IC Meeting
January 14, 2009
08:30 a.m.
Board Room

Minutes Summary

Present: Jack Bautsch, Tom Braziunas, Meredith Brown, Lori Casile, Kim Chapman, Patricia Cheadle, Chris Chinn, Bob Fineman, Tom Griffith, Steve Miller, Marci Myer, Mary Ellen O’Keeffe, Sharon Simes, Heidi Stuber, Edith Wollin, Tracy Woodman

Approval of IC minutes
The IC minutes for December 10, 2008 were approved. The minutes will be posted in the Public Folders under Office of Instruction and on the Office of Instruction website.

Enrollment
We have reached 100% of our FTE goal winter quarter today - 98.62% for state funded FTEs and 127.57% for worker retraining FTEs. We have 7 more Running Start students and 104 more international students this quarter.

We had 1054 total number of class sections for winter 2009 and 130 courses were canceled. In comparison, we had 1010 total number of class sections for winter 2008 and 73 courses were canceled.

Faculty need to review their class rosters carefully. There are students who have not yet paid their tuition for the class and/or have not registered for the class that they are attending.

There was discussion on our online and hybrid courses. 15% of our enrollment state FTEs are through online learning and 2% of our FTEs are hybrid courses. There is a new technology fee for WAOL courses, which will be implemented spring quarter 2009 for the Seattle community colleges. The new WAOL technology fee is $4/user/quarter, active in one or more ANGEL courses, ePortfolios and/or collaboration spaces. The old WAOL technology fee is $8/credit hour/student/course. Three (or more) 5-credit courses in WAOL have a combined technology fee of $4 for an enrolled student. The old fee for three 5-credit courses in WAOL had a combined technology fee of $120 for an enrolled student. Tom Braziunas said that we have 4 courses on the WAOL server.

The quarterly class and FTE form for faculty coordinators to complete will be revised.

There will be a new enrollment management process which will be implemented beginning summer 2009. Each department will have an FTE allocation based on past course fill rates and any projected growth or decline.

Budget update
There was discussion about the Governor’s proposed 2009-11 operating budget for the CTC system per the email that Jill Wakefield sent to everyone on 1/9/09.

NSCC Institutional Goals and Key Performance Indicators
Jack Bautsch led a discussion on the NSCC institutional goals and key performance indicators 2009-2011. The deans discussed the key performance indicators for each goal, the benchmark for the key performance indicator and key people responsible to achieve an objective targeting the key performance indicators.

**Diversity**
The Total Experience Choir will be performing on campus in January 15 2009. The Dr. Martin Luther King Jr. 35th annual community celebration is January 16 at Mt. Zion Baptist Church. The inauguration of President-elect Barack Obama will be shown beginning at 8:15 am on January 20 in the cafeteria and espresso lounge.

**Ed Fund**
Meredith Brown, Executive Director Ed Fund, discussed the upcoming Ed Fund giving campaign and encouraged all employees to participate in the campaign. There will be more information at the all college meeting. There was discussion that the deans needed guidelines on what to discuss with others regarding the Ed Fund campaign.

Meredith said that the Associate Director’s (Matt Ayer) and her salary are paid from the Ed Fund and a state funded budget. There is a third position, Assistant Director of Development, who is paid entirely from the Ed Fund budget. Marci Wing is the newly hired Assistant Director of Development and will begin on January 20.

**College readiness retreat**
Tracy Woodman gave information about the College Readiness Retreat on February 19-20, 2009 at the Rainbow Lodge, North Bend. The retreat is co-sponsored by Washington State Board for Community and Technical Colleges and The Washington Center for Improving the Quality of Undergraduate Education. The theme of the retreat is convening the college readiness community, working with – and advocating for – students to prepare them for college-level work. We need faculty teams to attend the retreat. Tracy will send information to the deans.

**Sharing time**

**New phone system for district**
A new phone system will be implemented, and there will be phones in the classrooms.

**Continuing Education**
The Sand Point site rental agreement with the Seattle Public Schools will be terminated June 30, 2009. A future IC agenda item will be a discussion on rooms for continuing education classes at NSCC and equipment that is available when we vacate Sand Point.

A program coordinator position is available in the Continuing Education department. This is a classified position and promotional only for NSCC classified employees. The position is contingent upon funding.

**Art Show**
A new art show opened at the college art gallery entitled “Art Meets Math and Science.” The show runs from January 13 to February 6.

**Collaboration day – January 29**
There is a schedule available for collaboration day, which is January 29. Jack Bautsch is the contact for collaboration day.
BEIT
Patricia Cheadle said that she is setting up meetings with Washington Mutual Bank representatives regarding establishing education programs for its layoff employees.

Library
The library will be closed this weekend, January 17-19. The deans asked Sharon Simes to send an email to everyone as soon as possible so that students can be informed. It will be a future agenda item in IC regarding the library closure and impact on students. The library will possibly be closed weekend of Presidents’ Day and Memorial Day weekend also.

Future agenda items
Future agenda items include reassigned time and faculty stipends for faculty coordinators, class caps, rooms for continuing education classes and equipment that will be available when the Sand Point continuing education site closes and library closures during holiday weekends and the impact on students.

Adjournment
The meeting adjourned at 11 am.

Calendar
January 5    First day of winter quarter
January 14   IC meeting
January 28   IC meeting
January 29   Collaboration day
January 29   All faculty meeting
January 29   Faculty Coordinators & Lead Faculty Meeting
February 18  All college meeting
April 25     NSCC Passport event, scholarship benefit dinner