South Seattle Community College
Curriculum & Instruction Committee Meeting

Friday, October 8, 2004
2:00 pm – 3:30 pm

Members Present: Dolores Mirabella, (Chair), Mike Hickey (Vice-Chair) Diane Schmidt, Don Howard, Van Bobbitt, Jessie McDonald, Christopher Harris, Arleen Williams, John Nordling, Steve Yramategui, Esther Sunde, Holly Gilman, Beverly Stuart, Jim Daniels

Ex-Officio Members: Cheryl Roberts, Malcolm Grothe, and Frank Post

Committee Secretary: Karen Whitney

1. Dolores called the meeting to order at 2:00 pm. A quorum was present. Dolores asked the members present to review the meeting minutes from June 16, August 16 & August 18, 2004. Dolores asked for a motion on the June 16th minutes. It was moved to approve the meeting minutes as amended, motion 2nd, motion carried. Dolores asked for review and a motion on August 16th meeting minutes. It was moved to approve the meeting minutes, motion seconded, motion carried with 3 abstentions. It was moved and seconded to approve the August 18th meeting minutes, seconded, motion carried with 5 abstentions.

2. Dolores Mirabella asked each person attending to introduce themselves to the committee. Dolores handed out the 2004-2005 committee roster. Errors were noted and the roster will be revised accordingly.

3. Cheryl Roberts – Vice President for Instruction

Cheryl reported that she asked Dr. Wakefield about the recommendation to move from a 3-year cycle to a 5-year cycle for program reviews. Dr. Wakefield did not approve the recommendation. Program reviews will be done on a 3-year cycle for all programs/departments.

Cheryl presented a proposed timeline for submitting course/program revisions and/or course originations that are to be included in the quarterly class schedules. The timeline will be revised to reflect the committee’s recommendations. Final action will be taken at the next meeting.

Cheryl announced that we are in the process of doing our 5-year accreditation report. The college’s strategic plan and institutional goals are being reviewed. Language in all the college’s documents should be in alignment. Thus, the language in the institutional goals needs to be revised to better reflect the language of the Student Learning Outcomes. Dolores Mirabella and John Nordling will work with Cheryl to make the necessary modifications in the language.

Cheryl discussed Student Learning Outcomes as they appear in our course outlines
and that course outlines should list only those outcomes that are addressed in a
given course. She also suggested that course outlines should reflect how the
Student Learning Outcomes are addressed in each course. Several committee
members expressed some concern about being so specific in the course outlines.
Cheryl shared that she would like further discuss this with the CIC members.

Cheryl recommended that, in the future, the Curriculum and Instruction Committee
have an orientation for new members

4. Subcommittee Assignments – Dolores explained the function of the three
subcommittees and the responsibilities of the members. Committee assignments
were tabled until the next meeting. Dolores will send the members electronic copies
of the forms used by each committee.

   a. Area/Program Review –
   b. Course/Program Revision –
   c. Course/Program Origination -

5. Date for next meeting, Friday, October 22 at 2:00 pm in LIB 215.

Meeting adjourned at 3:45 pm

Meeting Dates for Fall Quarter

Friday, October 22
Friday, November 5
Friday, November 19
Friday, December 3