Minutes Summary

Present: Jack Bautsch, Tom Braziunas, Patricia Cheadle, Bob Fineman, Tom Griffith, Pete Lortz, Marci Myer, Mary Ellen O'Keeffe, Katherine Riley, Sharon Simes, Kim Chapman

Approval of IC minutes
The IC minutes for January 9th were approved with edits. The minutes will be posted in the Public folders under Office of Instruction and sent to everyone at NSCC via email.

Office of Instruction Website
Mary Ellen projected the website on the projection screen. The link is http://webshares.northseattle.edu/ic/website/index. Some of the links are meetings, members, newsletter, faculty resources, calendar, conferences, NSCC community, outreach/feedback, etc. There was discussion regarding the website and suggestions for some changes to enhance it, i.e. include our partnerships under community outreach, post pictures of the members, etc.

Complete work plan with measurable outcomes
The four goals from the IC work plan were reviewed. There was discussion regarding student success; maybe thru Strategic Enrollment Management (SEM) we could track why students did not complete. If we know the issues we could assist them more efficiently. Add this under Goal #1 (Build and maintain a strong enrollment base) add #5 maintain students and move objective #4 to Goal #5.

Goal #5 (Enhance student learning and educational goal attainment). The first 3 objectives are related to assessment. We need a comprehensive plan for accreditation.

Goal #6 (Deliver highly responsive programs and services). Add partnerships. Under objective #4 add Kim Chapman and add that we need funding to support technology on a regular basis. Some computers in the Library need replacement. We cannot depend on UTF funds. Tom Griffith, Sharon and Kim will work on areas of funding. Katherine Riley should be included under objective #3. Bob will work with Jack to implement a plan for infrastructure and assess it.

Goal #7 (Promote employee engagement in professional development). Participation of faculty is down for attending workshops in the TLC. The Office of Instruction will route a brochure they receive regularly for support staff to attend workshops

Review data from completion rates
Tom Griffith developed a program showing completion rates, etc. for classes for Fall 2007. Full time completion was 79.5%, moonlight 76.9%, part time 74.4%, volunteer 60%. In comparison, for Fall 2006 full time completion was 78.3% and part time was 74.5%

Process for student evaluations
Currently faculty can use North’s process (through Jack Bautsch’s office) for student evaluations or use their own evaluation. Mary Ellen would like a consistent process across divisions.

Faculty retreat
There will be a faculty retreat on March 7th from 12:00pm – 4pm on assessment. Peggy Maki will be the guest speaker. The deans were asked to encourage their faculty to attend.

Follow up on hiring full time faculty
North is looking into ways to fund positions for more full time faculty; we will be losing some positions with retirements.