IC Meeting  
February 25, 2009  
9:00  
Board Room  

Minutes Summary  

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

Approval of IC minutes  
The IC minutes for February 18, 2009 were approved. The minutes will be posted in the Public Folders under Office of Instruction and on the Office of Instruction website.  

Accreditation report  
Per the Northwest Commission on Colleges and Universities, the accreditation of NSCC has been reaffirmed on the basis of the Fall 2008 Focused Interim Evaluation regarding Recommendations 1, 2, 3, 4, 5, and 6 of the Spring 2007 Comprehensive Evaluation Report. The Commission requests a focused interim report and visit in spring 2010 to address Recommendation 1 of the Fall 2008 Focused Interim Evaluation Report.  

Recommendation 1: Although North Seattle Community College has made progress toward the development of a student learning assessment process, there is still more progress which must be made. The College must move from a phase of planning for assessment to the actual systematic collection of assessment evidence and a demonstration that this evidence of student learning has led to the improvement of teaching and learning (Standard 2.B.1, 2.B.2, 2.B.3; Policy 2.2).  

There was discussion about a posting from http://thevirtualpolaris.blogspot.com/, which had erroneous information about the reaffirmation of our accreditation by the Northwest Commission on Colleges and Universities. Mary Ellen O’Keeffe will get more information.  

IC began a discussion on what their role is in classroom and institution assessment. There was a suggestion for division level meetings with the deans and faculty coordinators. There was discussion on how to support faculty and what do faculty need to fulfill Recommendation 1.  

CAS recommended 7 essential learning outcomes, which will be discussed at the faculty retreat on 2/27. All the prof tech programs have outcomes now in order to do program assessment. The other programs would be our A.A., A.S. and A.F.A. degrees.  

Assessment will be a standard IC agenda item in the future. “Assessment Tips for the Top,” which is an article written by Barbara D. Wright was distributed to IC.  

Budget Reduction  
There was discussion about the Implementation Instructions related to Engrossed Substitute Senate Bill 5460 (ESSB 5460) for Executive Branch Agencies from the Office of Financial Management (OFM).
Effective February 18, 2009, all state agencies of the legislative, executive, and judicial branches are subject to an immediate freeze on hiring, personal services contracts, equipment purchases, out-of-state travel, and training not exempted by ESSB 5460 or OFM.

The SBCTC just emailed more information about ESSB 5460 entitled “SBCTC General Guidance, Provisions, and Q&A on Implementation.” There is an exemption process for an agency to request an exemption.

Class schedule
There was discussion about the spring 2009 class schedule.

e-Learning fees
Since there is a new WAOL technology fee, Tom Braziunas said that all the colleges are reviewing the distance learning fees and proposing changes to their fee. Tom is researching what other colleges will be charging and what we should charge in order to maintain the current level of self-support funding. Tom is checking with Seattle Central and South Seattle regarding fees so that the 3 colleges will charge the same distance learning fees.

Textbooks on online schedule
Per the Higher Education Opportunity Act (HEOA), effective July 1, 2010, courses listed in online schedules also will require a text book ISBN number.

Diversity
The Circle of Trust workshop is a 3 session series, which is a professional development series facilitated by Washington Courage and Renewal Trainers Anita Morales and Jeanne Strong. The first session is April 11, Saturday, at Bastyr University. The other 2 sessions are April 28 and May 6.

Sharing Time
Faculty retreat
There are over 60 faculty who signed up to attend the faculty retreat on 2/27.

Enrollment
Marci Myer said that enrollment for spring quarter 2009 is higher than it was last year at the same time.

The Student Success and Enrollment Fair will be March 3 in the Baxter Events Center.

Student printing
There was discussion about the number of free pages available for students to print in the Open Computer Lab, Math Learning Center and the Loft Writing Center. Currently, students are able to print 500 free pages. Lori Casile said that the number of pages that can be printed for free will most likely be reduced beginning spring quarter. She will review a draft letter with Mary Ellen O’Keeffe and Roy Flores about the changes.

Adjournment
The meeting adjourned at 11:30 am.
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 27</td>
<td>Faculty Retreat</td>
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<tr>
<td>March 4</td>
<td>Deans' Meeting</td>
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<td>March 11</td>
<td>IC Meeting</td>
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<td>March 25</td>
<td>IC Meeting</td>
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<tr>
<td>March 25</td>
<td>Last day of winter quarter</td>
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<td>April 6</td>
<td>First day of spring quarter</td>
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<td>April 25</td>
<td>NSCC Passport event, scholarship benefit dinner</td>
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