South Seattle Community College
Curriculum & Instruction Committee Meeting
Friday, December 12, 2003
1:30 pm – 3:30 pm

Members Present: Sabra Schneider (Chair), Diane Schmidt, Tym Parsons, Mike Hickey, Dolores Mirabella, Tim Walsh, Don Bissonnette, Don Howard, Jay Abram, Jessie McDonald, Christopher Harris, Van Bobbitt, Mike McCrath

Ex-Officio Members: Gayla Shoemake, Malcolm Grothe

Staff: Karen Whitney

1. Sabra called the meeting to order at 1:30 pm. A quorum was present.

2. Approval of Meeting Minutes – Meeting minutes of November 25, 2003, were reviewed by the committee members present. A motion was made and seconded to approve the minutes as written. Motion carried, meeting minutes approved as written.

3. Gayla Shoemake – Interim Vice President For Instruction

Dr. Shoemake gave an update on the Student Progress Procedure. She explained that their needs to be evidence that students progress at a reasonable rate. The college has responded to the State Board. Students must complete a certain # of credits within the program they have designated as their major, and by successful completing 75% of credits in the program. Students must have a GPA of 2.0 after completing 30 in order to continue enrollment. After students have completed 150% of credits, they will be required to pay extra tuition. Gayla reviewed that the current policy is to place a probationary letter in their file. After a second letter, students are required see an advisor before registering. In January, 2004, there will be a meeting with representatives from various groups; two people from CIC, 2 from MOSS, Counselors, 1 faculty from academic programs and 1 Vocational/Technical faculty will discuss and come up with a College policy to submit to the State Board.

4. Subcommittee Reports

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

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

1. LPN Program Revision – Kim Alexander.

Kim reported that the need for the change was for title changes for 3 Courses: LPN 2, LPN 3, LPN 4 & LPN 5. Kim reported that these changes are being made in order to more accurately reflect the current content of curriculum and clinical experience. In addition, credit and content hours were corrected. The
subcommittee asked that cut-off scores be established for enrollment in ENG 101. It is suggested that the committee recommend that ENG 101 be a pre-requisite for the program. The subcommittee recommended that the program revision be approved. It was moved to approve the program revision as presented with recommendation that there be a review of the program again next year. Motion Carried. LPN Program Revision Approved.

2. Network Administration Program Revision – Carol Koepke.
Carol gave a review of the revisions being presented. The recommended changes by the subcommittee have been done. Add CTN 270 to the scope & sequence and change PHY to 101. It was moved to accept the AAS & AAS-T degrees for Network Administration as presented with discussion items. Motion Carried. Network Administration Program Revision Approved.

3. Web Program Revision – Sabra Schneider
Sabra discussed that enrollment has declined in the Web Program and the program is in trouble. The Web is still important – just different. She explained that changes being made will make the program more rigorous. Required courses for the program will also include courses from other programs and other degree programs. The subcommittee recommends that the program revision degree be done. It was moved to approve program – motion carried. Web Program Revision approved along with the Title Change to Web Media and Technology.

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

1. Course Origination – HIS 242

Judy Bentley – Course Origination – History 242 - The Vietnamese – American War. The Origination subcommittee met and there were concerns expressed by some academic faculty who teach other courses. There was discussion concerning the financial aspect. It was move to make course 298 for Winter Quarter – the CIC committee will address this course the first meeting Winter Quarter – Motion Carried – 1 abstention.

2. Program Origination – Wine Program
Dan Cassidy & Stephen Sparks attended the meeting to discuss the Wine Program that was submitted for this quarter. Dan gave an overview of the desire for a Wine Program to be offered at this campus.

There was discussion concerning Preparatory, Professional Development, Personal Enrichment aspect. Dan & Stephen explained that they don’t see a problem for enrollment. This program is a certificate program. They plan to offer an AAS & AAS-T Degree in Winter/Spring Quarter.

There was a motion to approve the 3 Certificates for the Wine Program. Motion Carried.
5. Meeting Dates for Winter Quarter. – Sabra Schneider

The following dates were selected for the committee to meet Winter Quarter, 2004.

- January – Friday, January 16, 2004
- February – Friday, February 6, & Friday, February 20, 2004
- March - Friday, March 5, and Friday, March 19th – Last Meeting Winter Quarter.

Meeting adjourned at 3:30 pm.

Meeting Dates for Winter Quarter

Friday, January 16, 2004
Friday, February 6
Friday, February 20
Friday, March 5
Friday, March 19