South Seattle Community College  
Curriculum & Instruction Committee Meeting  

Friday, January 16, 2004  
2:00 pm – 3:30 pm

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

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 December 12, 2003, were reviewed by the committee members present. There was discussion concerning corrections. It was moved and seconded to approve the minutes as corrected. Meeting minutes approved as corrected.  

3. Subcommittee Reports  
   a. Area Program Review – Jessie McDonald (Chair), Diane Schmidt, Jay Abram,  
      No Report. Jessie McDonald will meet with Karen Whitney to go over late info.  
   b. Course/Program Revision – Tim Walsh (Chair), Mike Hickey, Dolores Mirabella.  
      No Report  
   c. Course/Program Origination - Sabra Schneider (Chair), Olga Shatunova, Mike McCrath, Tim Walsh  
      History 242 – it was moved to approve HIS 242. Motion Carried.  
      HUM 120 – Introduction Asian Cinema, It was moved to approve the course, motion carried.  
      Sabra discussed the idea of the CIC being involved in the Grants Process. She proposed that there be a 1-page form filled out by the prospective instructor, title of course, SLO’s outcomes, program it fits in, etc. Dolores asked if the Origination Committee would like to take this on and come up with guidelines or a copy of the Grant Proposal. Sabra said that the Origination Committee would like to take this on. The committee discussed the various processes for applying and working on Grants. There was an informal vote on whether or not the CIC should be involved in the Grant process. The consensus was that the CIC members did not believe that the CIC should be involved in the Grant process.  

4. Vice President For Instruction – Gayla Shoemake
Gayla discussed that we will have a new Vice President, Cheryl Roberts, will begin on March 1, 2004. Gayla will be here until March 1.

Gayla discussed that the AA Degree plan will be voted on between March 1st-March 3rd. The District-Wide committee will determine who/which faculty will be voting on the AA Degree.
Gayla reported that there will be at least 1 campus-wide meeting for the campus community to review/discuss the Master Plan. Both the City of Seattle and the State Board for Community & Technical College require a Master Plan.
Gayla discussed the Student Progress/Retention Subcommittee. The faculty members of this committee are: Tom Phillips, Mike Hickey, Pinky, and Don Howard. The college must have a plan in place by the end of May of this year. The Student Progress plan must be in-place and implemented by July 1, 2004.

Gayla discussed some of the issues related to the two days of snow and power-outage experienced on January 7th & 8th. She explained the telephone system broadcast messaging and that we have a 4-hour back-up of phone system. Official report is at www.schoolreport.org. This is the Public Schools Emergency Information System website. Current information is also available on the SSCC website and the SCCD website and radio & television stations, including SCCTV.

5. Running Start - Dolores Mirabella

Dolores asked the committee to review summary of the meeting in March 2003. There was a discussion of the “Certificate of Mastery” being a pre-requisite for participation in Running Start.

Discussion concerning maturity of Running Start. Faculty Development on Disruptive student. Possibly an annual schedule on a regular basis. Repeat responsibilities. Conduct. Dolores will talk Karen Foss, Jean Kent, Sandra Schroeder, and Lynn Dodson. Gayla would like a requirement for orientation. Online, video, prove that they have done orientation.

6. Progress Chart Review - Dolores Mirabella

Dolores reviewed the progress chart with the committee. There were no changes or updates.

7. Date for next meeting, Friday, February 6, 2004 at 2:00 pm in LIB 215.

Meeting adjourned at 3:30 pm.

Meeting Dates for Winter Quarter:

February 6
February 20
March 5
March 19