Members Present: Holly Gilman (Chair), Teri Eguchi, Carol Koepke, Tom Mayburry, Shireen Deboo, Tim Walsh, Asha Esterberg-Tran, Tom Pierce, Arleen Williams

Ex-Officio Members: Jean Hernandez, Kim Alexander, Chad Hickox

Guests: Bob Dela-Cruz, Rosie Rimando, May Lukens, Dorrienne Chinn

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 February 9, 2009 meeting. Meeting minutes were approved as written, with one abstention.

2. Asian American, Native American & Pacific Islander Grant Presentation – Rosie Rimando, May Lukens, Doriennes Chin and Bob Dela-Cruz. Only 6 colleges received this grant and SSCC is the only one in the Pacific Northwest. This grant is a 2-year 2.4 Million dollar grant. The grant is up in September, 2010. It contributes to South’s goal of having high success completion/graduation rates and a diverse campus. It also contributes to student success started by the Title III Grant. May Lukens is the Grant Director. We received the grant because of our diverse student population. The outcomes of this grant will benefit all students and help with success and retention across the board. The grant also strengthens the institution’s capacity to serve under-represented AAPI students. One focus will be on the sustainability of the programs after the grant runs out.

Bob discussed creating Academic Cohorts for Developmental Math, Developmental English, and HDC type course. “Peer Navigators” will also take the course. Several other pieces will also be developed as part of the Grant activities, including:

- Developing Orientation for Families
- ABE/ESL Students will develop a Transition Portfolio
- Transition Day that occurs every quarter and each quarter with a different topic/theme.
- Developing a video Series, Family Guide to College Success, Faculty & Staff Development, transition issues.
- Developing a web-site resource guide for Faculty & Staff, Resource for community, Students & Families. Some videos will be translated. Develop virtual AAPI Resource Center (Website).

Activities to Improve Transfer – AA Degree with API Studies Emphasis, Associate of Elementary Education Degree. HEC Board approved this degree. Have to follow the guidelines of State Board.

3. VP for Instruction Jean Hernandez – Continued discussion on Prerequisites for courses. General consensus seems to indicate that, while there can clearly be no uniform approach to prerequisites
that covers the entire curriculum, each course’s prerequisites need to be uniformly applied for every section of that course. Jean pointed out that faculty who teach specific courses need to be who set prerequisites. While there does not seem to be a clear consensus as to whether or not a course outline can/should have both specific prerequisites (placement scores, previous classes) or “instructor permission” listed, “instructor permission” should have some sort of quantifiable measure that should be explicit.

4. Subcommittee Reports:
   A. Course/Program Origination – Tom Mayburry (Chair) Shireen Deboo and Asha Esterberg-Tran, Marc Franco. Tom Mayburry submitted two courses for the BAS in Hospitality Management. Tom presented and explained each course:
      1. HMG 491 Hospitality Capstone
      2. HMG 420 Ethical Leadership
   Both have already been approved as part of the BAS required course of study. It was moved and seconded to approve each course. Motions carried.

   B. Course/Program Revision – Tim Walsh (Chair), Doug Clapper, Catherine Phipps, Arlene Williams, and Corinne Baker. No report.

   C. Course/Program Review – Tom Pierce (Chair), Jessie McDonald, Carol Koepke, and Teri Eguchi. As part of the on-going discussion on the role of Program Review, Tom made a very brief report on the questions asked by program review. The subcommittee will have a fuller report next meeting, particularly about academic program reviews and what they might better involve.

Meeting adjourned at 3:20 pm.

Next meeting will be on March 9 at 2:00 pm in the University Center.

March 9, at 2 pm in the University Center.