South Seattle Community College  
Curriculum & Instruction Committee Meeting  

Wednesday, June 16, 2004  
1:00 pm – 2:30 pm  

Members Present: Dolores Mirabella, (Chair), Sabra Schneider, Diane Schmidt, Mike Hickey, Don Bissonnette, Don Howard, Van Bobbitt, Jessie McDonald, Mike McGrath, Pamela Wilkins  

Ex-Officio Members: Cheryl Roberts, Bob Dela-Cruz  

Staff: Karen Whitney  

New Members: Steve Yramategui, Arleen Williams, John Nordling, Holly Gilman, Beverly Stuart  

1. Dolores called the meeting to order at 2:00 pm. A quorum was present. Dolores thanked the members leaving the committee and welcomed new members who were in attendance.  

2. Approval of Meeting Minutes – Meeting minutes of June 4, were reviewed by the committee members present. A motion was made and seconded to approve the minutes as amended. Meeting minutes approved as amended  

3. Cheryl Roberts – Vice President For Instruction – Cheryl discussed changing from a 3-year cycle to a 5-year cycle for program reviews. The committee concurred that it would be a more workable plan. Cheryl will discuss the proposed change with the president.  


5. Subcommittee Reports  

a. Area Program Review – Jessie McDonald (Chair), Diane Schmidt, Jay Abram, Don Bissonnette  

b. Course/Program Revision – Tim Walsh (Chair), Mike Hickey, Don Howard, Van Bobbitt.
c. Course/Program Origination - Sabra Schneider (Chair), Mike McCrath, Christopher Harris, Pamela Wilkins.

Sabra met with the sub-committee and revised the Program/Course Origination forms. Several recommendations were made about the questions on the form and a cover sheet was recommended as well. There was discussion concerning the form. Don Bissonnette will review the form grammatical and punctuation issues. The committee will review the form in the fall. Approval of the form was tabled until fall quarter.

6. WAOL Courses – CIC Approval

There needs to be better coordination and oversight regarding distance-learning courses. New distance learning courses should go through CIC. The committee is not clear about the various categories of DL classes. Some are discrete SSCC courses, some are shared and some belong to WAOL. How is all this monitored? The dean & CIC will have a meeting to set-up policy & procedures.

7. Election of Chair & Vice Chair for 2004-2005 – Dolores asked for nominations for chair and vice-chair. A nomination was made and seconded to have Dolores as chair and Mike Hickey as vice-chair. Motion carried.

8. Summer Meeting – Meeting on August 16th. Jessie, Diane, Sabra, Pamela, Don Howard, Dolores agreed to attend.

9. Progress Chart – Dolores reviewed and updated the Progress Chart.

10. The first meeting for the next academic year will be October 8th at 2:00 pm.

Meeting adjourned at 2:30 pm.