South Seattle Community College  
Curriculum & Instruction Committee Meeting  
Friday, December 7, 2007  
2:00 pm – 3:30 pm

Members Present: Holly Gilman (Chair), Esther Sunde, Tom Pierce, Sarah Skams, Teri Eguchi, Tom Mayburry, Catherine Phipps, Suzanne Quillian, Tim Walsh, Michael McCrath, Jennifer Evans, Carol Koepke, Corinne Baker

Ex-Officio Members: Gary Oertli, Richard Penny, Malcolm Grothe

Guest: Mike Munson, Michael May

Committee Secretary: Karen Whitney

1. Holly Gilman, Committee Chair, called the meeting to order at 2:00 pm. A quorum was present. Holly asked the committee members present to review the meeting minutes from the November 17, 2007 meeting. It was moved and seconded to approve the meeting minutes as written. Motion Carried.

Michael Munson, Director of the Public Information Office, was invited to attend the CIC meeting to discuss the timeline for the Quarterly Class Schedule. Michael explained the timeline process for its publication. He explained that it has been college policy that the finalized printed quarterly class schedule be at the post office 1 week before currently enrolled students are able to enroll (which is at the beginning of the 7th week of the current quarter) for the upcoming quarter. Michael May works backward from that target date to determine deadline dates for the Quarterly Class Schedule. The college has a printing contract; if we miss the print deadline we pay a substantial fee. The college sends out the quarterly schedule by bulk mail—about 14,000 copies are distributed on campus. The college mails about 4,000 to 5,000 to specific individuals. There is someone who does supplemental delivery to various locations in the area. The college has 90,000 copies printed, and 30,000 to be mailed by the post office.

Michael May distributed the timelines for the class schedule. The timelines are driven by the printing company. The schedule needs to be available on campus a week before currently enrolled students can enroll for the upcoming quarter. The class schedule is either mailed or is available on campus.

The drop-dead date for changes to the Quarterly Class Schedule is the date the class schedule information is downloaded from the SMS system.

2. Sub Committee Reports:

- Course/Program Review - Tom Pierce (Chair), Arleen Williams, Carol Koepke, Teri Eguchi.

  Tom reported that the subcommittee will be reviewing the Program Review Response from Computerized Technical Drafting. The subcommittee meeting will be on January 7th.

- Course/Program Revision Sarah Skams, Tim Walsh, Jen Evans (Chair) Catherine Phipps.
AHE 168 – Medical Terminology. The committee discussed the proposal submitted. Malcolm Grothe, Executive Dean of Professional-Technical programs, withdrew the proposal submitted due to discrepancies with the course outline and the course syllabus and because the CIC paperwork not thoroughly and correctly filled out. Tim Walsh discussed the value of including the course syllabus with all the other course information. Mike McCrath discussed his preference for including the course syllabus with the CIC paperwork. Because a syllabus is not required, Holly mentioned the importance of making sure that on the forms be filled out thoroughly with enough information to help in making recommendations.

- Course/Program Origination – Tom Mayburry, Esther Sunde (Chair), Mike McCrath, Corinne Baker.

2 Courses for the BAS Degree

HMG 401 – Cost Controls - Tom Mayburry explained it will be a hybrid class, using Blackboard. Tom also explained the importance of including this class in the curriculum and that he will be including Industry consultants for some highly specialized topics. The Subcommittee recommended approving this class. It was moved and seconded to approve this course. Motion carried.

HMG 314 – Diversity and Culture in Travel & Tourism. Tom Mayburry explained that this will be an online class. The subcommittee recommended to approval this course. It was moved and seconded to approve this course. Motion carried.

HDC 119 – Stress Management – Stephan Coates-White explained that this course is currently already on the course master. Stephan wanted to officially offer it on our campus and get CIC approval. Esther reported that the subcommittee unanimously approved this course. It was moved and seconded to approve this course. Motion carried.

Holly asked the committee about scheduling meeting dates for the remainder of the year and asked if anyone had any concerns about having a schedule. There was a suggestion for the curriculum committee to set their meeting dates a year in advance. Tentative meeting dates were established for the remainder of the year.

Holly also discussed establishing a schedule of due dates for submission of curriculum issues for deans and faculty. Holly Gilman, Karen Whitney and Gary Oertli will meet to establish curriculum due dates.

Malcolm Grothe – Malcolm asked the committee to consider reverting back to the “Old” CIC Program Revision form. The form that was revised last spring does not adequately address Program Revisions. Karen Whitney was asked to distribute the old form to the committee. Further discussion will occur in Winter Quarter.

Next Meeting – Friday, January 11, 2008, at 2:00 pm in the University Center Conference Room.

Meeting adjourned at 3:30 pm.

The following meeting dates were agreed upon by the committee members for the remainder of the year:

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<tr>
<th>Winter Quarter Meeting Dates</th>
<th>Spring Quarter Meeting Dates</th>
<th>Tentative Summer Date</th>
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<tr>
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<td>April 11 &amp; 25\textsuperscript{th}</td>
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<td>February 8 &amp; 22\textsuperscript{nd}</td>
<td>May 9\textsuperscript{th} &amp; 30th</td>
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