IC Meeting  
February 13, 2008  
09:00 a.m.  
Board Room

Minutes Summary

Present: Jack Bautsch, Tom Braziunas, Patricia Cheadle, Chris Chinn, Bob Fineman, Tom Griffith, Steve Miller, Marci Myer, Mary Ellen O’Keeffe, Katherine Riley, Sharon Simes, Jan Stephenson, Edith Wollin, Tracy Woodman

Approval of IC minutes
The IC minutes for January 23, 2008 were approved. The minutes will be posted in the Public Folders under Office of Instruction and sent to everyone at NSCC via email.

SDS/IC meeting
There will be a joint SDS/IC meeting on 2/20 at 9 am in the Baxter Center.

Advertising for new faculty
We will advertise new faculty positions in the HigherEdJobs.com as soon as the positions are processed through Human Resources. We are researching to advertise in other websites, publications, and journals. Some suggestions were Colors NW magazine, Diverse magazine, trade magazines, and associations.

The deans will send their faculty position request form(s) to the Office of Instruction as soon as possible so that we can process them to Human Resources.

IC leadership plan
Bob Fineman proposed that we put IC leadership plan 2007-08 on the screen at our IC meetings so that we can visually view the plan and update it at each meeting.

Student evaluation process
IC discussed the process for doing student evaluations. Instructors need to leave the classroom when students are filling out the evaluations. Suggestions were to ask a student volunteer or another instructor to administer the student evaluations. There was discussion about where to bring the completed student evaluations when the division office is closed. A suggestion was to use the library drop for completed student evaluations in the evening. Tom Braziunas will document the process for student evaluations from students taking online classes. Chris Chinn will ask the senior support staff in the divisions for their input on the process for doing student evaluations. The process for doing student evaluations will be documented.

Mentoring and peer observers
The cutoff date to submit names to Human Resources for faculty who qualify to participate in mentoring is March 1, 2008.

Training is required to be a peer observer. The deans will be giving the faculty who are participating 4-5 names of faculty to observe.

Program viability
The deans began reviewing enrollment data on programs in their division to identify instructional programs to assess for program viability. Some programs that may be part of program viability for this year are women's studies, international studies, drama, electronics, medical assisting, science, geography, nanotechnology, material science and watch technology. There will be further discussion at a future IC meeting.

Cross listed courses
CAS has created a subcommittee to work on criteria for cross listed courses.

Inclement weather
There was inclement weather on January 28, 2008 and many faculty were not able to hold class that day. The deans reported that their faculty have indicated how they plan on making up the lost time with their students. There was discussion about exploring a way for faculty to use technology such as instant messaging to their students during inclement weather.

Title III
Tracy Woodman and Jack Bautsch discussed Title III Framework and the four goals in the framework. There will be a joint SDS/IC meeting next week (2/20) to discuss the framework in more detail.

WEC report
Steve Miller will send IC a short report on the Workforce Education Council (WEC) meeting that he attended on 2/7-8.

UTF request and awards
The UTF committee has allocated $310,211 to 23 separate requests. Tom Griffith distributed the list sent from Jeffrey Vasquez. IC discussed that not everyone who submitted a request was notified by Jeffrey when to attend the UTF committee meeting to discuss their request.

CCSSE
Jack Bautsch needs more administrators to volunteer to administer the CCSSE survey in the classroom during designated times. He will send out an email with available times to administrators asking for their help.

Rehosting project
Tom Griffith gave an update on the state rehosting project. Information can be found on www.cis.ctc.edu/wctc/rehost/

Next meeting and adjournment
The next meeting is a joint SDS/IC meeting on 2/20 at 9 am at the Baxter Center. The next IC meeting is 2/27. The meeting adjourned at 11:40 am.