South Seattle Community College  
Curriculum & Instruction Committee Meeting  
Friday, October 19, 2007  
2:00 pm – 3:30 pm

Members Present  Holly Gilman (Chair), Carol Koepke, Esther Sunde, Tom Pierce, Sarah Skamser, Arleen Williams, Teri Eguchi, Tim Walsh, and Tom Mayburry.

Guests: Richard Penny, Dolores Mirabella, Donna Miller-Parker

Ex-Officio Members: Gary Oertli, Greg Gillespie and Malcolm Grothe

Committee Secretary: Karen Whitney

1. Holly Gilman, Committee Chair, called the meeting to order at 2:00 pm. She announced that Gary Oertli, Interim Vice President for Instruction, needed to leave early today so the order of business would be a bit changed.

   Gary Oertli, Interim Vice President for Instruction. Gary asked the committee to open up a discussion on the process and deadlines for submitting curriculum issues to the Curriculum Committee. It was suggested that Holly research what is done at other colleges. Holly would like clarity about what the issues are, as well as questions from the committee on what to ask the other schools. The committee discussed that there has been a recent practice to submit curriculum to the committee for review at the last minute. One factor contributing to the last minute submissions is the required inclusion of syllabi with other paperwork. The discussion will continue.

2. ESL 097 Course Revision – Discussion: ESL 097 course revision. The dean of General Studies, Donna Miller-Parker, was asked to address the recommendation made by the committee that was overturned by former Vice President for Instruction Cheryl Roberts. Donna stressed that the issue is no longer a concern for CIC. The course is currently being taught as originally proposed and approved by Cheryl Roberts. The issue is more about the relationship between the Vice President for Instruction and the committee. She also informed the committee that the real place for further discussion is between the deans.

3. Holly Gilman, Committee Chair, asked the committee members present to review the meeting minutes from the October 5th meeting. A quorum was present. It was moved and seconded to approve the meeting minutes, as amended, from the October 5, 2007. Motion carried.

4. 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.
   - Course/Program Revision Sarah Skamser, Tim Walsh, Jen Evans (Chair)
   - Course/Program Origination – Tom Mayburry, Esther Sunde (Chair), Mike Mc Crath,
There was no report from any of the three subcommittees.

5. Dean Greg Gillespie discussed the Academic Program Review Form. There was discussion that the current Program Review forms that are posted on the intranet have not been formally approved by the Curriculum Committee. Holly and Karen will work together and Karen will follow through with posting the correct program review forms on both the intranet and Public Folders. Karen will work with Jason Gruenwald to post all the correct forms on the intranet.

Next Meeting – November 2, at 2 PM in the University Center Conference Room.

Meeting adjourned at 3:30 pm.

Fall Quarter Meeting Dates:

Friday November 2
Friday, November 16
Friday, December 7