South Seattle Community College
CURRICULUM & INSTRUCTION COMMITTEE
Monday, December 13, 1999
1:15 – 2:45 pm

Members Present: Judy Bentley (Chair), Frank Post, Teri Eguchi, Randy Nelson, Tim Walsh, Bob Rice, Katherine Pellman, Sandra Bolt, Alan Stowers, Leif Holmes, Jian Zou

Ex-Officio: Jill Wakefield, Stuart Savin
Staff: Karen Whitney

Judy called the meeting to order at 1:15 pm.

1. Judy asked the members present to review the meeting minutes from the November 23rd meeting. There were two corrections, the addition of Sandra Bolt to the list of those present and a change from NATAF to NATEF. Meeting minutes approved as corrected.

2. Jill Wakefield announced that the external vocational review is back on track and that the Advisory Committee for Culinary Arts has approved a revision of this program. A program revision of the Culinary Arts program will be submitted to the Program Revision sub-committee in January 2000. The OTE program review is ongoing.

3. **Tim Walsh - Program Review**

   Tim Walsh discussed the Program Review of **IEL/Bridge Program** – this program is for International Students who are not yet ready for college level classes. This is a content ESL program, which is a small program of about 40-45 students. Tim reported that there has been a drop in enrollment in this program as a result of the change in the Asian economy. The sub-committee approved the program review and recommended that the CIC approve this program. **Program Review approved.**

   Tim gave a brief discussion of the **Non-Credit ESL** program review. The program has about 600 students. It is a competency based/student centered program. Rose Dang gave the presentation of this, which Tim said was quite comprehensive. The sub-committee approved the program review and recommended that the CIC approve this program. **Program Review approved.**

   Tim announced that the sub-committee will be meeting in January to work on revising the Vocational Program review form.

**Bob Rice – Course Revision**

The subcommittee recommended that the revision of **ENV 221, Nuclear Choices**, Ted Coskey’s course, be approved. The course is offered only at South. The course now fits in the Science and the Language of Technology column; the revision adds the course to an additional field, the Physical Universe. **The CIC committee approved the course revision.**
**Internships – Bob Rice**

Bob reported that he has received the information that Allen Stowers sent him on Internships and Pat Cheatle will be sending additional information that she has to Bob. The subcommittee will discuss this in January 2000.

4. **Consideration of Bylaws**

Frank suggested that the committee look at the bylaws again, particularly item numbers 4, 5, 6 & 7 concerning assessment and student outcomes. The general committee consensus is that the committee address these issues, one at a time, rather than changing the by-laws. Randy Nelson recommended that the whole committee work on this matter rather than break-up into a small sub-committee. Judy will be sending out an e-mail to the entire faculty asking for suggestions/input concerning the bylaws issues that were raised during this discussion.

Judy suggested that the committee brainstorm ideas about these items. Judy asked that each of the committee members e-mail Judy ideas for brainstorming sessions at the meetings in Winter Quarter, 2000.


Judy handed out the sub-committee’s goals for 1999-98 and asked the committee to look these over. As a group the committee discussed what was completed and what is still work in progress.

Of the five items, the committee has been working on all of them except #5. Number 2, "To tie the curriculum to the Institutional goals" has been completed. The committee should continue working on #1, "To discuss and consider all 20 original WAOL courses, as proposed by the Governor," and #4, "To work for the program and curriculum-oriented standards of accreditation by providing complete and approved Program Reviews in all curricular areas." As for #3, "To begin the process for a faculty-led curriculum assessment procedure that unifies the curriculum and provides a measurable outcome, without affecting academic freedom," the faculty retreat that was to start this discussion was canceled last year. The committee felt it important to get more clarity for number 3 and to possibly re-write this goal. Judy will ask for status reports on this and provide a revised draft of the objective(s) at the next meeting. Concerning #5, "To provide a faculty-based and curriculum-oriented response to the new 'Virtual Campus' idea and input to the consortium," Dr. Mitchell will be invited to give a status report.

6. **Faculty Retreat – February, 2000**

Faculty Retreat – February 11th and 12th – Judy gave a review of the sub-committee’s work. The retreat will be structured after the Pacific NW Great Teachers Workshop, including a retreat from "business." The next meeting of the subcommittee will be January 6, 1999.

7. **Meeting Dates**
Judy reminded the committee that the meeting dates for Winter Quarter, 2000 will be on the 2nd & 4th Monday of each month. The committee will be meeting at 1:30 Winter Quarter. The Jan. 10 meeting is in JB 140. The Jan. 24 meeting is in RS30.

8. **Elections**

Judy reminded the committee that it is time to consider the election of new members to the committee. Further discussion will be at the next meeting in January 2000.

9. **Professional/technical vacancy**

There is a vacancy created by Steve Ford's absence. Stuart Savin will provide some names for the committee to select a replacement.

Meeting adjourned at 2:45 pm.