South Seattle Community College
Curriculum & Instruction Committee Meeting

Friday, November 15, 2002

2:00 pm – 3:30 pm

Members Present:  Mike Steffancin (Chair), Tim Walsh (Vice-Chair), Mike McCrath, Bonnie Flahavan-Aghai, Dolores Mirabella, Sabra Schneider, Diane Schmidt, Olga Shantunova, Stephen Coates-White

Ex-Officio Members:  Gayla Shoemake, Frank Post

Staff:  Karen Whitney

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

2. Approval of Meeting Minutes – Meeting minutes of the November 1, 2002 meeting were reviewed by the committee members present.  A motion was made and seconded to approve the meeting minutes with noted corrections. Meeting minutes approved as corrected.

3. Vice President for Instruction Report – Gayla Shoemake

   Gayla discussed Assessment of Student Learning. Gayla announced that she would attempt to find resources to free up one faculty member for 1 quarter to work on assessment of student learning. The topics that Gayla suggested we consider are: A listing of what assessment is going on already on our campus and possible processes we should use for program assessment, and for academic programs

   Gayla suggested that she and three other people from the CIC meet to talk about the process and issues to consider concerning assessment of student learning. Frank, Mike Steffancin and Dolores Mirabella agreed to meet with Gayla to further discuss assessment and student learning. The issues that Gayla suggested we consider are: What is going on our campus and the process that we need to use. Some people think we have holes and others think we are close. Roger Bourret and Marsha Brown are the college liaisons with the State concerning assessment.


   Mike announced that the CIC would no longer grant provisional approval based on the promise of future completion of correct paperwork, unless there was a very special circumstance. All paperwork must be submitted to the committee at the time of the committee meeting.

   In addition, it was agreed that for program revisions that involve major changes and new courses, new course origination forms will not be required. Divisions will only need to complete program revision paperwork.
a. Course/Program Review – Allen Stowers, Stephan Coats-White, Diane Schmidt
Bonnie Aghai

Stephen – Stephen announced that his committee has met concerning revision of the CIC Program Review form, however the changes have not been made.

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

Mike announced that a program revision was submitted for Occupational Teacher/Trainer (OTE). Rich Gartrell gave an overview to the CIC committee concerning the revision. He explained that the OTE program needed to be approved by the State Office of Public Instruction. Rich explained that he worked on this during the summer. State Board of Education gave provisional approval of the changes he made and to begin enrolling students during Winter Quarter. All courses are required for 9-12 candidates. Rich thanked Allen Stowers, Willie Nelson and Jesse McDonald for their hard work.

Mike announced that the CIC subcommittee agreed to recommend approval of the OTE program revision. The subcommittee moved to approve the program, motion seconded, motion carried. The OTE Program Revision was approved.

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

Sabra – noted that there were no new courses/programs for her committee.

5. Communication SLO sub-committee

The Communication SLO subcommittee has not met. The following CIC members have agreed to serve on this committee; Tim Walsh, Allen Stowers, Olga Shantunova, Sabra Schneider and Frank Post. Frank agreed to call a meeting to get the committee moving. At that meeting a committee chair will be chosen.

6. Critical Thinking Benchmarks – Dolores Mirabella

Dolores presented benchmark recommendations for all of the student learning outcomes until we can come up with other/better means of assessment. Two Survey assessment tools are recommended, CCSEQ & ACT College Outcomes Survey (exit survey prior to graduation). We should meet or exceed state and national norms on critical thinking. Dolores recommended that the CIC forward these benchmarks on to Marsha Brown, Institutional Research and Institutional Effectiveness. This response is follow up from the Critical Thinking taskforce that Delores worked on last year. It was noted that this could be used for all the Student Learning Outcomes. Mike moved and Bonnie seconded to approve the Critical Thinking Benchmark response. One abstained. Motion carried.

Mike discussed the need for the committee to follow-up on taskforces or issues that are brought before the committee. Gayla suggested that there be some sort of chart or “tickler” at the bottom of the committee agendas. Mike agreed that the committee
Chair would be responsible for this. It was also discussed that Marsha Brown be asked to come to at least 1 meeting per year to discuss any new data concerning Student Learning Outcomes.

7. Information Literacy Report Discussion

Mike and the committee discussed the three handouts. It was suggested that Randy Nelson offer more workshops on Information Literacy. Dolores Mirabella suggested that assignments be collected from various instructors/programs to find out what is being done. Gayla recommended that there be a day dedicated for faculty development.

8. Instructional Support Task Force revival

Tabled until next meeting

9. Date for next meeting, Friday, December 6, 2002.

Meeting adjourned at 3:35 pm.