South Seattle Community College  
Curriculum & Instruction Committee Meeting  

Friday, January 14, 2005  
2:00 pm – 3:30 pm  

Members Present: Dolores Mirabella (Chair), Mike Hickey (Vice-Chair), Diane Schmidt, Don Howard, Holly Gilman, Steve Yramategui, John Nordling, Esther Sunde, Arleen Williams, Carol Koepke, Jennifer Evans.  

Ex-Officio Members: Cheryl Roberts  

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 December 3, 2004 meeting. The minutes were approved as amended.  

2. Cheryl Roberts – Vice President for Instruction - No report  

3. Subcommittee Reports  

- Area/Program Review – Don Howard (Chair), Carol Koepke, Jim Daniels, and John Nordling. Don reported that the committee met to discuss its role concerning Program Review since the members are not sure what the committee should be doing. Currently, they think they should be responsible for making sure the process is followed. Don announced that Aviation is currently ready to be reviewed by the subcommittee and will be discussing this review before the next meeting. The chair of CIC offered to meet with the sub-committee to review the CIC form and clarify the steps in the process. Karen Whitney was asked to e-mail the program review schedule and the current and past schedule. 

   Arleen Williams asked whether Developmental ESL courses should go through the program review process. Dolores suggested that it was an issue for the dean and the VP for Instruction to determine, but that it seemed logical for the Developmental ESL Program to go through a program review as does the Developmental English Program. Arleen agreed  

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

c. Course/Program Origination – Mike Hickey (Chair), Diane Schmidt, Esther Sunde, and Arleen Williams  
   No Report  

4. Various Items – Dolores Mirabella  

- WAOL Courses – Cheryl had sent an e-mail to Dolores asking for clarification of CIC’s role in offering distance-learning courses and whether such courses need to go through
the CIC. Dolores suggested that, in light of the on-going confusion, we need written policies and procedures concerning distance-learning courses. Dolores further suggested that a subcommittee be formed (outside the CIC) to develop policies and procedures for establishing, offering and approving distance-learning courses. Carol Koepke talked about establishing a website on http://faculty.seattlecolleges.com concerning distance-learning courses.

- Faculty are confused about the options available for teaching Distance Learning Courses, especially regarding the requirement for Blackboard Training. Must someone be trained in Blackboard in order to teach an online course? Are all courses taught through WAOL? Cheryl said she would follow-up with Dennis.

- Dolores announced that President's Cabinet approved the posting of CIC minutes and forms on SSCC Website. John Nordling moved that Dolores ask Curriculum committee chairs at North and Central about the pros & cons of putting minutes on the SSCC website. The motion was seconded and the motion carried.

5. At the request of Jean Kent, district faculty development coordinator, Dolores Mirabella asked for volunteers to work on a task force for online student course evaluation. Carol Koepke and John Nordling volunteered to participate.

Arleen Williams announced that Jean Kent’s term as faculty development coordinator will end in June. If anyone would like to apply for the position, please let Arleen Williams know.

6. Date for next meeting, Friday, January 28, 2005 at 2:00 pm in LIB 215 Conference Room.

Meeting adjourned at 3:28 pm.

Meeting Dates for Winter Quarter

Friday, January 14, 2005
Friday, January 28, 2005
Friday, February 11, 2005
Friday, February 25, 2005
Friday, March 11, 2005 (Last meeting for Winter Quarter)