Members Present: Tom Mayburry (Chair), Shireen Deboo (Vice-Chair), Sandra Bolt, David Bennett, Carey Schroyer, Sarah Skamser, Kris Lysaker, Kathy Whitham, Catherine Phipps, Tom Pierce, Carlos Amesquita, Stephen Coates-White, Suzanne Quillian

Guest: Dolores Mirabella

Ex-Officio Members: None Present

Committee Secretary: Karen Whitney

1. Tom Mayburry called the meeting to order at 2:00 pm. A quorum was present. The Committee reviewed minutes from the November 1, 2010, meeting. It was moved and seconded to approve the meeting minutes as corrected. Motion Carried.

2. English Faculty Discussion – College Readiness. Other faculty campus-wide were invited to discuss the issue of students unprepared for college level courses. Dolores Mirabella discussed the problems she is having with students who are in her classes. Dolores teaches Developmental English, Basic Study Skills and English Lab. Kathy Whitham handed out an outline of skills that are identified as skills required for student success in the first year of college level courses. Basic Skills, Study Skill, Initiative, Critical Thinking/Analytical Skills/Intellectual Curiosity were all discussed as being needed in order to be successful. Kathy also included a HEC Board handout with English College Readiness Definitions outlined.

Carey Schroyer discussed that she sent out a survey to Seven (7) Biology faculty – 3 Full-time and 4 Part-time to get their feedback concerning student readiness for science classes. The survey is attached. The expectation is that students need to spend about 20 hours per week/per class.

Running Start students are doing well and are well prepared, even though a lot of high school running start students are taking a full load of classes at the college and a full load of classes at the high school. It was discussed that older students and ESL students seem to struggle the most. There was discussion that students are not making the commitment to do the work; students who are willing to do the work don’t get the help they need.

Tom Pierce briefly discussed an article in the December 2010 issue of the Atlantic Monthly comparing students in America with students from other countries.

Shireen Deboo presented a summary of Astrid Larsen’s comments and contributions to the discussion about college readiness issues:
- generally, Running Start students are well versed in research and writing skills
- returning and older students often are rusty on note taking and study skills
- ELL students have significant issues with: basic writing, grammar, structure, critical thinking, and research.
- plagiarism is an issue, both minor (lack of quotations, lack of accurate summarizing) and major (cut and paste entire articles).
- would like to see a lower level research class requirement.
would like to see a one credit class on note and test taking. Dolores commented that there needs to be more writing across the curriculum. There was discussion that students need to do more writing and express themselves. The consensus of the group is to have more discussion and more direction and clarity from the Vice President for Instruction.

3. Sub Committee Reports
   a. Program/Course Origination Sub-committee – (Shireen Deboo (Chair), Carey Schroyer, Sara Skamser, Suzanne Quillian. No Report
   
   b. Program/Course Revision Sub-committee (Doug Clapper (Chair), Sandra Bolt, Carlos Amesquita, Catherin Phipps, Tom Pierce) – Sandra Bolt reported on the program revision for the Logistics Program – This is a short-term training program, however, Dr. Hernandez requested that the revision to this program go through the CIC. There was a brief discussion concerning the changes to the program. COMPASS Cut-Off scores were added to the course outlines and course name changes to a couple of courses. It was moved and seconded to approve the changes submitted for revision of the Logistics program.
   
   c. Curriculum and Assessment Review Subcommittee Stephen Coates-White (Chair), Paco Mesch, Yilin Sun/Kristin Lysaker, Kathy Whitham – Stephen Coates-White – A Program Review was done for the Associate Degree in Business program. Stephen commented that this program mirrors the Associate in Arts Degree. A copy of PowerPoint presentation was included in the report. It was moved and seconded to approve the report. Motion Carried.
   
4. Future meeting – Shireen Deboo - Shireen commented that she would like to have the CIC discuss adding a requirement that COMPASS Scores be required to all new and revised courses in Winter quarter.

5. Karen Whitney reported that there was curriculum to be distributed to both the Program Course/Program Revision subcommittee and the Course/Program Origination subcommittee subcommittees.
   - Program Revision for Medical Office Program – Submitted by Marla Lockhart.
   - HDC 125 – Learning Strategies for Math Success – submitted by Counseling Faculty
   - UGR 214 – Intro to Scientific Research – Patience Brown
   - UGR 294 – Independent Research – Patience Brown

Meeting adjourned at 3:15 pm.

Monday, November 15 at 2:00 pm in RSB 30 (last meeting to submit curriculum)
Monday, December 6, at 2:00 pm in RSB 30