Minutes Summary

Present: Patricia Cheadle, Chris Chinn, Farideh Faraz, Bob Fineman, Betsy Hale, Pete Lortz, Marci Myer, Sharon Simes, Carol Summers, Edith Wollin

Edith Wollin chaired the meeting today.

Approval of IC minutes
The IC minutes for November 14, 2007 and November 28, 2007 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
IC discussed two sample college surveys. NSCC had used the CCSEQ survey last time, and there was discussion to use the same survey to do a comparison and have an historical perspective. There was discussion on administering the surveys and the process that we used last time. We would like to use the same process this time for comparison. It is not known what the cost is.

A future IC agenda item would be a discussion of the outcomes of the student surveys and how we can use the outcomes and how we can integrate them into our goals and objectives.

Y grade
There was discussion on the Y grade, which is defined in the catalogue as a course that is two or more quarters in length. The final grade for the course will be reported at the end of the last quarter. NSCC uses the Y grade in ESL, ABE, and some developmental classes because the student is making a good effort in completing the course work but needs two quarters to be ready for the next level. There was discussion that the Y grade is not good for developmental classes because of financial aid issues. Discussion included researching other grade designations, which Marci Myer will send to IC, and expanding the definition of the Y grade. The Y grade definition is a district wide policy. There was discussion that international students cannot receive the Y grade as the definition is written now. This will be a future IC agenda item before February 2008.

Kim will be working with the South and Central Colleagues on a proposal for us and Marci will check on financial aid issues.

Program viability report
In January 2007, IC identified several programs for an administrative assessment which will be done in 2007. The written report was due to the Office of Instruction in October 2007 from the deans to discuss key findings and the dean’s recommendations for the programs being assessed. The report will include current data about the program, determine demand for the program, ensure resources are used efficiently and action steps to improve enrollment or efficiency.
Kim Chapman reported on ABE/GED. The written reports will be posted in the Public Folders when they have been all reviewed at IC.

IBEST
Betsy Hale discussed the IBEST program at NSCC. IBEST stands for Integrated Basic Education and Skills Training. The program supports students who qualify for ESL and are working toward a certificate in Accounting Paraprofessional, Nursing Assistant – Certified, IT (Information Technology) for Healthcare. ESL students in these programs will be supported by an ESL instructor along with the prof tech instructor when taking classes in the programs and will also be able to take classes to improve their English. HVAC will be added in the Spring. Pharmacy Tech will also be looked at as a possibility.

There was discussion on communicating to faculty and staff about our IBEST programs at NSCC and publicizing our IBEST programs to ESL students. Betsy distributed copies of a flyer done about our IBEST programs. One of the flyers was inserted into the Seattle Washington Employment Guide. Suggestions included information on our website about our IBEST programs, implementing a notification system such as sending an email to everyone when a new program is implemented, and doing a better job to educate everyone on campus.

Distribution of computers
There are 49 new computers which are available for instruction use. Tom Griffith’s recommendation is for the TLC to receive 12 new computers, 7 for Health and Human Services, and 10 each for Math, Science, Social Sciences; Arts, Humanities, Adult Basic Education; and Business, Engineering and Information Technologies. The recommendation passed.

Enrollment management
Winter quarter begins January 2, 2008, which is a Wednesday. Friday, December 21, is the last day to cancel classes without a cancellation fee. Many students are registering for winter quarter this week. There was discussion that many more students will not register for classes until after Christmas, so it may not be a good idea to cancel many low enrolled classes on Friday, 12/21. There are approximately 150 – 170 international students coming winter quarter during the 1st and 2nd week of the quarter.

The online registration closes on the 4th day of the quarter. Farideh Faraz will close the waiting list on 12/31.

Katherine Riley gave an update on the FAM courses offered for those 55 and over in our Lifelong Learning College program. She said that as of today about 10 of the classes have over 5 students enrolled in the classes.

There was discussion about marketing and advertising more about our tuition payment plan, which is available to students. Carol Summers gave an update on marketing and said that we have an online advertising campaign through March 2008 with The Seattle Times and King TV. We will spend more money during spring and summer 2008 to market for fall 2008 and will have ads through broadcast media. An e-Newsletter has been sent to current students.

Information online
There was discussion about information which is or should be available to students online. Information included students who look at class schedules online and adding a direct link to contact the instructor teaching the course, having picture of instructor online, and having syllabi of all classes available to students online. IC recommended that we have a taskforce to discuss these issues. Tom Griffith, Tom Braziunas, and Michael Vellines (webmaster) will be part of the taskforce. The Faculty Senate will also be involved in this discussion.

Adjournment
The meeting adjourned at 11:25 am.