IC Meeting
February 27, 2008
09:00 a.m.
Board Room

Minutes Summary

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

Approval of IC minutes
The IC minutes for February 13, 2008 were approved. The minutes will be posted in the Public Folders under Office of Instruction and sent to everyone at NSCC via email.

Enrollment
We are at 97.44% of our FTE goal for winter 2008. We are at 102.25% of our worker retraining FTEs for winter 2008. We have 491 international students enrolled this quarter, which are 181 more than last winter quarter.

There was concern why it is necessary to include one of the goals in the Title III framework - “Revitalize Prof/Tech Programs.” It was noted that faculty have worked hard to bring in students in the programs, and we have increased FTEs in the professional technical programs. IC acknowledged that we are going in the right direction in our prof/tech programs with increased enrollments, but we can do more. It was also noted that we will need more space if we expand our prof/tech programs.

IC discussed the FTES distribution 2007-08 for the 3 Seattle Community Colleges. North received additional FTEs in addition to the base allocation and the worker retraining FTEs. Some of the additional FTEs are high demand and include

- Transfer Math/Science 11 FTEs @$8750/FTE = $96,250
- Workforce high demand 10 FTEs @$8750 (HVAC) = $87,500

Other growth FTES include
- ABE 15 FTES @$6,050 = $90,750
- IBEST 7 FTEs @$9,750 = $68,250

Total budget from new FTEs = $342,750 (not including base allocation and worker retraining FTEs)

Faculty positions committees
There was a question whether we can ask a TAC member to serve on the faculty search committees. We will ask Carol Hamilton and Ralph Jenne, who are SCCFT presidents at NSCC.

**Faculty retreat**
There has been good response to faculty signing up to attend the all faculty retreat, which is March 7 at the Northgate Community Center.

**Peer observers**
We do not have a compiled list of faculty who will be peer observers. The deans will send at least 3 names to the faculty who will be peer observers of faculty to observe for this year. The faculty who will be peer observers must observe at least 2 times and write a final report.

**Faculty mentors**
The deans are maintaining a check list of faculty mentors in their division and the topics that the faculty can mentor in. A suggestion for a topic is for a faculty mentor to help the e-Learning office to assist faculty with technology as a follow up to e-Learning workshops that faculty take.

**Instruction Commission**
Mary Ellen O'Keeffe reported on the Instruction Commission meeting that she attended in February 2008. She said that Frank Renz spoke to the commission about Achieving the Dream, which is a national initiative to increase student success at the community colleges. The Washington colleges participating in the initiative are Big Bend CC, Highline CC, Seattle Central CC, Tacoma CC, Yakima Valley CC, and Renton Technical College. Frank Renz was director of the New Mexico Association of Community Colleges and is now a coach to Big Bend CC and Yakima Valley CC in the initiative.

There was discussion on how to help students at NSCC to be successful. We will plan a joint SDS/IC meeting for spring quarter regarding services that we have at NSCC to help students.

Mary Ellen reported briefly on the report from the technology transformation taskforce and will send the deans a copy of the report. IC wanted to know the members of the taskforce and how instruction is represented on the taskforce. Mary Ellen said that Board of Trustees members -Tom Malone and Rajiv Shah, and Betsy Abts are on the taskforce from SCCD. She will ask Betsy Abts for an update.

**Classroom of the future**
There was discussion about our “classroom of the future,” which will be discussed at the eLearning and Technology Advisory Committee meeting today at 1 pm.
Continuing Education
Katherine Riley said that the State Board has compiled a report on the number of business classes and contract training programs provided to business by Continuing Education programs around the state."

Katherine Riley, executive dean for economic development and continuing education, will report to Mary Ellen O’Keeffe. Continuing Education will be under Instruction also.

Katherine Riley said that a grant has been submitted for a 50+ program at NSCC.

Process for corporate donations
There was a question on what is the formal process for corporations to donate to our college and whether we can hang plaques for large corporate donations and naming rights, etc. The Ed fund is the department that processes donations to the school and will have information about naming rights.

Common course numbering
The common course numbering website is

http://sccdweb.sccd.ctc.edu/commoncoursenumbering.aspx

There was discussion that we need a better way to standardize course descriptions in the HP. The Office of Instruction will plan on meeting with the secretary supervisors to discuss course descriptions.

Diversity
Ads for new faculty positions will be placed in Diverse magazine, ColorsNW magazine, and Hispanic Outlook in Higher Education so that we can send our announcements to a larger pool of diverse applicants. Other ads will be in the Chronicle of Higher Education and HigherEdJobs.com.

Deans can make a request to DAC if they are interested in attending NCORE this year.

Sharing
MS3
Pete Lortz announced that Jerry Levy, part time instructor at NSCC, suddenly passed away. An informal memorial service will be held in the MS3 division conference room today at 1:30.

The Sustainability Committee has a website, https://frontpage.northseattle.edu/sustain/

Pete Lortz said that he, Melissa Grinley, Ann Murkowski, and Kalyn Owens have been invited to participate in the Regional Workshop Program on institutionalizing
undergraduate research from 2/29 – 3/2/08 at Lewis & Clark College in Portland, Oregon. The program is sponsored by the Council on Undergraduate Research.

**Space allocation committee**
There was discussion about the space allocation committee and that everyone needed to be informed of the process regarding assigning space. The committee does not want to be a “rubber stamp” committee for space allocation requests. It was noted that the process right now is not working. The space allocation subcommittee wants to meet with the executive team as soon as possible.

**IT director job description**
The deans are reviewing the draft job description to advertise for the IT Director at NSCC.

**Prof Tech**
Steve Miller said that 3 meetings have been scheduled for prof tech certification during winter quarter.

We have submitted one WAVE application from a student in nanotechnology.

**BEIT**
Patricia Cheadle has met with representatives from Children’s Hospital regarding a potential partnership between the hospital and NSCC. The hospital would like to train its employees to increase their IT skills and would contract with us to do the training.

**Teaching, Learning and Assessment Award**
Nominations for the Teaching, Learning and Assessment Award is due to the SBCTC by this Friday, 2/29/08. Faculty can be nominated for the award.

**Stage One Theater**
The Don Juan Cult Concerto is the Stage One production for winter 2008. Dates of the production are 2/29, 3/1, 3/2, 3/7 and 3/8, and 3/9. More information is available on the NSCC website.

**SDS**
SDS meets on the 1st and 3rd Wednesdays of the month, and they would like a representative from IC to attend their meeting.

**Adjournment**
The meeting adjourned at 11:20 am.