South Seattle Community College  
Curriculum & Instruction Committee Meeting  
Monday, December 8, 2008  
2:00 pm – 3:30 pm

Members Present: Holly Gilman (Chair), Teri Eguchi, Carol Koepke, Corinne Baker, Tom Mayburry, Tom Pierce, Tim Walsh, Jessie McDonald, Shireen Deboo, Tim Walsh, and Marc Franco, Doug Clapper

Ex-Officio Members: Jean Hernandez, Greg Gillespie, Malcolm Grothe

Committee Secretary: Karen Whitney

1. Holly Gilman called the meeting to order at 2:00 pm. A quorum was present. Holly asked the members to review minutes from the November 10, 2008 meeting. Meeting minutes were approved as written.

2. Subcommittee Reports:

   a. Course/Program Review – Tom Pierce (Chair), Jessie McDonald, Carol Koepke, and Teri Eguchi. Tom announced that three program reviews were submitted for committee review. Tom reported that they were much more readable and concise than previous program reviews. Tom also announced that the program review subcommittee recommended that these reviews be approved as submitted.
   - Automotive Technology -
   - Heavy Duty Diesel -
   - Welding Fabrication Technology

   It was moved and seconded to approve the three program reviews listed above as submitted. Motion carried.

   Three additional program reviews were distributed to the Program Review Subcommittee—Culinary Arts, Pastry & Specialty Baking, and Landscape Horticulture—but the Vice President for instruction Jean Hernandez reminded the committee that the Program Review Subcommittee would be spending Winter Quarter, 2009, in discussion to clarify the role and specific responsibilities of their subcommittee and therefore do not need to immediately review the above mentioned documents. Jean also explained that a matrix was being developed in Academic Programs that would provide a schedule of regular reviews for the areas of academic concentration. The intention is that four programs a year would go through the program review process.

   b. Course/Program Revision – Tim Walsh (Chair), Doug Clapper, Catherine Phipps, and Corinne Baker. Tim Walsh explained that all the courses that were submitted to the revision committee are change of mode. These online courses will be using the “Homemade Online Platform” developed by faculty here at South and is the same program that the business faculty has been using for its online courses. Tim gave a brief explanation of each of the courses requesting approval by the committee.
   - CTN 267—Offered on-campus as well as online
   - CTN 270—Won’t be offered as an online course only
   - FSD 100—Students asking for this course to be online; therefore, this course will not be offered on-campus but only as an online course
   - HOS 203—Same as FSD 100
Tim discussed the need for balance of the number of online classes vs. on campus classes and he discussed that the subcommittee recommends that the above courses be approved by the CIC. It was moved and seconded to approve the above course revisions.

c. Course/Program Origination – Tom Mayburry (Chair) Shireen Deboo and Asha Esterberg-Tran, Marc Franco. Marc Franco agreed to be on the Course/Program Origination.

- ENGL 099—Holly discussed the difference between ENGL 099 and ENGL 098. In English 098, students submit a portfolio of their work at the end of the quarter and those portfolios are evaluated for demonstration of college-ready writing skills. An increasing number of ENGL 098 students have not been demonstrating such ability. Currently, students who have failed 098 are offered the option to either take the class again or enroll in the English lab, yet neither choice seems sufficient to the task of helping struggling students with their writing skills. English 099 is for students who are not ready to take ENGL 101 and who have failed ENGL 098. It is also a class that would be beneficial for students who passed ENGL 098, but only marginally so because of basic grammar skills. Therefore, students who take ENGL 099 can take it concurrently with ENGL 101. It was moved and seconded to approve this course to be offered at South Campus. Motion carried (three opposed).

3. VP for Instruction Jean Hernandez – SouthNet vs. Public Folders

Jean asked the committee if it was necessary to keep CIC information both the Public Folders and SouthNet. She explained that the Public Folders will keep current data. The information will be kept in Public Folders for now as “historical data.” Karen will place a link in the folders asking folks to go to SouthNet for current information, including minutes.


The committee selected the 2nd & 4th Monday’s as meeting dates for Winter Quarter.

The next meeting will be Monday, January 12, 2009 in the University Center.

Meeting adjourned at 3:15 pm.

Meeting Dates for Winter Quarter are:

January 12 at 2pm in the University Center
January 26, at 2pm in the University Center
February 9 at 2pm in the University Center
February 23, at 2pm in the University Center