Members Present: Holly Gilman (Chair), Teri Eguchi, Carol Koepke, Tom Mayburry, Doug Clapper, Jessie McDonald, Shireen Deboo, Tim Walsh, Marc Franco, Asha Esterberg-Tran

Ex-Officio Members: Jean Hernandez

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 January 26, 2009 meeting. Meeting minutes were approved as amended.

2. Subcommittee Reports:

a. Course/Program Review – Tom Pierce (Chair), Jessie McDonald, Carol Koepke, and Teri Eguchi. Tom Pierce discussed the program review process that has been in place for the past few years. Specifically, the current process seems to serve no real, useful purpose because it asks faculty without strong program knowledge to nonetheless make suggestions to faculty members who have stronger knowledge/experience. Jean suggested that the purpose of program review might be to allow each faculty group/program review area to verbally report to other faculty regarding its current state. Doing so will allow faculty members within each program to consider their programs more fully as well as get suggestions from other faculty about issues to think about in the future. Program reviews could be done on a rotating basis of about four a year and would consist of four questions that the submitting faculty would address. The questions would focus on issues such as student learning outcomes, student success and improvements to curriculum. This process would be a bit fluid at first. There was some discussion about whether or not submitting faculty would report to CIC as a whole or if the review subcommittee would visit submitting faculty as they met to discuss their respective programs. The idea that programs reviews be submitted for approval was discussed. Although no conclusion was made, the discussion seemed to reflect the idea that approval maybe should not be considered a part of the review process. The committee will come back at the next meeting with further follow-up on potential changes to the bylaws as well as the four questions that would be asked of submitting faculty. Jean would like to pilot this process next quarter (Spring 09).

b. Course/Program Revision – Tim Walsh (Chair), Doug Clapper, Catherine Phipps, and Corinne Baker. No Report

c. Course/Program Origination – Tom Mayburry (Chair) Shireen Deboo and Asha Esterberg-Tran, Marc Franco. Marc Franco was selected to be on the Course/Program Origination subcommittee. No Report.

3. VP for Instruction Jean Hernandez –Continued Discussion of Course Pre-requisites
Catherine Phipps discussed the need to sit down and consider writing them for several courses in the Foods division. The various suggestions from faculty included that “instructor permission” should include a quantifiable basis for making a recommendation. Another idea was to write a contract with students who ask for permission to take classes they are demonstrably qualified to take. Group consensus seemed to be that the choice of “No prerequisites” is the least appealing. Jean pointed out that, whatever the prerequisite decision is for a specific class, that decision needs to be upheld for all sections of that class and by all who teach that class. More discussion will follow.

The committee selected the 2nd & 4th Monday’s as meeting dates for Winter Quarter 2009.

Meeting adjourned at 3:20 pm.

Meeting Dates for Winter Quarter are:

February 23, at 2pm in the University Center
March 9, at 2 pm in the University Center.