DRAFT

South Seattle Community College
Curriculum & Instruction Committee Meeting

April 25, 2008

2:00 pm – 3:30 pm

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

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 April 11, 2008, meeting. It was moved and seconded to approve the meeting minutes as written. Motion carried.

2. Sub Committee Reports:

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

      Network Administration – Tom commented that the Program Review response was well organized and clearly done. There were recommendations that there be annual review of course outlines. The committee also recommended that a marketing plan be pursued with help from the TAC. Carol Koepke wrote the report. It was moved and seconded to approve the course. Motion carried. 1 abstention (Carol).

      Tom announced that he expects two or three more Program Reviews to come through the committee this quarter. They are Truck Driving, Aviation, and Drafting. Tom talked to Greg, and Tom does not anticipate that Academic Programs will have program reviews ready to be reviewed until Fall Quarter, 2008.

   ● Course/Program Revision Sarah Skamser, Tim Walsh, Jen Evans (Chair) Catherine Phipps.

      ECON 201 – The program/course revision subcommittee reviewed the ECON 201 course. This is an extra offering to be done as an on-line option, using Blackboard. The subcommittee recommended that the course be approved. It was moved and seconded to approve the on-line/hybrid course. Motion carried.

   ● Course/Program Origination – Tom Mayburry, Esther Sunde (Chair), Mike Mc Crath, Corinne Baker.

      The subcommittee met concerning three BAS Degree hospitality management courses:
HMG 313 - Entrepreneurship  
HMG 411 – Human Resource Management  
HMB 412 – Service Operations Management

It was recommended by the subcommittee to approve these three courses. It was moved and seconded to approve these three courses. Motion carried.

3. There was discussion about the CIC membership election. Holly will work with other committee members to send out information about the election to the SSCC Faculty, in accordance with the process outlined in the Bylaws.

4. Bylaw amendment – Holly made a draft amendment:

   Election of the CIC Chair will occur on or before the last CIC meeting of Spring Quarter. New members elected to the CIC Committee will not be REQUIRED to vote on the CIC Chair. It is recommended, but not required, that the CIC Chair have had a least 1 year of service/experience serving on the CIC committee at some point.

   This amendment will be voted on at the next meeting.

The next meeting is scheduled for Friday, May 3, 2008, at 2:00 pm in the University Center Conference Room.

Meeting adjourned at 3:00 pm.

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

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