Minutes Summary

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

Update
Ron LaFayette gave a brief update on SBCTC and legislative news.

Approval of IC minutes
The IC minutes for March 25, 2009 were approved. The minutes will be posted in M: Webshares/Committees/Instruction Council and on the Office of Instruction website, which is under construction.

Enrollment
We have reached 111.62% of our FTE goal for spring 2009. We have 157.47 more annualized FTEs than the same period a year ago. Today is day three of spring quarter, and there was discussion on getting the word out to students about our low enrolled classes to encourage them to register for them before the 10th day. The deans discussed the difficulty of creating the early fall schedule so far in advance. A future IC agenda item would be to invite Carol Summers to a meeting to discuss marketing the class schedule.

Budget
Mary Ellen O'Keeffe is meeting with a representative group of faculty tomorrow (4/9) to discuss instruction budget reduction ideas.

End of quarter evaluations
There was discussion about the evaluation forms that instructors can use for classroom student evaluations. Beginning summer 2009, the Office of Institutional Effectiveness will no longer process hard copies of student evaluations for instructors. They will have a web (SNAP software) version of the current form that students are using now in hard copy. There are other options available for instructors to use for student evaluations including using the form that the District office supplies.

The Office of Institutional Effectiveness will continue to process the current hard copies of student evaluation forms (as they are doing now) for faculty who are in the tenure track process and for other faculty needing a quick turnaround of processing student evaluation forms.

Faculty positions
There are 4 faculty positions which will be advertised. They are 2 nursing instructor, math instructor and English instructor positions. We will advertise the English position on the web (HigherEdJobs.com).
Ron LaFayette, Mary Ellen O’Keeffe or David Bittenbender plans on attending the first meeting of the search committee meetings for the faculty positions to communicate the importance of recruiting a diverse workforce.

**Assessment**
There was discussion on an assessment plan for faculty. IC discussed how important it is to integrate technology when working on assessment. There was discussion about study sessions which will be available for faculty to attend for guidance on filling out the assessment loop form.

**Diversity**
Sharon Simes will check whether DAC has any funds to advertise faculty positions.

**Sharing time**
**BEIT**
There are plans to offer an off-site course for Neighborhood House. We are continuing to offer courses for the City of Seattle.

**HHS**
The HEET grant has been very successful. We have submitted paperwork to begin an Anesthesia Technician program at NSCC. The program has not been approved yet because Renton Technical College also is starting a program and is opposing NSCC offering the program.

**Continuing Education**
The Continuing Education enrollment is down from a year ago, but they are doing okay with their budget.

**Student Services**
Faculty submitted grades on time for winter quarter. Marci Myer thanked people for being a student greeter will co-chair the graduation committee.

**eLearning**
There is an eTac meeting today.

**Library**
The Organization of American Historians has gifted North Seattle Community College Library with a generous donation of new titles from several publishing houses in the discipline of History. The Library thanks Dr. Maureen Nutting because without her advocacy we would not have received this donation.

**Adjournment**
The next meeting is April 29. The meeting adjourned at 11:35 am.

**Calendar**
| April 15 | Deans’ meeting |
| April 16 | Dr. Rajiv Shah “Critical Thinking” 12 noon, ED2843A |
| April 22 | Collaboration Day |
| April 22 | All Faculty Meeting |
| April 25 | NSCC Passport event, scholarship benefit dinner |
| April 29 | IC meeting |