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 the October 4th meeting were reviewed by the committee members present. It was moved and seconded to approve the minutes as written. Meeting minutes approved as written.

3. Selection of Alternate for Academic Programs

Mike discussed that there was one remaining vacancy on the committee membership. An alternate is needed to represent academic programs. Heidi Lyman was nominated to serve as alternate for academic. Nomination seconded and approved.

4. Selection of Vice-Chair

The committee discussed the vice-chair position still open. Dolores Mirabella moved to nominate Tim Walsh as Vice Chair – motion seconded, motion carried.

5. Subcommittee Reports membership/chair selection & reports

   a. Course/Program Review – Allen Stowers, Stephan Coates-White, (Chair) Diane Schmidt Bonnie Flahavan-Aghai. The committee reported no new business.

   b. Course/Program Revision – Van Bobbitt, Mike Steffancin (Chair), Jay Abram & Dolores Mirabella. This sub-committee reported no new business

   c. Course/Program Origination - Tim Walsh, Sabra Schneider (Chair), Olga Shatunova, Mike McCrath. No new business was reported

6. AA Degree Revision Meeting – Mike Steffancin

   Mike reported on a District-wide committee, chaired by Carin Weiss. The purpose of the committee is to consider making changes to the district-wide AA Degree in order to simplify it. There are representatives from each campus' Curriculum Committee. Mike announced
that there will be a district–wide retreat. Karen Foss and others are planning the retreat. The retreat is tentatively planned for November. Mike will distribute a copy of the meeting minutes from this meeting to the CIC committee at the next CIC meeting. Mike discussed aspects of suggested changes to the degree. North is interested in keeping the coordinated studies component. The committee would like to have a new degree to voted on by August 2003. The degree would be voted on by all faculty on each campus. It is hoped to have consensus by each campus. The committee has changed its name to the AA Degree Planning Group. Mike also discussed the possibility of having an additional representative from South Campus serve on the committee, since beginning Winter quarter, Mike will have responsibilities with the Title III grant and may have conflicts with meeting dates. It was suggested that the committee consider nominating an additional representative that will be able to serve on the committee until this issue is resolved. Mike will keep the committee informed this quarter.

7. Faculty Senate asked the CIC to address Running Start student enrollment.

The state has guidelines/recommendations concerning enrollment ratio in the college level classes. Virginia Sullivan was planning to attend this meeting, however, she was unable to attend, so this topic was tabled until the November 1, 2002 meeting.

8. Follow-up on Student Learning Outcome reviews –

Dolores discussed the recommendation that someone be appointed as Assessment Coordinator. Dolores recommended that there be follow-up as recommended in # 9 of the Critical Thinking Taskforce. Dolores recommended that an e-mail be sent to Gayla Shoemake and cc, Dr. Wakefield concerning having someone responsible for assessment as a permanent position.

There was discussion that as part of the program review process, a section be added addressing how the student learning Outcomes are being addressed in each program along with examples of how they are being assessed. It is suggested that the program review forms be changed to reflect this recommendation. It was also suggested that each sub-committee review the CIC sub-committee forms, i.e., Course/Program Review CIC form, Course Program/Origination form and Course/Program Revision form concerning updating/revisions and make changes to these forms as needed. Dolores will do a benchmark on Critical Thinking.

9. Selection of Assessment Topic for the Year.

The committee discussed program outcomes. The assessment topic for this year the committee decided to do program outcomes. The committee discussed issues related to assessment. It was suggested to talk with Galya to get more information about Assessment.

Date for next meeting, Friday, November 1, 2002 at 2:00 pm in LIB 215.

Meeting adjourned a 3:15 pm.