the committee membership and bylaws. Tom announced that we are in violation of our rules. We need to establish an election process. Newly elected members of the committee will begin their term in either Summer or Fall quarter. Tom asked the committee if the committee wants to change the bylaws. Tom discussed the need for some plans and deadlines for elections etc. Tom suggested that a subcommittee be formed for the election process and look at the bylaws and make recommendations. This committee will continue throughout the academic year – through the end of Spring quarter. Tom asked who would be on the Election Committee /Bylaws Committee.

Taskforce - Bob Dela-Cruze, Tom Pierce, Sabra Schneider, Teri Eguchi, Judy Gray, Olga Shantanova and Pamela Wilkins. The Taskforce will meet Friday, April 4th. The committee will review the bylaws concerning elections & membership.

8. **Meetings Scheduled for Spring Quarter 2002**. The following dates were recommended to meet for Spring Quarter. Fridays - April 12, 26, May 10, 24th & June 7th.

9. **The committee congratulated two members of the CIC committee who received Tenure, Sabra Schneider & Mike Steffancin.**

Meeting adjourned at 3:30 pm - Next meeting scheduled for Friday April 12th at 2:00 pm in LIB 215.