South Seattle Community College
Curriculum & Instruction Committee Meeting

Friday, February 7, 2003

2:00 pm – 3:30 pm

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

Ex-Officio Members: Gayla Shoemake, Frank Post

Staff: Karen Whitney

Guest: Mai Son – High School Student

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

2. Approval of Meeting Minutes – Meeting minutes of January 17, 2003, were reviewed by the committee members present. A motion was made and seconded to approve the minutes as written, motion carried.

3. VP For Instruction Report - Gayla Shoemake – Gayla reported on the ACT Alumni Outcomes Survey– AA graduates from ’98-’99 and ‘00-’01. There were significant increases in satisfaction in several areas. Gayla suggested we distribute copies to the committee members.

   SCC exceeded our benchmarks for State Board’s performance indicators: Basic Skills at 71% hit the benchmark, highest in the state; Prepared for Work, slight increase of .7% (608), but below the target of 670; and Transfer Ready (641), exceeded the benchmark of 516, 34.4% increase.

4. Subcommittee Reports

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

      Stephen announced that he has received the revised Welding course outlines and will send those outlines to Karen Whitney.

      Stephen reported on the Program Review submitted by Cosmetology was thorough and well done, and the sub-committee recommended that the CIC accept the review. A motion was made, seconded, and carried.

      The sub-committee has received Pastry’s Program Review and will review it next week.

      Stephen reported on the revision of the Academic Program Review Form. He announced that the open review period has ended, and several suggestions for changes were submitted. Stephen will take the recommended revisions to APAC
(Academic Programs Advisory Committee) for review by the faculty. APAC will meet Monday to discuss the recommendations. One suggestion was to have an external review for academic programs – to create something similar to what is currently done for the Professional Technical Programs. Another suggestion was to have an advisory committee for Academic Programs.

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

Program Revision sub-committee met and are working on their form and will submit an electronic copy for review.

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

Sabra reported on the course origination submitted by Rich Gartrell for a short-term training certificate as part of the SMG Program. There were no recommendations made by the sub-committee. The sub-committee commented on the excellent job that was done by Rich and the faculty. A motion was made and seconded to approve the Non-Profit Leadership Certificate and related courses that were reviewed by the committee. The motion carried.

5. CIC Progress Chart/Status Report

a. Frank to call a committee meeting concerning the Communication SLO that the CIC is to address this year. Sabra Schneider, Tim Walsh, Olga Shatunova, Stephen Coates-White, and Allen Stowers. There will be a meeting next week.
b. Running Start – Mike Steffancin has turned this over to Dolores Mirabella. Dolores reported on some research on Running Start. A meeting will be called before the end of February. Lynn Dodson, SCCFT president, will be invited to attend.
c. Program Assessment – Dolores and Gayla report that the date for this has been set for April 24 as a Faculty Workday. Frank Post, Mike Steffancin, Dolores Mirabella, Marsha Brown, Roger Bourret, Tom Phillips, Olga Shatunova, and Sabra Schneider have agreed to serve on the planning committee for this event. Gayla announced that it will be a full day. The morning session will start at 9:00 am with a large kick-off meeting in the morning in JMB A. Two workshops will be offered in the morning. Then later in the day, faculty will meet in their areas, i.e., Academic Programs, General Studies, and Professional Technical within departments. At this time they will have the opportunity to discuss how they assess their program outcomes. For the final segment everyone will meet will meet in Little Theater to share the results. Dolores will write two grants, and Marsha and Malcolm will be able to contribute funding.
d. Instructional Support Task Force – Pamela Wilkins has agreed to be the point person for this. The taskforce has not yet met. Bonnie Aghai discussed issues concerning printing. Mike is looking into tutoring for the sciences and will pay for that through the Title III Grant. Pamela will invite Dennis Colgan to a CIC meeting.
e. Physical Master Plan – Gayla announced that a Physical Master Plan is about to be reviewed/updated. A consultant has chosen to work with the College in reviewing/updating the Master Plan. Instructional needs should play a role in
determining how the Master Plan evolves. Gayla suggested the committee consider what kind of programs should we have: i.e., Sports complex, Residence Halls, etc. Some ideas will need to address issues related to funding challenges. There should be an instructional master plan.

f. Student Learning Outcomes –. Dolores suggested that faculty write mini grants to develop assignments and assessment measures. Librarians are willing to work with faculty on Information Literacy. This should be advertised by faculty development.

g. AA Degree Review – Stephen Coates-White reported on his involvement in the sub-committee to simplify categories within the distribution requirements. Stephen is co-chair of the sub-committee. There will be forums on each campus. Gayla and Frank Post feel that there should be more faculty representatives from South on this committee. Overall, there are four sub-committees working on revising the AA Degree: distribution requirements, quantitative and symbolic reasoning, transferability, and integrated studies.

h. Mike Steffancin – announced that everyone is on the eWAG mailing list.

6. Next meeting will be on Friday, February 21 in LIB 215 at 2:00 pm.

Meeting adjourned at 3:15 pm.