South Seattle Community College
Curriculum & Instruction Committee Meeting

Friday, April 18, 2003

2:00 pm – 3:30 pm

Members Present: Sabra Schneider (Chair), Van Bobbitt, Mike McCrath, Bonnie Flahavan-Aghai, Olga Shatunova, Stephen Coates-White, Allen Stowers, Diane Schmidt, Pamela Wilkins

Ex-Officio Members: Gayla Shoemake, Frank Post

Staff: Karen Whitney

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

2. Approval of Meeting Minutes – Meeting minutes of March 21, 2003, were reviewed by the committee members present. A motion was made and seconded to approve the minutes as amended, meeting minutes approved as corrected.

3. Gayla Shoemake – Interim Vice President For Instruction

Gayla announced that the Machining Program has been placed on inactive status. She also announced that we will probably be doing a Notice of Intent for something to do with Wine as an option of the Culinary Arts program. It is hoped to send the intent to the State Board by the end of spring quarter. Frank discussed that there will be some Academic AA Degree options as part of the Title III Grant. North will have an Electrical Engineering Program that will dovetail nicely with our program. A Notice of Intent has been sent to the State Board for Fire Science. When the Notice of Intent is accepted, the curriculum will come through the committee for review and approval as part of the Program Origination process when that program is ready to come to the CIC Committee.

Assessment Day – April 24. Gayla updated the committee on the status. There will be two presenters in the morning. Catherine Beyer from the University of Washington will give a brief talk about Program Assessment in general. Maureen Pettitt from Skagit Valley will discuss what has worked and what has not worked at Skagit Valley. There will be an interactive component after the presenters give their presentations. Gayla discussed that Academic Programs will work on the three columns associated with the AA Degree will work on assessment. Professional Technical Programs will be dividing into 3 groups and work on program objectives. General Studies will be establishing program outcomes associated with the objectives already have identified. At 11:45, the whole group will meet again and will be a working lunch. Dan Cassidy, Mike Hickey and Bob Rice will do a presentation. Gayla announced that each group is expected to have a “product” to deliver at the end of the day.


Sabra reported that last year elections were done “on-line” which worked well so they
will be done that way again this year. There was discussion concerning adding an additional General Studies position to the committee. If this is done, a change to the bylaws will need to occur.

5. Subcommittee Reports

a. Area Program Review – Stephen Coates-White (Chair), Diane Schmidt Bonnie Aghai, Allen Stowers

Stephan announced he received the program review for Supervision & Management and the subcommittee has reviewed it. The subcommittee sent the document back to the Division with questions. Stephan will report progress at the next meeting.

There was discussion concerning documents for review by subcommittees “at the last minute.” It was decided by the CIC committee as a whole to set a deadline for submitting documents to the CIC subcommittee. It was decided that May 20 will be the deadline for submitting program reviews for Spring Quarter.

b. Course/Program Revision – Pamela Wilkins (Chair), Van Bobbitt, Jay Abram

No revisions have been submitted.

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

Nothing to report

6. CIC Progress Chart/Status Report

- Instructional Support Task force – Dennis to report to the committee on the progress. Mike Steffancin reported that he hired a tutor for Tuesday/Thursdays 9-1pm in Mast.
- Origination Revision, Review – They have completed the Revision Form, Academic Area Program Review form is done – The Professional Technical & Origination forms are “in progress.”
- AA Degree Program Review – AA Degree review meeting will be held on our campus on May 20. Tom Pierce will report to the committee at the May 2 meeting.
- Master Plan Advisory Committee has been formed – Chair is Matthew Horwitz. Faculty representatives are Bonnie, Pamela, Van, Malcolm & Gayla.

7. Meeting Dates for Spring Quarter

- May 2, 2003
- May 16, 2003
- May 30, 2003
- June 13, 2003 (Invite new members)

Meeting adjourned at 3:15pm.