IC Meeting
May 13, 2009
9:00 am
Board Room

Minutes Summary

Present: Jack Bautsch, Tom Braziunas, Lori Casile, Kim Chapman, Patricia Cheadle,
Chris Chinn, Bob Fineman, Pete Lortz, Steve Miller, Mary Ellen O’Keeffe, Sharon Simes,
Heidi Stuber
Guest: Farideh Faraz

Approval of IC minutes
The IC minutes for April 29, 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.

Assessment
The deans will send a letter to the faculty to update them on the assessment loop for
2008-09 and to remind them to complete a form if they have not done so. There are
now 30% of faculty who have completed the form.

There was discussion about the possibility of the NSCC people who attended the
statewide assessment conference in Wenatchee last week to participate in a panel in the
TLC in the future about the conference.

Peer observers
Per the Faculty Agreement, peer observers will be selected in the instructional divisions
for the following year during spring quarter. There was discussion on the peer observer
process. Mary Ellen O’Keeffe will take feedback from the deans on peer observers to
the next Agreement Management meeting.

Teaching awards
The Education Fund is now accepting applications for three annual faculty awards: Dan
Evans Teaching Excellence, Dan Evans Innovation, and Charles Kane Innovation. The
Charles Kane Award for Innovation rotates among the three Seattle colleges. Both full
time and part time faculty can be nominated for the awards.

Diversity
DAC met last week and would like to become an NSCC standing committee and have
representation from all parts of the college. It is not known where the DAC bylaws are
located. The request will be brought forth to the Exec Team.

IC thanked Sharon Simes and Betty Williams and the DAC subcommittee for their work
on bringing the Circle of Trust workshops to our campus.

Sharing time
Non Trad day
Non trad day is today (May 13). Students from area high schools will learn about our
college and two programs, nanotechnology and medical assisting.
WAVE
NSCC has a WAVE (Washington Award for Vocational Excellence) scholarship winner, Darby McShain, from the nanotechnology program this year. Darby will be recognized by the Board of Trustees at their June 11 meeting at North Seattle.

Distance learning
ETAC (Educational Technologies Advisory Committee) is meeting today. Blackboard has purchased Angel.

IBest
There was discussion about IBest programs. Israel Mendoza, Director Adult Lit & Basic Skills Programs from the SBCTC, will be coming to meet with us at North about IBest.

Dashboard key performance indicator (KPI)
The KPI is at 101%, which is the percentage of biennial state funded annualized FTES for 2007-2009. Our goal was 7838 and we have currently reached 7932.

Library
The library web page has new information, and the library catalog on the web has changed.

Sharon Simes mentioned that the district does not yet have a district wide copyright policy.

HEET
We received funding for the Hospital Employee Education and Training (HEET) grant this year, and it was very successful. We will be able to apply for the grant in June for the coming year.

DOL grant
We have hired someone to work on the anesthesia technician program as part of the DOL2 grant. There may be shifting of some offices in the IB building to find space for the new employee.

Nursing program
One of the full time nursing positions has been filled. The other vacant nursing position will be re-advertised.

Continuing education
Generally, enrollment in continuing education classes throughout the state has been down 20-25%, which is the case at our college.

BEIT
40 students at the City of Seattle will receive a mini certificate by completing NSCC courses this year, and there will be a graduation ceremony at the City. There will be a new cohort beginning the program in the fall.

Children’s Hospital is interested in our IT Healthcare program for its employees.

Patricia Cheadle said that students are finding it difficult to get HVAC internships due to the liability factors.
ISBN
Lori Casile said that she is working with the instructional divisions, specifically secretary supervisors, on modifying and simplifying the process to enter ISBN numbers on the online class schedule. The ISBN numbers must be put on by June. One of the issues in putting in ISBN numbers is that not all of the classes have been assigned an instructor, and we cannot associate an ISBN number to someone listed as “staff.”

ED1840A
There will be a discussion on use of room ED1840A at the next deans’ meeting.

Adjournment
The next IC meeting is May 27. The deans will meet on May 20. The IC meeting adjourned at 10:35 am. The deans continued meeting on budget update and program viability.

Calendar
May 20 Deans meeting
May 27 IC meeting