South Seattle Community College
Curriculum & Instruction Committee Meeting

Monday, January 26, 2009
2:00 pm – 3:30 pm

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

Ex-Officio Members: Jean Hernandez, Chad Hickox, Malcolm Grothe

Guest: Don Bissonnette - ESL

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 December 8, 2008 meeting. Meeting minutes were approved as written.

2. Subcommittee Reports:

a. Course/Program Review – Tom Pierce (Chair), Jessie McDonald, Carol Koepke, and Teri Eguchi. Will have a report at the next meeting.

   Course/Program Revision – Tim Walsh (Chair), Doug Clapper, Catherine Phipps, and Corinne Baker.

   Tim Walsh discussed the Program Revision for the Accounting Program as part of the State Board Program Inventory Audit. ACCT 111 & ACCT 121 were deleted from the certificate. AACT 214 and BUS 177, both already approved as part of our curriculum, were added to the program. Tim announced that the subcommittee recommended that the submitted program revision be approved. It was moved and seconded to approve the program revision for the Professional Technical Accounting Program. Motion carried.

   Don Bissonnette – ESL Course Revisions of ESL 085, 086, 090, 091, 94, 95, 96 & 97. Don discussed that the revisions of these courses were to include pre-requisite requirements on the course outlines. It was moved and seconded to approve the course revisions. There were two abstentions. Motion carried.

b. Course/Program Origination – Tom Mayburry (Chair) Shireen Deboo, Asha Esterberg-Tran, Marc Franco. No report, although both Chad Hickox and tom Mayburry said they will have some course originations in the very near future.

VP for Instruction Jean Hernandez – Prerequisites

Jean discussed the issue of pre-requisites as listed on course outlines. Her concern is that, when an instructor allows a student into a class who does not meet the established criteria, then either that student is set up for a higher likelihood of failure, or the rest of the class is potentially slowed down. Jean would like all outlines to include criteria for course admittance that is both clear and
followed. Jean outlined three scenarios: 1. Set Prerequisites. 2. Have a prerequisite that only says By Instructor Permission, which would require faculty for that course to meet with every student; or 3. No prerequisites. CIC discussed the idea of “Or instructor permission” as a valid/invalid prerequisite, to no clear consensus. Jean asked the CIC members to discuss this issue with other faculty members. Jean pointed out that criteria need to be transparent and followed, rather than arbitrarily observed.

3. Deadline dates for Curriculum changes submission to the curriculum committee.

Holly reviewed and discussed the Deadline Dates timeline for Program/Course Revisions, Program/Course Originations and Program Reviews. She and Jean Hernandez emphasized that these deadline dates will be followed.

4. Meeting Dates for Winter Quarter, 2009 – January 09:

   Monday, Feb. 9, 2009
   Monday, Feb. 23, 2009
   Monday, Mar., 9, 2009

Meeting adjourned at 3:20 pm.