South Seattle Community College
Curriculum & Instruction Committee Meeting
January 25, 2008
2:00 pm – 3:30 pm

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

Ex-Officio Members: Gary Oertli, Malcolm Grothe

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 January 11, 2008, meeting. It was moved and seconded to approve the meeting minutes as written. Motion Carried. One abstention.

2. Sub Committee Reports:

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

     There was discussion about the Program Review form for Professional Technical Programs and the possibility of needing to revise the form to prepare for the upcoming accreditation. Gary Oertli explained that the accreditation process only requires that the college have a process in place. It does not prescribe what needs to be included or how the program review process is done.

     Tom Pierce suggested that the Program Response should match the external review recommendations. It was also suggested that a table of contents or cross reference and cover letter that explains/outlines the external reviewer’s report be included with the Program Review response form. There was some discussion about the role of the CIC Program Review subcommittee. There were questions about what is suppose to come out of the review process and what the CIC’s role is in program review. The primary role is more that of peer review, rather than that of giving advice regarding actual curriculum. Malcolm commented that there have been several external review consultants and that there is a new consultant and a new process for vocational-technical program review. The committee decided not to do anything for now, pending the perceived usefulness of the current form for a recently submitted Program Review.

     Greg Gillespie reported on the progress of the Academic Program Review form. A draft has been prepared and reviewed by area coordinators. Greg announced that the form will be e-mailed to the Academic Programs faculty for final review and feedback. Greg will bring the final document to the CIC at the meeting in February.

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

     Holly presented the Program Revision form and the Course Origination/Course Revision form for approval of the CIC committee. It was moved and seconded to approve both forms. Motion carried.
• Course/Program Origination – Tom Mayburry, Esther Sunde (Chair), Mike Mc Crath, Corinne Baker.

Esther Sunde had some feedback for the Program Origination form. She and Holly will meet to review and make any minor adjustments. Holly asked for a vote on the form. It was moved and seconded to approve the form with Esther Sunde’s recommendation. Motion carried.

3. CIC Deadline Dates Form

Holly Gilman – Holly distributed copies of the CIC Calendar Deadline to be reviewed and approved. There was minimal feedback. It was moved and seconded to approve the schedule. Motion carried. Karen will e-mail the form and post it in the Public Folders and have Jason post it on the website.

Next Meeting – Friday, February 8, 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:

<table>
<thead>
<tr>
<th>Winter Quarter Meeting Dates</th>
<th>Spring Quarter Meeting Dates</th>
<th>Tentative Summer Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11 &amp; 25</td>
<td>April 11 &amp; 25</td>
<td>August 7</td>
</tr>
<tr>
<td>February 8 &amp; 22</td>
<td>May 9 &amp; 30</td>
<td></td>
</tr>
<tr>
<td>March 7 &amp; 21</td>
<td>June 13</td>
<td></td>
</tr>
</tbody>
</table>