South Seattle Community College  
Curriculum & Instruction Committee Meeting Minutes  

May 3, 2008  

Members Present: Holly Gilman (Chair) Tom Pierce, Teri Eguchi, Tim Walsh, Esther Sunde, Catherine Phipps, Carol Koepke  

Ex-Officio Members: Gary Oertli, Malcolm Grothe  

Committee Secretary: Karen Whitney  

1. Holly Gilman, Committee Chair called the meeting to order at 2:00pm. A quorum was present. Holly asked the committee members present to review the meeting minutes from the April 25, 2008 meeting. It was moved and seconded to approve the meeting minutes. Motion Carried.  

2. Tim Walsh discussed that he would like to lower the class size of English 101 & 102 (composition classes) from 28 to 20. Further discussion of this will need to follow the process of review by the Academic Programs dean and then on to the Vice President for Instruction for review and approval.  

3. Sub Committee Reports  
   ● Program Review – Tom Pierce (Chair), Arleen Williams, Carol Koepke, Teri Eguchi  

   Drafting Program Review - Tom announced that the subcommittee has finished reviewing the Drafting Program Review. He also announced that the program review subcommittee recommends approval of the drafting program review.  

   Aviation Program Review – Tom reported that the subcommittee recommended the following comments be added to the CIC OPR response form:  

   *The program review was based on an OPR that was prepared in November, 2005.*  
*Program reviews should be based on more current data.*  
*There were no responses to some recommendations.*  
*There were no responses to questions 2 and 3 of the CIC form.*  
*The OPR recommendations and the responses were in separate documents with no numbering system to facilitate matching the recommendations and responses.*  

Tom explained that the external Occupational Program Review (OPR) is very old. The response did not address recommendations by the OPR. Tom explained that committee thought there should be some response to the recommendations made. Tom also noted that there were two questions on the CIC form that were not answered. Tom explained that the OPR response should be connected to the OPR and the recommendations made by the OPR. The answers in the program review response were not connected to the recommendations
made by the OPR team. The subcommittee does recommend that this program review be approved. It was moved and seconded to approve this program review. Motion carried.

Commercial Truck Driving – Tom explained that the program review response report was well written. However, the response did not address the recommendations discussed in the OPR. Tom acknowledged that the school does not have to agree with every recommendation; however, as part of the OPR process, there should be a response to the recommendations. Tom also noted that there were changes made to the schedule and that there is some discontent among the part-time faculty due to scheduling changes. It was moved and seconded to approve this program review. Motion carried.

- Course/Program Revision – Jennifer Evans (Chair), Catherine Phipps, Sarah Skamser, and Tim Walsh.
  
  NO Report

- Course/Program Origination – Esther Sunde (Chair), Corinne Baker, Mike McCrath, Tom Mayburry
  
  NO Report

4. Elections – Holly Gilman
The election results for next year’s committee were announced: Shireen Deboo, Library (Esther Sunde, alternate); Asha Esterberg, Matthew von der Ahe, Tom Pierce, Academic Programs (John Nordling, alternate); and Jessie MacDonald (Prf/Tech).

5. Changes to the Bylaws
Two changes to the bylaws were submitted for discussion:

1. To be added after explanation of committee election process:
   Before the end of Spring Quarter and after the election of the coming year’s members, CIC will elect the chair whose responsibilities will begin the following Fall Quarter. The newly-elected members will be allowed, but not required, to vote.
2. Removal of all references to “earned faculty credits.”

Because the bylaws require 2 weeks for discussion, it was decided that voting on the proposed changes could occur via email so that, if approved, the first change could be implemented this quarter, rather than waiting until next year.

6. The committee decided to cancel the May 30, 2008 meeting. The last meeting will be on June 6, 2008, at 2:00 pm in UNI 100.

Meeting adjourned at 3:30 pm.