South Seattle Community College  
Curriculum & Instruction Committee Meeting  

Friday, January 27, 2006  
2:00 pm – 3:30 pm

Members Present: Diane Schmidt (Chair), Judy Bentley, Van Bobbitt, Holly Gilman, Don Howard, Steve Yramategui, Jim Daniels, Carol Koepke, John Nordling, and Esther Sunde

Members Absent: Arleen Williams, Corinne Baker, and Jennifer Evans

Ex-Officio Members: Dr. Cheryl Roberts and Malcolm Grothe

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 January 13, 2006, meeting. Meeting minutes were approved as amended.

2. Vice President for Instruction – Dr. Cheryl Roberts

Updated CIC Forms

Dr. Roberts reported that she and the deans finished revising the CIC Area/Program Review, Course/Program Revision, and Course/Program Origination forms. She will forward the new versions of these forms to the subcommittees, so they can review them and make recommendations at our February 24th meeting. Revisions to the CIC forms include changes in the forms and in the processes, according to Dr. Roberts. Malcolm Grothe further explained that the deans’ aim had been to closely connect Area/Program Review, Course/Program Revision, and Course/Program Origination to the college’s Instructional Strategic Plan, Institutional Effectiveness, the accreditation process, and division goals and strategies. Dr. Roberts also indicated that her group was still working on revisions in the Professional and Technical Program Review process.
3. Four-Digit Course Numbering System

CIC members briefly discussed some of the ramifications of the four-digit course numbering system proposed by the State Board for Community and Technical Colleges. Although no action was taken at the meeting, members voiced concerns about the new system and seemed to favor CIC oversight of its implementation. Some members questioned the motivation behind the change in course numbering and wondered whether it was an attempt to standardize curriculum across the state. As a district, we already have difficulty standardizing course outlines on common courses. Members questioned whether course content would have to be changed for this statewide effort. Malcolm Grothe indicated that courses were considered common courses if they shared 80% or more content. Another observation was that our district colleges were likely to have many courses classified as unique to the institutions because of our special outcomes for Global Studies, US Cultures, and Integrated Studies courses.

Action: no formal action at this time

4. Change of Mode

Because Frank Post was not able to attend the January 27 meeting, the ongoing discussion of change of mode was tabled. In the interim, Diane Schmidt will contact her counterparts at Shoreline CC, Highline CC, Green River CC, and Tacoma CC to find out how each campus oversees course revisions that are significant changes in instructional mode.

5. Coordinated Studies Program Task Force

Arleen Williams, Randy Nelson, and Stephen Coates-White have offered to serve on the CSP Task Force. Because this group will be screening coordinated studies proposals from faculty, CIC members agreed that at least one of the two yet-to-be-appointed members should have experience teaching in a coordinated studies environment. At the same time, CIC members also noted that many faculty members with coordinated studies experience would be submitting proposals this year, thereby reducing the number of viable candidates for the task force. Lastly, CIC members acknowledged that selecting a fifth task force member from the Professional and Technical area would add more balance to the group because the CSP was now open to disciplines from across the campus.

6. Renumbering Developmental English Writing Courses
Tim Walsh sent an inquiry to CIC asking if he needed to follow our course revision process to merely change course numbers on three developmental English writing courses. The proposed changes were ENG 092 to ENG 094, ENG 094 to ENG 096, and ENG 096 to ENG 098. Tim pointed out that North campus used the developmental English writing course number sequence of ENG 094, ENG 096, and ENG 098, though the objectives and outlines of these matched with our current ENG 092, ENG 094, and ENG 096, respectively. Also, aligning our course numbers with those from North would help to unify us as a district and eliminate confusion when students transferred between campuses. In addition, our ESL students who successfully complete ESL 097 and move to ENG 096 often feel like they are being demoted because of the lower course number. A motion that the course numbering changes proposed for the developmental English writing courses do not constitute course revisions was made, seconded, and approved.

**Action:** motion approved

7. Review of all Distance Learning Courses

After a short discussion, CIC members decided on a process for the regular review of all distance learning courses. A motion that WAOL and other online courses be reviewed in their appropriate program during the program review process was made, seconded, and approved.

**Action:** motion approved

8. Process for Approving New WAOL Courses

Several CIC members voiced concerns about WAOL courses appearing on our class schedules without faculty input through CIC. Judy Bentley cited WAOL’s Pacific Northwest History (HIS 264) as an example. Beyond draining the enrollment pool for the SSCC version of this class, there are accreditation issues because we have no idea if the outcomes of this WAOL course align with ours. Although CIC members seemed to favor truncated versions of the Course Origination and Course Revision processes as solutions to this problem, the issue was tabled until we receive additional information from Frank Post.

**Action:** tabled

9. 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

10. The next meeting will be held on Friday, February 10, 2006.

The meeting adjourned at 3:30 pm.

Minutes submitted by Diane Schmidt