South Seattle Community College  
Curriculum & Instruction Committee Meeting  

Friday, December 9, 2005  
2:00 pm – 3:30 pm

Members Present: Dolores Mirabella (Chair), Judy Bentley (Vice Chair), Van Bobbitt, Jim Daniels, Jennifer Evans, Don Howard, Holly Gilman, Carol Koepke, Esther Sunde, Diane Schmidt, Steve Yramategui, Arleen Williams, and Suzanne Quillian

Members Absent: John Nordling and Corinne Baker (Alternate)

Ex-Officio Members: Dr. Cheryl Roberts 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 the Friday, November 18, 2005, meeting. The meeting minutes were approved as amended.

2. Vice President for Instruction – Dr. Cheryl Roberts

Dr. Roberts announced that there will be a deans' retreat on December 19th to update and bring greater uniformity to the CIC Area/Program Review, Course/Program Revision, and Course/Program Origination forms. In addition, she plans to put out a request for qualifications for an external program reviewer. Lastly, Dr. Roberts reported that she and the deans are working to complete the remaining provisional program reviews.

3. Subcommittee Reports

a. Area/Program Review – Carol Koepke (Chair), John Nordling, Jim Daniels, and Judy Bentley  
   No Report

b. Course/Program Revision – Van Bobbitt (Chair), Jennifer Evans, Steve Yramategui, and Don Howard  
   No Report

c. Course/Program Origination – Arleen Williams (Chair), Diane Schmidt, Esther Sunde, and Holly Gilman
4. Frank Post – Change of Mode

Frank presented a change of mode provision for the CIC Course Revision form. After some discussion, the committee unofficially favored the following: *For change of mode, identify the mode change and briefly describe how this change affects the course. (Change of mode is defined as changing an existing course to a different mode of delivery. Recognized mode changes are: traditional to primarily online and primarily online to traditional. A class that is more than 50% online is referred to as primarily online.)* Ultimately, however, voting on the provision was held over, awaiting definitions of what formally constitutes a change of mode from the State Board for Community and Technical Colleges.

**Action:** Held over

5. New CIC Chair

Diane Schmidt was nominated and elected chair of the CIC for the balance of the academic year, beginning in January, 2006.

6. The next meeting will be held on Friday, January 13, 2006.

The meeting adjourned at 3:10 pm.