1. Dolores called the meeting to order at 2:00 pm. A quorum was present. Members reviewed the minutes from the November 5, 2004 meeting. It was moved and seconded to approve the minutes as submitted. The motion carried with 1 abstention.

2. Cheryl Roberts – Vice President For Instruction

Cheryl reported that the state Instructional Commission is going to implement a common course numbering system that will standardize course numbers, course abbreviations and course titles for academic courses. Standardization will have a positive impact on student transfer and credentialing issues. Gradual implementation will begin Winter Quarter. As a result of this policy, some academic transfer courses may need to be revised as well as some of the courses required for the AAS-T degrees.

Cheryl proposed that the CIC information be published on the College Website. Following some discussion, the issue was tabled until January.


The Distance Learning Task force members included: Pamela Wilkins, Mary Jo White, Tom Phillips, and Jessie McDonald. Dennis and Pamela presented their formal, written report to the committee. A major issue raised by the task force was the under staffing of the distance learning program and the impact on distance learning services. Highlights of the report included responsibilities of the distance learning program/department, the challenges faced by the distance learning staff, as well as recommendations for a more effective program.

In addition to the task force’s recommendations, Cheryl suggested that we need to more clearly define the scope of distance learning on South campus, i.e. to create a vision. Other suggestions included screening students before allowing them to enroll in distance learning courses, to offer a new course (Orientation to Distance Learning) to prepare students for the technological demands of distance learning (It was noted
that students could test out of such a course), that new distance learning courses go through CIC approval, that change of mode also be reviewed by CIC, that an explanation about how the course outcomes are achieved with a distance-learning course as opposed to an on-campus course, and that an ongoing Distance Learning Taskforce be appointed to follow-up on the issues and recommendations.

4. Subcommittee Reports
   a. Area Program Review – No Report
   b. Course/Program Revision – No Report
   c. Course/Program Origination – No Report

5. Date for next meeting, Friday, December 3, 2004. This will be the final meeting of the quarter.

Meeting adjourned at 3:30 pm