South Seattle Community College  
Curriculum & Instruction Committee Meeting  

Friday, March 7, 2003  
2:00 pm – 3:30 pm  

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

Ex-Officio Members:  Gayla Shoemake, Frank Post,  

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 February 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 amended.  


In accord with the procedures stipulated in the bylaws, there was a motion to revise the name of the Course/Program Review Sub-committee to Program/Area Review Subcommittee. Motion seconded, motion carried.  

4. ACT College Outcome Survey – Dolores Mirabella  
(SSCC Exit Survey of Graduating Students)  

Dolores discussed the survey and provided the committee with copies of the “ACT College Outcomes Survey Results 4-year Summary Report,” which included additional questions that SSCC adds to the survey as well students’ verbatim comments. Copies of the additional questions were distributed to the committee for review. If committee members have any suggestions for questions to be added to the “Additional Questions” part of the survey, they should be sent to Dolores by March 21. The survey is due to Ann Chambers by March 24.  

Dolores recommended that surveys be more widely disseminated so that faculty can use them for assessment and make changes accordingly, and that perhaps the deans should take the lead in making this happen.  

5. College Community Values Statement – Dolores Mirabella  

Dolores discussed what has been happening regarding issues related to civility on campus. The College Council has drafted a values statement that will be presented to the key campus committees for approval. Once the draft is approved by the College Council, it will be presented to the other committees, including CIC, for approval.
6. CIC Elections for Spring – Expiring Terms – Dolores Mirabella

Dolores announced that terms for Olga Shatunova, Allen Stowers, Mike Steffancin, Bonnie Aghai, Pamela Wilkins, and Dolores Mirabella end Spring Quarter, 2003. Dolores encouraged the committee to start recruiting potential members. Elections will be held at the beginning of Spring Quarter.

7. Vice President For Instruction - Gayla Shoemake

Gayla reported that Sabra Schneider is working on a faculty survey for the Assessment Day scheduled for April 24. There will be three different surveys for the three main instructional areas: Academic, General Studies and Professional/Technical. There was some feedback from the faculty Senate concerning canceling classes so the plan to have an all-day assessment planning session is on hold for now. Gayla is hoping for 50-60 surveys returned. When the surveys are returned she will give an update.

8. Subcommittee Reports

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

Stephen announced that his subcommittee has tabled the process for revising the Program Review form for the Professional/Technical area until Spring Quarter. The Academic Program Review form has been completed. Stephen moved that the committee accept the new form for the Academic Program/Area Review. Motion seconded, motion carried.

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

Mike Steffancin reported the sub-committee will have the final version ready for the next meeting. The LPN Program has submitted a Program Revision. Carol Koepke called Mike Steffancin about a program revision for the LAN Program.

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

Nothing to report.

9. Progress Chart –

- Communications sub-committee. Frank met with the committee. Several committee members have been ill so the committee has only met once. Dolores suggested that the Communications sub-committee carry over to next year since there has been no progress to date.
- Running Start – A meeting is scheduled for March 14. The purpose of the meeting is to discuss issues related to RS students and make some recommendations.
- Program Assessment – Dolores reported that planning is continuing for the April 24th Assessment Day. As a result of some feedback from the faculty senate, they will solicit suggestions on the questionnaire and will then
determine what format should be used to accomplish our objective. A member of SSCC faculty development committee was invited to join the subcommittee. The questionnaire will be sent out early next week.

- **Instructional Support Taskforce** – Pamela has invited Dennis Colgan to our next meeting, March 21. Mike Steffancin reported on the progress of obtaining tutors for the Engineering/Physics programs. Mike reported that he has received a Science tutor. Pamela asked committee members to submit questions/issues to her prior to the next CIC meeting. Bonnie Aghai has also agreed to be a contact on the taskforce. There was a recommendation that faculty be notified when software is being installed and that faculty test the operation of the software.

- **Origination, Revision and Review Sub-committees form revisions**.- Committees are meeting and revising forms. (See above) Project will not be complete until Spring Quarter.

- **Benchmarks** – no change.

- **AA Degree Review** – Frank announced that for the AA Degree, a program is defines as “area” (the columns) and that they will assess the outcomes that already exist. There is a meeting next Monday. Dolores reported that according to Tom Pierce, the QSR sub-committee is working on issues related to Math 098.

- **Master Plan** – Gayla has met with Instructional Council and the deans will work with their respective faculties.

Meeting adjourned at 3:30 pm. Next meeting is March 21.