South Seattle Community College
Curriculum & Instruction Committee Meeting

Thursday, April 13, 2006
2:00 pm – 3:30 pm

Members Present: Diane Schmidt (Chair), Corinne Baker, Arleen Williams, Van Bobbitt, Jennifer Evans, Jim Daniels, Holly Gilman, John Nordling, Esther Sunde, and Don Howard

Members Absent: Steve Yramategui, Judy Bentley, and Carol Koepke

Ex-Officio Members: Dr. Roberts and Frank Post

Committee Secretary: Karen Whitney (absent)

1. Diane Schmidt called the meeting to order at 2:00 pm. A quorum was present. Diane asked the members present to review minutes from the March 9, 2006 meeting. Meeting minutes were approved.

2. Election for 2006-2007 Terms of Duty

Diane Schmidt announced that preparation had begun for the 2006 election and invited all eligible CIC members and alternates whose terms of duty would end in 2006 to run for second terms. The open positions are as follows:

- Academic: 3 regular members
- Library: 1 regular member/1 alternate
- Counseling: 1 alternate
- General Studies: 1 regular member/1 alternate
- Professional/Tech: 3 regular members

The election will take place at the end of May to allow the newly elected members to attend the final meeting of the quarter on Thursday, June 8.

3. Proposed AAS-T Degrees in
a. Pastry and Specialty Baking
b. Catering and Banquet Operations or Restaurant and Food Service Production

Arleen Williams, Chair of the Course/Program Origination Subcommittee, reported that the Subcommittee recommended approval of the transfer versions of the two culinary degrees. The proposed AAS-T versions differed from the non-transfer (AAS) predecessors in that all of their general education requirements would be transfer courses. A motion was made and seconded that the two culinary AAS-T degrees be approved.

**Action:** motion approved

Although clearly in favor of the proposed culinary degrees, the Course/Program Origination Subcommittee questioned why one document in the official proposal referred to the new degrees as “originations” while another called them “revisions.” To clarify the process for future AAS to AAS-T proposals, Esther Sunde suggested that a new form be created by changing the title of the Program Revision Approval Request to “Program Conversion Approval Request (To be used in conjunction with the South Seattle Community College Program Origination Approval form in converting an AAS degree to an AAS-T degree).” A motion was made and seconded to approve the Program Conversion Approval Request form.

**Action:** motion approved

### 4. Information Literacy Immersion

Esther Sunde reported on and enthusiastically endorsed *Information Literacy Immersion*, the District summer institute focusing on information literacy as a general learning outcome. The institute is scheduled from September 12th through 14th at Central campus. Additional information on program details and registration will be forthcoming.

### 5. Revised Course and Program Origination Forms

Dr. Roberts presented drafts of the Course and Program Origination forms that reflected the deans’ responses to recommendations made by CIC members at the March 9th meeting. Although CIC members generally seemed pleased with the latest changes enacted by the deans, they, nonetheless, presented additional recommendations. Among them were

a. Design a process that requires some type of notification of all departmental faculty about the change and concurrence from faculty affected by the change.
b. Edit the opening paragraph for clarity and employ uniform capitalization throughout the document.

Dr. Roberts will bring final drafts of the Origination forms to the April 26th meeting for CIC approval.

Diane Schmidt asked CIC members if there should be some type of guidance on how to respond to the questions on Program Review, Course/Program Origination, and Course/Program Revision forms. These documents are read by people beyond our campus community and should present the college as a fully professional organization. In addition, jargon from specialized disciplines and acronyms lacking translation could be daunting obstacles for committee members. Arleen Williams agreed to draft a preamble for the aforementioned CIC forms to encourage thoughtful and clearly written responses.

6. 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), Corinne Baker, Esther Sunde, and Holly Gilman
      No report

The meeting adjourned at 3:30pm.

Minutes submitted by Diane Schmidt