Members Present: Mike Steffancin (Chair) Jay Abram, Van Bobbitt, Mike McCrath, Bonnie Flahavan-Aghai, Pamela Wilkins, Dolores Mirabella, Sabra Schneider, Teri Eguchi, Diane Schmidt, Olga Shantunova, Tim Walsh, Stephen Coats-White, Allen Stowers

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

Staff: Karen Whitney

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 July 23rd were reviewed by the committee members present. It was moved and seconded to approve the minutes as written. Meeting minutes approved as written.

3. Membership

Mike asked everyone to review membership roster. There was discussion concerning committee membership issues. Mike Steffancin explained that Don Bissonnette, General Studies representative, is serving on the Faculty Contract Negotiations Committee until the contract has been finalized, therefore, he is unable to serve his term on the committee. Don has asked Bonnie Flahavan-Aghai to serve in his place. It was moved and seconded to have Bonnie serve on the committee in Don's place. Motion carried. It was also moved to have Rose Dang will serve as an alternate for General Studies. Motion carried. The committee discussed General Studies representation on the committee. Suzanne Griffin had discussed with Mike Steffancin that she felt more General Studies representation should be on the committee. Frank Post offered some history concerning committee membership. The primary focus of the committee concerns credit bearing, and college transfer courses or programs. Mike McCrath also discussed the need to keep the committee membership at a manageable level. Frank offered to discuss the issue with Suzanne. The committee tabled this discussion. It was moved and seconded to accept Don Howard as an alternate for Counseling. Motion carried. Mike will solicit a volunteer alternate for Academic studies.

4. Selection of Vice-Chair

Mike Steffancin announced that he will only be able to serve as Chair for this Fall Quarter, therefore, the committee needs to elect a Chair for Winter & Spring and to select a Vice Chair. It was moved to accept Dolores Mirabella as Chair for Winter Quarter motion seconded. Motion carried. Dolores Mirabella moved that Sabra Schneider be Chair for Spring, motion passed. It was moved and seconded to
approve Allen Stowers as a professional technical representative for this year. The Vice-Chair committee election was tabled until the next meeting.

5. Subcommittee Reports membership/chair selection & reports.

Mike asked the committee for volunteers to serve on the CIC standing subcommittees, each committee member is expected to serve on at least one standing committee. The following members volunteered to serve on the standing subcommittees. The members of the subcommittees will elect a Chair and report at the October 18th meeting. There was no new business for the committees.

a. Course/Program Review – Allen Stowers, Stephan Coats-White, Diane Schmidt Bonnie Flahavan -Aghai

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

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

6. Gayla Shoemake – Interim Vice President

Gayla shared how much she appreciates working here. She then discussed the importance of assessment of student learning and that it is her goal to work with the committee on doing some actual assessment in this area. She reported that the committee has done a good job on classes, but now would like to work on program assessment of outcomes in academics and Professional Technical programs.

Gayla outlined that there are two approaches which can be taken, 1) the various degrees as programs or 2) the departments/divisions as a program outcomes for distribution areas. Gayla shared that these approaches have been used on other campuses. She suggested that the committee think about strategies to assess outcomes. What are students really learning? Not all the outcomes would need to be assessed, just select/identify what we want assess and what is “doable.”

She discussed that the committee will need to work with Professional/Technical programs on Student Learning Outcomes and how we are assessing them as well. It is important to be clear concerning which outcomes we are doing.

Gayla suggested that the committee look at program reviews in Academic areas i.e., outside consultants similar to what is currently being done in Professional Technical programs.

7. Goals for the year

a. AA Degree revision. A District-wide committee has been formed to look at the degree. The chairs of the campus CIC have been asked to serve on the district-wide committee and to come up with the process. Gayla and Mike will report back to the CIC after their first meeting on October 14th.

b. Selection of SLO to work on. Dolores discussed the need to establish a benchmark for the Critical Thinking SLO that the committee worked on last
year. She will submit a benchmark report at the next meeting.

c. Mike McCrath recommended that Communication, be addressed by the committee. Mike discussed the issue of plagiarism. The Committee formed a consensus that they work on the Communication SLO. Mike asked for volunteers to serve. Tim Walsh, Allen Stowers, Olga Shantunova, and Sabra Schneider and (Frank Post as Ex-officio).

8. Old Business – The Faculty Senate has asked the CIC to address Running Start student enrollment in college transfer classes. Apparently enrollment in some classes is extremely high. The state has guidelines/recommendations concerning enrollment ratio in the college level classes. Dolores recommended that people be invited to come to the CIC and discuss the issue of running start students. Further discussion at next meeting.

9. Follow-up on Student Learning Outcome reviews – Tabled until next meeting.

Date for next meeting is scheduled for Friday, October 18, 2002, at 2:00 pm in LIB 215.

Meeting adjourned at 3:35 pm.