South Seattle Community College  
Curriculum & Instruction Committee Meeting  

Monday, November 9, 2009  
2:00 pm – 3:30 pm

Members Present: Catherine Phipps (Chair), Sandra Bolt, Doug Clapper, Stephen Coates-White, Shireen Deboo, Asha Esterberg, Jessie Mc Donald, Tom Mayburry, Paco Mesch, Frank Post, Carey Schroyer, Stephen Sparks, Yilin Sun, Tim Walsh, Carlos Amesquita

Members Absent: Jean Hernandez, Malcolm Grothe

Ex-Officio Members: Chad Hickox

Committee Secretary: Karen Whitney

1. Catherine Phipps called the meeting to order at 2:00 pm. A quorum was present. It was moved and seconded to approve the meeting minutes from November 9th with corrections.

2. Sub-Committee Reports.
   a. Program Review Subcommittee – Jessie McDonald (Chair) Yilin Sun, Paco Mesch, Stephen Coates-White,

   Jessie McDonald – Jessie reported that the committee met with Lana Conrad, Director of the Nursing Program and the Nursing Instructors concerning the Nursing Program Review. They are still working on the program review and will report on the status at the December 7th meeting. Jessie asked for a motion to change the name of the subcommittee to: Curriculum and Assessment Review Committee. There was discussion and then it was moved and 2nd to approve the name change of the committee. Motion Carried.

   b. Course/Program Revision Subcommittee – Doug Clapper, (Chair) Sandra Bolt, Frank Post, and Kathy Witham.

   Doug reported on several items his committee met about. The first item is the Program Revision for Culinary Arts. Doug reported that this was a comprehensive and complete Program Revision, which encompasses 4 quarters, and 5 modules, and is very streamlined. Doug noted that Pre-requisites were /are not on the course outlines. The prerequisites (for entry level courses) are: Current enrollment in program or Permission of Instructor. It was also discussed that Compass Test scores need to be established and on the course outlines (for the entry level classes). The credits for the program have been reduced to 119 for the certificate. It was moved and seconded to approve the program revision. Motion carried with 2 abstentions.

   Program Revision for Pastry and Specialty Baking – Changing name to Pastry and Baking Arts

   Doug reported that the committee met with Chef Harris that this was a comprehensive and complete Program Revision, for the Pastry &Baking Arts. Doug reported on some specific changes and the reduction of credits for completion. The revision will help with student retention. It was noted that there were no Compass Test Cut-off Scores on the course outlines (not part of this revision). There was discussion concerning grade-point cut-off,
however to obtain an A.A.S. Degree students must have a cumulative G.P.A. of 2.0. The issue of Compass Test Scores will be addressed at a later time for both Culinary Arts and Pastry & Baking Arts. It was moved and seconded to approve the Program Revision for Pastry and Baking Arts. Motion carried.

The Program/Course Revision Subcommittee reviewed and discussed the Internship 197 Classes, - ABR 197, ACCT 197, AUT 197, BUS 197, CTN 197, HDM 197, LHO 197, SMG 197, WFT 197. Changes were made concerning the **contact hours only (no change to credits)**. The change was made to meet SBCTC requirement – a change in the contact hour ratio from 3:1 to 5:1. It was moved and 2nd to approve the course revisions for these classes.

c. Course/Program Origination Subcommittee- Shireen Deboo, (Chair), Asha Esterberg, Tom Mayberry, Cary Schroyer,

Shireen Deboo reported that there were two Course Originations for the Wine Program. These courses are not part of the certificate/degree and therefore a program revision was not required. These two classes are not required to complete any of the program certificates or degrees. They are supplemental courses. WIN 299 – Special Topics, the content will be flexible according to student needs. The learning outcomes will be addressed. WIN 110- Introduction to Wine Science is for students who are not prepared for the Wine Chemistry Class. It was moved and seconded to approve the WIN 110 and WIN 299 courses. Motion Carried.

3. Karen Whitney (Committee Secretary) distributed Course Origination paperwork for several Library Courses and EDUC courses to the Course/Program origination committee.

Meeting adjourned at 3: 10 pm

Next meeting will be on December 7, 2009 at 2:00 pm in RS 30

Meeting Dates for Winter Quarter will be on Mondays in RS 30:

- January 11, 2010
- January 25, 2010
- February 8, 2010
- February 22, 2010
- March 8, 2010

First Meeting in Spring Quarter:

- Monday, April 12, 2010