South Seattle Community College  
Curriculum & Instruction Committee Meeting  
Friday, January 17, 2003  
2:00 pm – 3:30 pm

Members Present:  Dolores Mirabella (Chair), Tim Walsh (Vice-Chair), Van Bobbitt, Bonnie Flahavan-Aghai, Diane Schmidt, Olga Shatunova, Stephen Coats-White, Mike Steffancin, Allen Stowers, Pamela Wilkins

Ex-Officio Members:  Gayla Shoemake, Malcolm Grothe

Guest:  Marsha Brown, Sandra Bolt

Staff:  Karen Whitney

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

2. Approval of Meeting Minutes – Meeting minutes of the December 6, 2002, were reviewed by the committee members present. A motion was made and seconded to approve the minutes as written. Meeting minutes approved as written.

3. Marsha Brown – Director of Planning & Research

Dolores introduced Marsha Brown, Director of Planning & Research. Marsha was invited to talk about her role in assessment on campus and her role as liaison for our college with Bill Moore, Assessment Coordinator for Teaching & Learning with the State Board. Roger Bourret is the faculty liaison. Marsha explained that there is $15,000 of state money available for assessment and another $6,000 will be available through the Foundation. Marsha announced that Bill Moore’s office sponsors an annual assessment conference. This year the conference will be in Spokane some time May.

Marsha then explained what the Planning & Research Office is responsible for. Marsha works with the Institutional Effectiveness Committee, which assesses institutional performance against Benchmarks, i.e., standards that the college has set for itself. Marsha’s office also conducts institutional research such as the climate survey, CCSEQ, the exit survey and the graduate survey. Much of the information is located on “south net”. Her office also provides research information for programs that are going through Program Review. Marsha noted that Jessie McDonald – works with Prof/Tech faculty using software that we have here on campus to aid in student assessment.

Marsha’s office is also responsible for administering the SGID (Small Group Instructional Diagnosis) process. Faculty who administer SGID’s are paid $35.

Dolores recommended that the SGID process be revised and someone needs to be responsible for training facilitators and informing faculty of the service.
4. Vice President for Instruction - Gayla Shoemake – Interim Vice President

Gayla announced that Dr. Wakefield has approved a Faculty Development Day to be held on Thursday, April 24. Gayla said that she will need to talk with the Deans of both Cosmetology & Aviation because these students have clock hours that they are required by law to meet before graduating and therefore, must attend class. Gayla said that the college will get substitutes for those areas that need to hold classes. The planning committee will meet on January 23 for further discussion. Members of the planning committee are Mike Steffancin, Dolores Mirabella, Frank Post and Gayla Shoemake. Gayla asked the committee for recommendations for outside speakers.

Gayla has contacted two community colleges in our area concerning AA Degree Assessment and Outcomes.

1. Lower Columbia – Students are required to complete a CAPSTONE Course – Which involves doing a Portfolio that demonstrates AA Degree competencies.

2. Green River – For the AA Degree – assessment is done within distribution area – each area had own way of assessment (standardized testing for Math), Social Science – one question on Final exam. Humanities – speech – videotape students. Social Sciences had most difficult time doing this.

Gayla discussed some retention strategies used in Minnesota. Mandatory placement is usually enforced. Students falling below 2.0 after 45 credits must enroll in a Bridge Program and see an advisor before they can continue college enrollment.

5. Subcommittee Reports

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

Stephen Coats-White reported on the program reviews that have been submitted. The committee began looking at the Cosmetology program review and returned it to the department with questions. Course Outlines in Welding must be updated.

Stephen distributed a revised draft of the Academic Program Review form to the committee. The comment period was extended to January 31. Liberal Studies faculty will receive copies of the draft and have the opportunity to comment. After the academic program review form revision has been completed, the committee will work on Vocational Technical.

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

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

No Report

6. CIC Progress Chart – Status Report

Dolores reviewed the items on the Progress Chart

- Running Start – Mike will convene a meeting.
- Program Assessment – January 23 is a planning meeting – tentative date April 24.
- Instructional Support Taskforce – Related issues are also being brought before the Faculty Senate. There have been specific insistences sited concerning problems with installed software, i.e. Skills Bank, Academic System, e-mail issues, and Library tech support. There have been server problems because of the E-mail upgrade, Bonnie discussed that she cannot stop print jobs in the CAS 200/204 lab. Pamela Wilkins announced that she was asked to do an online resource web site for frequent questions and solutions. Dennis will be invited to come to a committee meeting. Mike Steffancin will look into the issue concerning tutoring and he announced there is money in the Title III grant for sciences. It was acknowledged that Computer Services is likely doing the best they can with their staffing levels and the demands placed on them.
- Student Services, students are bypassing advisors/advising. Do we have mandatory student Orientation? Gayla suggested that we offer both on-line orientation as well as tape orientation and on-campus orientation opportunities. She also suggested that students must demonstrate that they attended an orientation session.
- Forms revisions – Completion date for the three committees is March 7.
- Marsha Brown has our benchmarks for the Student Learning Outcomes
- Information Literacy – Dolores is talking to Randy Nelson about ways to infuse Information Literacy into the curriculum and ways to assess Information Literacy.
- Tom Pierce will come to next meeting to discuss the status of the AA Degree review.
- Assessment. WAG (Washington Assessment Group) members. All interested committee members have been added to the eWAG distribution list.

7. Next meeting is on Friday, February 7 in LIB 215 at 2:00 pm

Meeting adjourned at 3:37 pm.