IC Meeting
January 28, 2009
9:00
Board Room

Minutes Summary

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

Approval of IC minutes
The IC minutes for January 14, 2009 were approved. The minutes will be posted in the Public Folders under Office of Instruction and on the Office of Instruction website.

Faculty replacements
NSCC is advertising to replace two vacant nursing instructor positions. Mary Ellen O’Keeffe will discuss the other faculty vacant positions with the Exec Team.

Class caps
There was discussion about class caps. Temporary changes to class caps did not need to be discussed at IC, but any permanent changes to class caps on existing courses must be brought to IC by the dean for discussion and recommendation. IC will make a decision on class cap before it goes to CAS. New classes will go directly to CAS for approval.

There was discussion about raising class caps on a temporary basis and the impact on the bookstore for more textbooks and the impact on other resources required for the additional students including library and IT resources. It was noted that students who do not use financial aid or are worker retraining student can purchase a textbook from the internet, but others will need to use the bookstore. It was recommended that when notifying Farideh Faraz via an email to raise the caps on a class temporarily to also carbon copy Cherie Weber in the Bookstore about the increased cap.

e-Tutoring
There was discussion on e-Tutoring, which we have been using for one year. e-Tutoring began one year ago with 5 community colleges participating and is managed by Washington State University. There are now 16 community colleges around the state participating. The yearly fee was $3000 for our college to participate this past year. The fee will probably be $2500 since more community colleges are participating. The program began with a writing lab and more subjects, such as math, have been added. e-Tutoring is run from the Loft. 40 students signed up to use e-tutoring fall quarter 2008. Wait times for students have been a problem, but there may be better response with more colleges participating. Students presently sign up to get an account to go into the system. IT services is working on best way to enroll students into e-tutoring. There will be a demo on e-Tutoring at the next IC meeting.

Instructional committees
There was a discussion on instructional committees. Jack Bautsch is meeting with each vice president regarding North Seattle committees. There was discussion whether the women’s committee is active.

Faculty retreat
The faculty retreat is planned for February 27 at the Northgate Community Center. We have reserved the room from 11 am – 5 pm. Mary Ellen O’Keeffe will ask faculty to come to a planning meeting next week. There will not be a guest speaker, but this will be an opportunity for faculty to learn from each other on a variety of topics.

Diversity
DAC has not met regularly this year. Sharon Simes said that a DAC subcommittee (members Sharon Simes, Terri Chung, Diana Ma, Annette Schley, Betty Williams, and Howard Xie) has been meeting, and they are planning two activities.

Budget reduction
Mary Ellen O’Keeffe said that our college will prepare a tentative budget reduction estimate of approximately 10% for the following year. We are waiting for a revenue forecast from the state in March, so it is unclear what the exact percentage will be for a budget reduction.

Library closure feedback
The library was closed during the MLK holiday weekend (January 17-19). Sharon Simes said that they received negative feedback from students and various departments regarding the closure. The library currently is open approximately 70 hours per week and needs to reduce its budget, so it is necessary to close the library more hours. The weekend and evening hours are primarily serviced by part time faculty and full time faculty with moonlighting hours. The library plans on closing for the president’s day weekend holiday also. Advance notice was sent to the campus community regarding the closure in January.

Sharing time
DOL grant
The Seattle Community Colleges have been awarded a $1.9 million health care training grant from the U.S. Department of Labor (DOL).

The three-year project, *Enabling Access to Health Care Careers*, will develop and expand programs to train more than 550 students by 2012.

North will offer three programs -
- Anesthesia Technician (new)
- I-BEST Phlebotomy (expanded)
- Nursing Assistant Academy (new)

Seattle Central/SVI will offer one program –
- Medical Laboratory Assistant/Phlebotomy (new)

We just received notice from DOL that the grant will start on February 15, 2009.

UTF applications
Applications to apply for funds from UTF (Universal Technology Fee) are now available. The application must be submitted by 4 pm Wednesday, 2/23.

Class for City of Seattle employees
We are offering BUS 131 for City of Seattle employees at a downtown location winter quarter. Plans are to offer classes at the City of Seattle so that their employees can eventually complete a certificate program.

The Vagina Monologues
The Vagina Monologues will be at Stage One Theater February 6 and 7.

Future agenda items
Future agenda items are demo on e-Tutoring and IC “unit objectives.”

Adjournment
The meeting adjourned at 11 am.

Calendar
February 11       Deans’ Meeting
February 18       IC Meeting
February 18       All college meeting
February 25       IC Meeting
February 27       Faculty Retreat
April 25          NSCC Passport event, scholarship benefit dinner