South Seattle Community College
Curriculum & Instruction Committee Meeting

Thursday, May 25, 2006

2:00 pm – 3:30 pm

Members Present: Diane Schmidt (Chair), Judy Bentley (Vice Chair), Corinne Baker, Arleen Williams, Van Bobbitt, Carol Koepke, Esther Sunde, Suzanne Quillian, John Nordling, and Don Howard

Members Absent: Jim Daniels, Holly Gilman, Steve Yramategui, and Jennifer Evans

Ex-Officio Members: Frank Post

Committee Secretary: Karen Whitney

1. Diane Schmidt called the meeting to order at 2:00 pm. A quorum was present. Diane asked the members to review minutes from the May 11, 2006 meeting. Meeting minutes were approved.

2. Technical Program Review (TPR) Response

Carol Koepke, chair of the Area/Program Review Subcommittee, reported that changes approved by members at the last CIC meeting had been incorporated into her current draft of the Technical Program Review Form. After discussing the first Matrix, members agreed to delete the Area and Department Strategy column and to include a section for faculty recommendations. A motion was made and seconded to approve these changes.

**Action:** motion approved

In addition, some CIC members felt that the Technical Advisory Committee (TAC) members and faculty had experienced some disconnection in past Program Reviews and wanted to ensure that faculty recommendations would get to the TAC.
3. Licensed Practical Nursing Program Revision

Sindy Jo and Maria Senger from the LPN Program answered questions about the proposed revisions to the LPN Program. They explained that CHE 101: Chemistry and NTR 150: Human Nutrition had been deleted from the program because of the request from the Nursing Commission to drop ten credits of prerequisites. Nutrition will be integrated into other courses in the LPN curriculum. The Nursing Commission also required the addition of ANP 214: Anatomy and Physiology to the LPN Program. Don Howard asked how adding ANP 214 to the LPN Program prerequisites would impact students currently completing prerequisites for entry into the program. Specifically, he wondered if these students would be able to complete ANP 214 in time for acceptance into the LPN Program in winter quarter 2007 when the revised program would go into effect. Sindy assured the CIC that nursing students could be admitted to the program with five credits of prerequisites pending. In addition, she and Maria agreed to inform students of the change. A motion was made and seconded to approve the revised LPN Program.

**Action:** motion approved

4. Mt. Hood Community College's On Course Program

Marsha Brown reported briefly on Mt. Hood’s program to increase student persistence and indicated that there was money available for Strategic Enrollment Management projects promoting better retention rates at South. She also mentioned that the SSCC Faculty Senate or the CIC might want to make some type of statement to the contract negotiating team as it debated whether or not to devote some non-instructional days to work on outcomes and assessment. Both North and Central had already done so, according to Marsha.

5. PEC 137: Yoga II

Arleen Williams, chair of the Course/Program Origination Subcommittee, reported that the editing of some of the PEC 137 course documents was done and her subcommittee recommended approval of the course. A motion that PEC 137: Yoga II be approved was made and seconded.

**Action:** motion approved

6. Change of CIC Bylaws

Diane Schmidt asked members to consider the following addition to the CIC bylaws covering elections: *Members are elected by their respective units for*
two-year terms. Alternates are elected in the same manner. If there are no candidates for the alternate position, then the candidate receiving the most votes after the member positions have been filled will become the alternate. Terms will be staggered with half of the faculty elected each year. Members may not serve more than two consecutive terms. Voting on this matter will take place at the next CIC meeting in accordance with the requirement in the bylaws that a two-week notice be given to members before deciding on an amendment to the CIC bylaws.

**Action:** motion tabled

7. Election

Diane Schmidt reported that the CIC election would take place from May 30th through June 2nd. She also noted that no candidate for the General Studies member position had come forward as of May 25th.

8. Reporting Subcommittee and Task Force Hours

Diane Schmidt instructed all chairs of the various subcommittees and task forces to report to each member his or her hours of involvement during the academic year 2005 – 2006 for salary credit.

9. Subcommittee Reports

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

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

   c. Course/Program Origination – Arleen Williams (Chair), Corinne Baker, Esther Sunde, and Holly Gilman
      No additional report

The meeting adjourned at 3:40pm

Minutes submitted by Diane Schmidt