South Seattle Community College
Curriculum & Instruction Committee Meeting

Monday, January 25, 2010
2:00 pm – 3:30 pm

Members Present: Catherine Phipps (Chair), Sandra Bolt, Doug Clapper, Shireen Deboo, Asha Esterberg, Paco Mesch, Carey Schroyer, Stephen Coates-White, Carlos Amesquita

Members Absent: Jessie McDonald, Tom Mayburry, Frank Post, Yilin Sun, Kathy Whitham, Stephen Sparks

Ex-Officio Members: Chad Hickox, Mike Ryan, Jean Hernandez

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 December 7, 2009.

2. Sub-Committee Reports.

a. Curriculum and Assessment Review Committee. – Jessie McDonald (Chair) Yilin Sun, Paco Mesch, Stephen Coates-White.

   Paco Mesch announced that Jessie McDonald was ill today and unable to attend. Paco shared documentation about the Nursing Programs curriculum and assessment review and reported that the process was complete. Stephen Coates-White followed with specific details about the process and clarified that no vote is necessary by the CIC.

   Jean asked that the CIC Secretary keep the Curriculum & Assessment Review Committee reports in her office. The Nursing Program Curriculum & Assessment Review was given to Karen Whitney for filing.

b. Course/Program Revision Subcommittee – Doug Clapper, (Chair) Sandra Bolt, Frank Post, and Kathy Witham. No New revisions or information to report.

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

   Shireen Deboo brought up a discussion item on behalf of the origination committee regarding the student learning outcomes that are addressed in each course outline. The origination sub-committee wanted feedback and guidance on how to evaluate whether stated SLO’s were effectively addressed the course outline and content. The subcommittee also wanted clarification that it was indeed its role to make that assessment.

   Stephen Coates-White asked for clarification on how the Student Learning Outcomes were developed and wondered if it might help the subcommittees with this issue. Karen Whitney explained that Roger Bourret was the most informed on the process that was followed
concerning the establishment of the Student Learning Outcomes. The Curriculum Committee was directed by the Vice President for Instruction to come up with “Student Learning Outcomes” in preparation for our 10 Year accreditation visit in 2000. A sub-committee was formed; Roger chaired the sub-committee and all faculty, campus-wide, both full-time and part-time voted on the acceptance of the current “SLO’s.”

Jean Hernandez felt that each committee be the gatekeeper and feel free to ask faculty for more information. After additional questions and comments on the issue, Jean provided confirmation that it was indeed the role of the CIC committees to look closely at SLO’s and material in the course outlines and “push-back” when applications did not appear to adequately address outstanding issues. Sandra Bolt and Shireen Deboo agreed, after some questions from the committee, that the course outline NOT the syllabus was the place to establish SLO’s and course content, because it is the item on record, whereas syllabi can be customized by each instructor.

Shireen Deboo discussed that some of the curriculum material, sent to the CIC Subcommittee has already received prior VPI approval. Jean discussed the need for her review in order to meet the District-wide Catalog deadline dates, get things into SMS system, etc, publication deadlines, and reviewing pre-requisite issues. The subcommittee discussed the need to have new curriculum reviewed/approved by the CIC course/program Origination Subcommittee at least two quarter, prior to offering the new curriculum.

3. Chad Hickox – Academic Programs Dean discussed changes being proposed by the college/university members of the Direct Transfer Agreement (DTA.) The first change concerns changes to the Math/Computation Requirement. The proposal is to eliminate all other means of getting a Math (computation) requirement met. Courses, other than Math, that are currently accepted: Econ, Logic, Physics, etc. fulfill the computation requirement other than Math Course. A new Committee task-force has been formed to discuss the options of other disciplines meeting the computation requirement. Chad will keep the CIC committee informed of this issue.

Chad also discussed an ICRC proposed change to the Communication Requirement. The original requirement was two composition courses (ENGL courses) with a minimum of 6 credits. The updated transfer requirement is a minimum 10 credits/2 composition courses. The latest version will retain 10 credits, however, changing to one composition, and 1 other communication course, other than speech communications. It has been suggested to remove the specific English requirement of two composition courses. The Articulation and Transfer Council will meet next week. The council will vote on proposal then forward their recommendation on to ICRC. Chad will keep the CIC committee informed.

4. Stephen Coates-White

Stephen Coates-White met with Sandra Bolt to discuss communication protocol and learned about how cutoff scores are “normed” with the intent that a student would be able to earn a grad of “B” if they meet the minimum placement score cutoff. At a Curriculum Assessment Review Committee meeting, Stephen expressed the idea that curriculum review should include a discussion of “normed” cutoff scores. The subcommittee suggested a larger discussion of this at CIC, particularly since many faculty are likely not aware of how cutoff scores are determined.

Stephen proposed that Sandra Bolt train the CIC Committee members about cut-off test scores.
Sandra bolt suggested that once the training is complete, she would propose that the process be recorded for future CIC members. Understanding how COMPASS fits into each program/class is important when reviewing course outlines. She has some concern about COMPASS test scores for some programs. Many are too low or have no pre-requisites. It is important to know about cut-off scores and what makes them valid for classes and programs.

Stephen suggested that there be some discussion concerning the impact of COMPASS test scores for those students receiving financial aid. He announced that there is a Student Success taskforce delving into process.

Stephen Coates-White moved to have Sandra Bolt & Patricia Billings come to a future CIC meeting to discuss how the COMPASS test and ESL tests are “normed” and the impact on students receiving financial aid. Motion Carried.


Jean announced that there would be some changes concerning the ex-officio representative for Professional Technical Programs on the CIC Committee. Malcolm Grothe, Executive Dean for Professional Technical programs will be working primarily at Georgetown with the Aerospace Alliance Apprenticeship program, therefore, Mike Ryan will serve as representative for Winter, 2010, Ben Taves for Spring Quarter, 2010 and Kim Alexander Fall, 2010 and Mike Ryan for Winter 2011. If anyone has questions or concerns please contact Jean. Malcolm will be 90% at Georgetown and 10% at “Main Campus.”

Meeting adjourned at 3:10 pm.

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

January 11, 2010 (Meeting Cancelled – No agenda items)
January 25, 2010
February 8, 2010
February 22, 2010
March 8, 2010

First Meeting in Spring Quarter:

Monday, April 12, 2010