South Seattle Community College
Curriculum & Instruction Committee Meeting
Monday, October 27, 2008
2:00 pm – 3:30 pm

Members Present: Holly Gilman (Chair), Teri Eguchi, Carol Koepke, Corinne Baker, Tom Mayburry, Suzanne Quillian, Tom Pierce, Tim Walsh, Jessie McDonald, Shireen Deboo, Tim Walsh, Asha Esterberg-Tran, and Bonnie Flahavan-Aghai

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

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 October 10, 2008 meeting. Meeting minutes were approved as written.

2. Program Review Committee – Tom Pierce (Chair), Jessie McDonald, Carol Koepke, and Teri Eguchi. Tom Pierce led a discussion concerning the role and responsibilities of the Program Review Subcommittee. The committee discussed several thoughts and ideas. Some questions were raised such as, “What does it mean to ‘review’ a program?” There was also discussion concerning whether or not the CIC should be involved in Program Review. Jean Hernandez suggested that she and the sub-committee meet after the meeting to discuss some ideas. The sub-committee Holly asked for a solid suggestion by November 10th.

3. Subcommittee Report – Course/Program Origination subcommittee
   Tom Mayburry (Chair) Shireen Deboo and Asha Esterberg Tran
   Tom Mayburry submitted three courses for review by the Course Origination subcommittee. These three courses are part of the BAS Degree in Hospitality Management.
   - HMG 303 – Hospitality Marketing – The sub-committee recommended CIC approval of this course. It was moved and seconded for the CIC to approve this course. Motion Carried. Motion approved.
   - HMG 489 – Professional Career Development. The sub-committee recommended approval of this course by the CIC. It was moved and seconded to approve this course. Motion Carried.
   - HMG 490 – Internship – Lecture. The sub-committee recommended CIC approval of this course. It was moved and seconded to approve this course. Motion Carried.
   - Short-Term Training Certificate – Transportation, Logistics & Supply Chain Management. Malcolm Grothe submitted this short-term training certificate to the committee. Normally short-term training certificates don’t go through the CIC committee. However, a full one-year certificate will eventually be developed, and when that is done, the corresponding curriculum and program will go through the committee for review. It was moved and seconded to approve this short-term training Program. Motion Carried.

4. Course/Program Revision Subcommittee: Tim Walsh (Chair) Catherine Phipps, Bonnie Flahavan Aghai, and Corinne Baker
   - No Report.
   - Review of the Process for submitting Course/Program Originations & Revisions.
5. Holly reviewed the process for submitting curriculum as outlined on the CIC forms. Holly stressed the importance of following the process outlined and to be sure and send original copies of curriculum to be reviewed by the sub-committee to the CIC Secretary, prior to having the curriculum sent to the sub-committees. The CIC Secretary reviews the paperwork to make sure it is complete and ready for CIC review.

The next meeting will be Monday, November 10, 2008 at 2:00 PM in the University Center.

Meeting adjourned at 3:22 pm.

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.