South Seattle Community College  
Curriculum & Instruction Committee Meeting  
Friday, November 1, 2002  
2:00 pm – 3:30 pm

Members Present:  Mike Steffancin (Chair), Tim Walsh (Vice-Chair), Van Bobbitt, Mike McCrath, Bonnie Flahavan-Aghai, Pamela Wilkins, Dolores Mirabella, Sabra Schneider, Diane Schmidt, Kim Llewelyn, Olga Shatunova, Stephen Coats-White, Heidi Lyman

Ex-Officio Members:  Gayla Shoemake, Frank Post, and Malcolm Grothe

Staff:  Karen Whitney

Guest:  Dr. Jill Wakefield, Judy Bentley, Sandra Bolt, Kim Llewelyn, Jihad Othman, Mike Thompson, Suzanne Quillian, Virginia Sullivan.

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 – the committee members present reviewed the meeting minutes of October 18, 2002. It was moved and seconded to approve the minutes as written. Motion carried, meeting minutes were approved as written.

3. Running Start – Virginia Sullivan

   Virginia Sullivan was asked by the CIC committee to come and discuss Running Start Student enrollment issues. Some faculty had some concerns regarding the numbers of RS students in their classes and the effects these students have on their classes.

   • Virginia gave an overview of the Running Start Program. She explained that Running Start students are an important source of revenue for this campus (There were 220 Running Start students last year). She also explained the Running Start students must meet the same qualifications as any other student who enroll in college transfer classes. There was discussion concerning the ratio of running start students to other students in classes. Virginia explained that class size is an issue that has been raised in the past, and that at one time there was a limit to the percentage of Running Start students of 30%. However, a ruling was made that this practice is discriminatory therefore; there is no longer a cap on the number of Running Start students that can be enrolled. There are no state guidelines or regulations regarding the number of RS students that may be in a class. Virginia explained that students must be a junior or senior in high school and an agreement by both the high school and parents must be signed to enroll these students in classes at the community college. Virginia also explained that Dr. Othman, & Dr. Thompson have the largest number of Running Start students, since the courses these faculty teach are required for completion of their program. Virginia explained that there are
Orientation programs offered for Running Start Students at the beginning of fall quarter.

It was also noted by faculty members present, that many faculty have had no problems with their Running Start Students and often find they are their best students.

Dr. Thompson asked about Asset Test Scores. It was explained that college transfer faculty decided as a group that the ASSET test score would be that of what is equal for ENG 096.

Judy Bentley, represented the Faculty Senate, discussed concerns brought to the Faculty Senate. She explained that the main issue is student maturity. The problem is not a discipline issue. There was discussion concerning emotional maturity and intellectual maturity of Running Start students.

Virginia explained she is here to help and that faculty who have issues with Running Start students should contact her.

It was suggested to enhance the orientation process. Allen suggested there be faculty development opportunities on pedagogy. Some other recommendations were also discussed.

- Make some changes to the Running Start Orientation to address faculty concerns and to add a writing component to the process.
- Have workshops on “Survival Skills for Students” and have counselors and advisors help with Running Start Student issues.

It was suggested to have either another all faculty meeting or develop a taskforce.

Allen moved to a form a taskforce to layout strategies to work on the issue of Running Start Students. Motion Seconded, motion carried. The Taskforce members are, Allen Stowers, Stephen Coats-White, Virginia Sullivan, Kim Llewelyn, Olga Shatunova, Pamela Wilkins, and Mike Steffancin. Mike will contact all those that volunteered to serve on the taskforce to set up a meeting date/time.

4. Vice President for Instruction – Gayla Shoemake

The committee decided it is not their job to do assessment, but to review assessment done by others. Mike updated Gayla that the committee recommended that an assessment coordinator be hired

Gayla recommended that there be a faculty member be hired under re-assigned time and developed a faculty assessment committee.

Roger Bourret is our assessment coordinator. Gayla suggests that another committee be formed and it will be their responsibility to work with student assessment issues. They could report to Institutional Effectiveness or Instructional Council. Gayla suggested that there be training of both faculty and administrators on assessment.
We need someone who will take leadership role and keep it going. This should fall under Institutional Effectiveness but be faculty driven.

There are two holes: Program outcomes and assessment strategies, and in the Professional Technical areas in the Student Learning Outcomes.

It was suggested that there be a campus-wide taskforce. The taskforce needs a home.

- Assessment of Student Learning. Eventually it would look at other areas. The membership and the strategy

The CIC will make a recommendation to the Institutional Effectiveness committee to form another committee/taskforce.

5. Subcommittee Reports membership/chair selection & reports.

   a. Course/Program Review – Allen Stowers, Stephan Coats-White, Diane Schmidt Bonnie Aghai
      Forms – No Report.

   b. Course/Program Revision – Van Bobbitt, Mike Steffancin, Jay Abram & Dolores Mirabella.
      Committee did not meet.

   c. Course/Program Origination - Tim Walsh, Sabra Schneider, Olga Shatunova, Mike McCrath

      Two new Courses – ESL 048 – Sara Baldwin 1-6 credit variable credit course. Get ESL student prepared to take tests. The course was endorsed by the subcommittee. It was moved to approve the course, motion carried.

      JRN 299 – Mike Hickey. Field Study Course – This course is designed for those students who have served on the Sentinel or done off-campus work in journalism. The sub committee strongly endorsed the course. It was moved to approve the course, motion seconded, motion carried.

6. District-Wide AA Degree Committee – Mike Steffancin

   Mike announced that with his teaching load and responsibilities included with the Title III Grant, he didn’t think he would be able to make all of the meetings and serve the college/committee with this task. He suggested that the committee consider someone from Academic Programs to represent South Campus on this committee. It was moved to nominate Tom Pierce to serve on the District-Wide AA Committee motioned seconded motion carried. Tom Pierce will be the CIC representative for South Campus on the District-Wide AA Degree committee.

7. Date for next meeting, Friday, November 15, 2002 at 2:00 pm in LIB 215.

Meeting adjourned at 3:35 pm.