South Seattle Community College  
Curriculum & Instruction Committee Meeting  
Friday, November 16, 2007  
2:00 pm – 3:30 pm

Members Present: Holly Gilman (Chair), Esther Sunde, Tom Pierce, Sarah Skamser, Teri Eguchi, Tom Mayburry, Catherine Phipps, Suzanne Quillian

Ex-Officio Members: Gary Oertli, Greg Gillespie

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 2, 2007 meeting. It was moved and seconded to approve the meeting minutes as written. Motion Carried.

2. Discussion Regarding Timelines & Process for Submission of Curriculum Issues for Committee Review. The discussion continued concerning setting deadlines for submitting curriculum changes to the curriculum committee for action by the committee. The discussion centered around meeting deadlines for the printed schedule. Tom Mayburry suggested that submissions that don’t meet the deadline for the printed schedule should not be a reason for lack of approval/review by the CIC. It was suggested that Holly talk to Mike Munson in PIO about the deadline dates for the class schedule. Teri Eguchi suggested that faculty or deans notify the counseling office concerning curriculum offerings. It was suggested that Mike Munson and Michael May come to the CIC meeting to explain deadline dates.

It was discussed that for something to be in the printed in the class schedule, it needs to be a quarter and a half early. Counseling needs to be notified about any curriculum changes that are made after the printed quarterly schedule has gone to the printer. In order to expedite the process, we need both electronic and paper copies of all curriculum submissions. It was also suggested that subcommittee meetings be established at the same time that the CIC dates meeting dates are established. The committee discussed the practice of Deans/faculty who bring curriculum changes to the committee meeting dates and ask the committee to review their changes and have it approved at that meeting. The consensus was that the committee would not accept last minute approval and review at full CIC committee meetings. No Action was taken – tabled for the next meeting.

3. Sub Committee membership. The following is a list of subcommittee members for each of the three standing subcommittee.

- Course/Program Review - Tom Pierce (Chair), Arleen Williams, Carol Koepke, Teri Eguchi. No Report
- Course/Program Revision Sarah Skamser, Tim Walsh, Jen Evans (Chair) Catherine Phipps. No Report
- Course/Program Origination – Tom Mayburry, Esther Sunde (Chair), Mike Mc Crath, Corinne Baker. No Report

There was no report from any of the three subcommittees.
Meeting adjourned at 3:05 pm