1. Holly Gilman called the meeting to order at 2:00 pm. A quorum was present. Holly asked the members to review the minutes from the June 6, 2008 meeting. Meeting minutes were approved as written.

2. Holly welcomed everyone and asked everyone present to introduce themselves.

3. Jean discussed her perspective concerning the curriculum committee. She discussed her thoughts about having the committee/faculty members review program course outlines. She explained that Professional/Technical programs have to be reviewed every three years. Jean pointed out that perhaps the role of the Program Review Subcommittee should be evaluated and more clearly defined. After some discussion by the subcommittee members present at the meeting, the decision was made for them to meet with Jean at a later time and to report back the whole committee at the next meeting.

4. After Holly explained the roles and responsibilities of the CIC subcommittees, appointments were made for each committee. Holly asked the members present to volunteer for one of the following committees.

   a. Course/Program Review – Tom Pierce (Chair), Jessie McDonald, Carol Koepke, and Teri Eguchi.
   b. Course/Program Revision – Tim Walsh (Chair) Catherine Phipps, Bonnie Flahavan Aghai
   c. Course/Program Origination – Tom Mayburry (Chair) Shireen Deboo and Asha Esterberg Tran

5. There are some CIC committee vacancies and when those are filled, those individuals will be on one of these committees. Holly asked the two deans present, Greg Gillespie and Malcolm Grothe, to appoint faculty members from their divisions to fill the openings. They agreed to search for one member from each of the respective divisions.

6. Holly discussed meeting day & time. Based on Jean’s and the present members’ availability, it was decided by consensus to have the meeting days on Mondays for Fall and Winter quarter from 2-3:30 pm. Holly will contact the members that were not able to attend this meeting to both notify them of this change and to get their input.

7. Malcolm Grothe – Dean Grothe announced that his department is in the process of establishing a “Logistics” program. The program will be started as a Short Term Training program under 20 credits. Malcolm discussed that he would like the committee to review this program, even though it is not required to have Short-Term programs reviewed by the curriculum committee. Malcolm will distribute the curriculum to the curriculum committee for their review.
8. Jean Hernandez—Jean discussed the importance of the committee’s roll from a State-wide as well as the accreditation perspective. She explained the importance of the committee in reviewing course outlines & our program mix and approval process. Currently the SBCTC (State Board for Community & Technical Colleges) is responsible for regulating Professional-Technical Programs. Recently, the technical colleges began to offer transfer programs. Jean briefly explained that the State Board may become involved in the academic/course/program approval process. Jean also briefly discussed some State-Wide committees that involve review of curriculum, ICRC – Inter College Relations Council – representatives from our college that serve on that committee are Arne Reed and Greg Gillespie. The committee reviews courses that transfer to other colleges/universities and “Gray Electives” are also reviewed and approved. Jean explained that NWCCU—Northwest Commission on Colleges and Universities—is the accrediting body of our college. Accreditation requires that each college have a committee to review curriculum.

The next meeting will be on Monday, October 27th at 2:00 pm in the University Center.

Meeting adjourned at 3: 20pm.

Meeting dates for Fall Quarter are:

Monday, October 27, 2008 at 2:00 pm in the University Center
Monday, November 10, 2008 at 2:00 pm in the University Center
Monday, November 24, 2008 at 2:00 pm in the University Center
Monday, December 8, 2008 at 2:00 pm in the University Center – this is the last meeting of Fall Quarter 2008.