IC Meeting
January 9, 2008
09:00 a.m.
BEIT Conference Room

Minutes Summary

Present: Jack Bautsch, Tom Braziunas, Chris Chinn, Farideh Faraz, Bob Fineman, Tom Griffith, Pete Lortz, Alice Melling, Steve Miller, Marci Myer, Mary Ellen O'Keeffe, Katherine Riley, Sharon Simes, Carol Summers, Edith Wollin

Introductions
Steve Miller, our new Executive Dean Career/Workforce Education, introduced himself.

Approval of IC minutes
The IC minutes for December 19 were approved. The minutes will be posted in the Public Folders under Office of Instruction and sent to everyone at NSCC via email.

College surveys
There was discussion about using the CCSSE (Community College Survey of Student Engagement) survey at our college. We had discussed using the CCSEQ survey at the last IC meeting, but we will use CCSSE instead. Jack Bautsch will check on the timeline to administer the survey.

Y grade
IC discussed the Y grade at the last IC meeting. Y grades are oftentimes given to ABE Basic Skills students at NSCC for their effort and progress made for a quarter, but they do not have the skills to move to another level. These students continue in the same level the second quarter. Marci Myer distributed the transcript legend for grades used at NSCC. Mary Ellen O'Keeffe will discuss a grade for ESL students at the next district vice presidents for instruction meeting.

Dual listed classes
Mary Ellen O'Keeffe said that she will work with Pete Lortz and Edith Wollin on courses that she recommends to remain dual listed and will get back to IC. The recommended dual listed classes will be discussed at a CAS meeting this quarter.

Common course numbering
Common course numbering takes effect summer 2008 for the 3 Seattle community colleges. Mary Ellen will meet with Farideh Faraz and Mark Baumann regarding the process and timeline for NSCC.

New faculty requests
The deans continued discussion on new faculty positions for 2008-09.

Enrollment management
We are at 92.67% of our FTE goal for winter quarter. Winter quarter began on January 2 which may have caused difficulties and confusion for some students since most other institutions in our region were still on break January 2. Mary Ellen O'Keeffe will send a letter to all faculty to discuss the low enrollment and to ask for their help in adding students to their class(es) if at all possible.
As of today, we have 489 international students enrolled.

The Public Information Office will promote low enrolled classes for spring quarter on screen savers when registration begins for spring quarter.

Diversity
DAC has planned activities in celebration of Martin Luther King Jr. beginning January 16. The Total Gospel Experience Choir will be performing on January 16, and there was a suggestion that the performance be in the cafeteria instead of the Baxter Events Center.

The events as planned by DAC and ASB Arts & Lecture Series in the MLK JR Celebration are:

1/16
11am Opening ceremony/launching of the MLK banner
Remarks by Dr. Ron LaFayette
11:50 am Remarks Roy Flores and Suki Bourqui, ASB Student Council
12:15 pm Total Experience Gospel Choir
2 pm & 5 pm Documentary “Eyes on the Prize: America’s Civil Rights Years”

1/17
12:30 – 3:30 Film and Workshop
Dr. Shakti Butler – Mirrors of Privilege

Office of Instruction website
There will be demonstration of the newly created Office of Instruction website at the next IC meeting.

Sharing
Math success workshop
There will be a Math Success Workshop on January 15 from 2 – 2:50 in the Club Room. It is sponsored by the Math/Science Learning Center and the Counseling Center.

Electronic tutoring
Our college will be participating in a pilot project for electronic tutoring with Washington State University to provide collaborative electronic tutoring to NSCC students (on campus and DL students). NSCC will participate in the Northwest eTutoring Consortium, which is a subgroup of the Connecticut Distance Learning Consortium. eTutoring will be administered by the Loft.

Peer observers
There was discussion that the peer observer training may be on January 31.

Information online
There was discussion at the last IC meeting about the information that should be available to our students via web site. The eTAC committee will put this on their agenda for discussion at an eTAC meeting.
IC leadership plan
IC will discuss at a future meeting the leadership plan.

SIMPC
IC adjourned to tour the Student Instruction Media Production Center (SIMPC) in the Library.