



Instruction Commission April 20-21, 2023 Business Meeting Minutes

Call to order

A meeting of the Instruction Commission was in person at Yakima Valley College and virtually through zoom April 20 and 21, 2023. The meeting was called to order at 8 a.m. by Kerry Levett. The land and labor acknowledgment was given by Jennifer Ernst, Vice President for Instruction at Yakima Valley College. Kerry Levett thanked Jennifer Ernst for the land and labor acknowledgment. College welcome was given by Dr. Linda Kaminski, President. Meeting materials on SBCTC – Instruction Commission Website.

Attendees:

Aparna Sen, Barry Robinson, Bryce Humpherys, Cathy Leaker, Gabrielle Bachmeier proxy for Emily Lardner, Heidi Ypma, Jenni Martin, Jennifer Ernst, Jerry Anhorn proxy for Walla Walla, Jim Brady, Jim Wilkins-Luton, Joyce Hammer, Kenneth Lawson, Kerry Levett, Kim Chapman, Kristen Finnel, Lori Hunt, Marissa Schlesinger, Martin Cockroft, Michael Lee, Nicole Lacroix, Peter Lortz, Rob Viens, Rolita Ezeonu, Sayumi Irey, Stephanie Delaney, Steven Danver proxy for April 21 for Michael Lee, Steven Thomas, Tod Treat, Tom Broxson, Tuan Dang, Wendy Rockhill

Guests and SBCTC Staff:

Aaron Coby, Carli Schiffner, Ellen Peters, Guava Jordan, Heidi Summers, Jenny Elsey, Jeremy Winn, Joanna Gregson, Jonathan Barnett, Melissa Hill, Michael Brown, Mike Nielsen, Monica Wilson, Pamela Keele Cress, Shannon Bell, Steven Danver, Terri Standish-Kuton, Val Sundby, Will Durden

Business Meeting

- [Approval of Minutes](#) – Approval of January meeting minutes – Jenni Martin made motion to approve the minutes as submitted. Heidi Ypma seconded the motion. Motion carried with 25 ayes.
- [Volunteer for WACTC Education Services Committee Onboarding Document](#) – Stephanie Delaney volunteered to send final onboarding and orientation document to Education Services Committee.
- [Discussion on general education requirement for workforce degrees](#) – Discussion on general education requirements for workforce degrees, not otherwise defined (e.g., AAS-T, BAS degree) should be determined by local institutions. Will continue the discussion at a future meeting, additional information is needed.
- [Approval of sending resolution to the Department of Education on alternative to testing](#) – Approval of submitting the resolution on alternative to high stakes testing to the Department of Education. The Transition committee made the motion. Motion carried with 25 ayes.
- [Approval of the proposed changes to the Washington 45](#) – Approval of the proposed changes to the Washington 45. The Transfer committee made the motion. Motion carried with 25 ayes.
- [Approval of enshrining Dr. Carli Schiffner as an honorary member of the Instruction Commission](#) – Approval Commission to adopt a resolution enshrining Dr. Carli Schiffner as an

honorary member of the Instruction Commission dated April 21st 2023. Commission made the motion. Motion carried with 25 ayes.

New Business

- **Introductions and Group Conversations** Kerry Levett, chair
 - Small breakouts discussion.
 - Report out on what was discussed.
- **SBCTC Updates** Carli Schiffner, Deputy Executive Director of Education
 - Updates on Legislative Session.
 - Budget Update.
 - WEIA Survey.
 - Transition Updates.
 - Transfer degree updates in ctcLink.
- **WACTC Report Outs**, Kerry Levett, chair
 - WACTC committee report outs were skipped at the WACTC meeting due to the legislative budget discussion.
 - Ed Services, Jenni Martin
 - Update from Julie Huss funding for the 200 FTE's and report guidelines.
 - Promising Practices updates over 100 attendees participated.
 - Operating Budget, Joyce Hammer
 - Allocation Model review and discussion.
 - Technology, Rolita Flores Ezeonu
 - Tracking 3 technology bills and legislative updates.
 - Payroll update in ctcLink.
 - ctcLink enhancement requests updates.
 - Equity, Johnny Hu
 - No update for Equity Committee reference email from Julie Walter for update.
 - Capital Budget, Kristen Fimmel
 - No update for Capital Budget Committee reference email from Julie Walter for update.
- **Central Washington University, Associate of Arts Degree**, Val Sundby, Director, Transfer
 - Reviewed and discussed Central Washington's application to provide associate of arts degree.
- **BEa update – Digital Equity**, Will Durden, BEa Director
 - Review of digital equity funding.

- [Independent Colleges of Washington \(ICW\) Provost's engagement](#), Carli Schiffner, Deputy Director of Education & Terri Standish-Kuon, President and CEO, Independent Colleges of Washington
 - Review of collaborations.
 - Direct Transfer Degrees and agreements.
 - Teagle Grant
 - Small break-outs.
 - Post-Covid Enrollment discussion.
 - Share-out from small break-outs and how we can collaborate.
- [Allocation Model Review and Update](#), Choi Halladay, Deputy Executive Director, Business Operations
 - Review of allocation model and questions.
- [Work Plan and next steps](#) Kerry Levett, Chair
 - Updates on Work Plan and planning for next year.
 - Onboarding and Orientation
 - Review of Full-Time Faculty Expansion
 - Developing 2023-24 Work Plan
 - Thinking Forward – IC Leadership
 - Workplan break-outs please send templates to Shannon Bell by May 1.

Committee Reports

- [College Transitions Committee](#) – Aparna Sen, Cathy Leaker, Jenni Martin, Martin Cockroft, Michael Lee (chair), Phillip King, Tod Treat, Tuan Dang Guests: Heidi Summers (CBS), Will Durden (SBCTC)
 - Reviewed work plan.
 - CBS Update.
- [Transfer Committee](#) – Joyce Hammer (chair), Kerry Levett, Kim Chapman, Marissa Schlesinger, Michelle Andreas, Nicole Lacroix, Wendy Rockhill Guests: Holly Bringman (ATC), Melissa Meade, Tanya Knight (BLC), Steven Danver, Val Sundby (SBCTC)
 - Review and discussed Computer Science AS-T 3 feedback.
 - Proposed CCN process changes.
 - Washington 45 updates.
 - Promoting BAS Pathways/Marketing Guidelines.
 - Central Washington University Associates in General Studies discussion.
- [Workforce Committee](#) – Bryce Humpherys, Gabrielle Bachmeier proxy for Emily Lardner, Heidi Ypma, Ilder Betancourt-Lopez, Jim Brady, Johnny Hu (chair), Thomas Broxson, Tsai-En Cheng for Rolita Ezeonu Guests: Bill Belden (SBCTC), Brianna Rockenstire (Centers of Excellence), Carolyn McKinnon (SBCTC), Jerry Anhorn (WEC), Steven Danver (CEC)
 - Reviewed the Instruction Commission Workplan.
- [Learning Strategies & Innovation Committee](#) – Barry Robinson, Steven Thomas, Lori Hunt, Stephanie Delaney, Peter Lortz, Jennifer Ernst, Jess Clark, Steven Thomas, Jim Wilkins-Luton, Charlie Parker, Kristen Finnel, Rob Viens, Sayumi Irey, Guests: Jeremy Winn (ELC), Jennifer Dysart (LLC)
 - Reviewed the Instruction Commission Workplan.
 - Professional Development Calendar

- EDI Faculty guidance and development
- OER & AI
- Emerging technologies
- Course Sharing
- Updates from ELC.
- Updates from LLC.

Action Items

- [Action item to approve Winter Minutes](#) – Action to approve the Winter meeting minutes.
- [Action item to approve Department of Education Resolution](#) - The Council for Basic Skills has requested IC permission to submit our resolution from last year on alternatives to high stakes testing on feedback to the Department of Education.
- [Action item to approve Washington 45](#) - Approve the proposed updates to the Washington 45.

With no further business, the meeting adjourned at 12:05 p.m. on April 21, 2023.

Instruction Commission
Summer Business Meeting / July 11, 2023
Virtual
[Zoom Link](#)
Meeting ID: 828 9864 6697
Passcode: 731246

July 11

- 8:30-9:00 Welcome and Land and Labor Acknowledgment
- 9:00-9:45 Finalize Onboarding Plan
- 9:45-10:30 SBCTC Update
- 10:30-2:00 Workplan, Committee Breakouts, and Lunch on Your Own
- College Transitions
 - Transfer
 - Workforce Development
 - Learning Strategies & Innovation
 - Dual Credit and Adult Reengagement

*Please have a designated note taker.
At the end of the session, please submit notes to rbert@sbctc.edu.*

- 2:00-3:00 Committee Report Outs
College Transitions
Transfer
Workforce Development
Learning Strategies & Innovation
Dual Credit and Adult Reengagement

*Identify any action items for business meeting.
Please email action items to rbert@sbctc.edu*

- 3:00-4:00 Business Meeting
Dues Update
Committee Votes (*if needed*)
Confirm Sites for 2023-24 meetings
- 4:00-4:30 Work Assignments and Next Steps

Future Meetings: (Proposed - To Be Confirmed at Summer Meeting)

Fall Date TBD – Big Bend Community College
Winter Date TBD – South Puget Sound Community College
Spring Date TBD – Columbia Basin College

Onboarding Plan for New Vice Presidents of Instruction Commission

Annual New VP Orientation hosted by SBCTC

Summary: The SBCTC hosts a three-part virtual orientation over the fall, winter, and spring quarters for Vice Presidents of Instruction (IC), Vice Presidents of Student Services (WSSSC), and Diversity & Equity Officers (DEOC). The orientation includes a welcome from system, agency, and commission leaders, review of the SBCTC handbook, budget, legislative mandates, planning, and other components. Participants engage in intentional team building activities and afternoon break-out rooms for each commission.

Welcome and Onboarding Meeting

Summary: A “welcome group” to include a member of the IC steering committee, an SBCTC staff member, and the new VPI’s assigned mentor whenever possible. This group will schedule a meeting (preferably in person) within the first few weeks of employment to provide both a welcome and an orientation to the Commission and the WA CTC system.

Timeline: Upon hire of new VPIs

1-to-1 Mentoring

Summary: IC members who have been in their position for at least two years can volunteer to serve as mentors, while new members with less than two years of experience can request a mentor. Mentors have the responsibility to proactively reach out to mentees and prioritize responding should they reach out. The mentee's responsibility is to contact the mentor when questions arise. Mentor assignments will be made as new VPIs are hired.

Timeline: Upon hire of new VPIs

Subject Matter Expertise Guide

Summary: Each member of IC will share their functional areas of expertise via a SBCTC poll and provide system level support to colleagues as available. Areas of expertise are varied and could include but not be limited to academic background, technology, collective bargaining, Title IX, equity, conflict resolution, etc. The survey will also ask about interest in joining affinity groups.

Timeline: Survey to be administered at Fall IC meeting; results shared via IC website.

Quarterly Commission Gatherings

Summary: IC Steering Committee meets the evening prior to the quarterly Commission meeting, and new members are invited to attend dinner and meet their steering committee members and peers.

Timeline: Quarterly; invites to new members sent from IC steering committee

Monthly Check-In Meetings

Summary: Created during the COVID crisis-response period, these optional monthly gatherings provide a platform for just-in-time peer communication, discussions, system guidance, reminders of upcoming

deadlines, and more. Any IC member can propose agenda topics to the steering committee for inclusion in these meetings. New members will be specifically welcomed to the group.

Timeline: Monthly; recurring meeting invite sent via SBCTC staff; agenda set monthly by IC steering committee



SBCTC SUMMER UPDATE

Instruction Commission

July 11, 2023

Valerie Sundby, Director of Transfer Education



WELCOME DR. JOYCE HAMMER!!

Joyce officially started her new role as Deputy Director for Education on July 3.



2022-23 ACADEMIC YEAR ENROLLMENT

- Full-time equivalent enrollment for all quarters in Academic Year 2022-23 increased 2% (+3,184 FTES)
- State-funded enrollment ended the year with 94,594 FTES, roughly flat compared with the prior year (+63 FTES).
- Year-over-year enrollment of contract-funded FTES increased 8 % (+2,672 FTES) to 36,834 FTES
- Self-funded full-time equivalent enrollment rose 30% (+448 FTES) to 1,930 FTES.

SPRING ENROLLMENT TRENDS

- Overall up 4% from Spring 2023 (+4,666 FTES).
- State-funded FTES up 5% (+3,559 FTES)
- Contract-funded FTES up 2% (+791 FTES)
- Self-funded FTES up 24% (+316 FTES)

SPRING ENROLLMENT TRENDS

- Compared with last year, spring quarter of 2023 saw enrollment increases for:
 - Apprenticeships: up 22% (+581 FTES)
 - Applied Baccalaureate: up 5% (+201 FTES)
 - Basic Education for Adults: up 29% (+3,109 FTES)
 - Basic Food, Employment and Training (BFET): up 17% (+416 FTES)
 - Corrections: up 32% (+496 FTES)
 - I-BEST: up 2% (+53 FTES)
 - International: up 12% (+531 FTES)
 - International Contracts: up 18% (+611 FTES)
 - Running Start: up 0.2% (+35 FTES)
 - WorkFirst: up 38% (+351 FTES)

SPRING ENROLLMENT TRENDS

- Enrollment declines included
 - Worker Retraining students down 9% (-395 FTES)
 - eLearning enrollment down 4% (-3,164 FTES)

*Full reports will be disturbed broadly later this week.



CWU ASSOCIATES DEGREE

- Letter of concern sent on behalf of the system
- CWU President met with SBCTC Executive Director
- CWU President has exchanged emails with college presidents in our system who have CWU Centers on their campuses (Big Bend, Yakima, Highline, Edmonds, Pierce, Wenatchee Valley); presidents all shared their concerns
- At this point, it appears CWU is still moving forward; SBCTC is convening a follow up with presidents to recommend next steps



RUNNING START UPDATES

- **2SHB 1316:** Expanding Access to Dual Credit Programs
 - Students participating in Running Start (RS) may be funded up to a combined (school district and higher education institution) maximum FTE of 1.4.
 - Maximum of 10 college credits per student per summer academic term.
- **“After Exit Funding”**
 - Graduating 12th grade students who reached Running Start FTE limits during the 2022–23 school year, are within 15 college credits of an associate degree, and enroll in a community or technical college for summer quarter only.
- **RS ESSER funds ended June 30, 2023**



COLLEGE IN THE HIGH SCHOOL UPDATES

2SSB 5048: Eliminating College in the High School fees for all students in 9th grade through 12th grade

- Beginning on September 1, 2023, the Washington public institutions that offer a College in the High School (CiHS) course(s), at no cost to students in the 9th -12th grades and attend a public, Washington high school.
- State funding will be updated annually based on registration data submitted on October 15 and colleges should expect funding in mid November.
 - \$3500 per course for community and technical colleges or \$300 per student for course enrollment lower than 12 students
 - First set of funding will be based on 2022-2023 CiHS course enrollments and reporting is due September 1, 2024, and annually thereafter
- SBCTC will be working closely with CiHS programs to ensure that the amount of funding issued to colleges is an accurate reflection of courses offered and students served.



POLICY GUIDANCE AND TRAININGS

- SBCTC is working closely with OSPI & COP with recent legislative changes.
- What you can expect from us-
 - Updated FAQs for CiHS and RS-August 2023
 - Q&A Office Hours-August 2023
 - Webinar-September 2023
 - Continued training and updates through fall 2023



WORKFORCE UPDATES

- Summer Carl Perkins Comprehensive Local Needs Assessment (CLNA) Conference – Register by July 31
 - SPSCC Lacey Campus, no registration fee
 - Focus on all five elements of the CLNA and broad stakeholder engagement
- CTE Dual Credit
 - ESSB 5187 - The state board, in collaboration with OSPI, will select up to three community and technical colleges to participate in the pilot program during the 2023-24 and 2024-25 academic years. The proviso requires participating colleges to be located within ESD 189 and one must be Skagit Valley College. The state board has convened a stakeholder committee to inform this work.

WEIA SURVEY 2023

- Survey is due by **August 1**

<https://www.surveymonkey.com/r/9ZQBXXS>



**CLIMATE
SOLUTIONS**



CLIMATE SOLUTIONS PROGRAM

Washington State Board for Community & Technical Colleges

Irene Shaver, PhD Program Administrator

Instruction Commission Meeting July 11, 2023

CLIMATE SOLUTIONS FOCUS AREAS



OUR RESPONSIBILITY TO OUR STUDENTS:

"I came into this course feeling a little bit like I was carrying the burden of the planet on my shoulders...I was becoming almost paralyzed in my guilt, because I felt like outside of my own individual actions, I could not do anything to solve this problem...I felt burnt out going into this course, but now, I feel much more empowered to talk to others and make a difference, especially now that I have so much new knowledge and information." Clark College Student, 2023

- Our students are the generation that must decarbonize our economy in the next 2 decades.
- Have never lived during a time normal global average CO₂ levels & will experience the most dramatic increases of any generation to date.
- Must lead in green jobs and in equitable regional climate solutions; they need specific skills and training to achieve this.
- Represent many frontline communities that are most impacted by climate change and most likely to be excluded from the economic benefits of a green economy.

WHY CLIMATE SOLUTIONS @ WA CTCS

- We are the only place-based providers, located in every region of the state, that serve the majority of frontline communities and low to middle class workers seeking higher education and upskilling. **These communities and their intentional incorporation into workforce development and climate solutions education is critical for a just transition, restoring the middle class, and implementing existing policy and current and anticipated green jobs growth.**
- We manage 34 campuses that will have to ultimately be decarbonized.

OVERVIEW OF WORK ACCOMPLISHED

- In 2022 the SBCTC received \$1.5 million from the WA Legislature to design a program for climate solutions education.
- The SBCTC **allocated \$1,111,000 to 28 participating colleges** and provided over **9886** hours professional development for **439** faculty and staff.
- **\$395,000** of that went to **79 implementation projects** in facilities and instruction
- Faculty created **308** new climate justice and solutions-focused assignments and professional technical green workforce modules
- **38 directors of facilities, capital budget and sustainability from 22 colleges** convened to develop an outline of a plan to coordinate energy and emissions monitoring, building utilization, and reductions in building energy usage and emissions across all 34 campuses in the WA CTC system.

SYSTEM-WIDE ENGAGEMENT

28/34 (82%) of Colleges

	Built Environments & HVAC	Agriculture & Natural Resources	Energy, Manufacturing, Transportation	Facilities & Sustainability Directors	Integrated Assignment Workshop	Climate Justice Across the Curriculum Train the Trainer Program	C02 Workshop	Zine Workshop	Participants	Allocation
Bates Technical College	x			x					2	17,400
Bellevue College	x	x	x	x		x			17	96,800
Cascadia College		x		x	x	x	x		24	49,100
Centralia College		x	x		x	x	x	x	18	48,800
Clark College		x			x	x	x	x	17	41,200
Clover Park Technical College	x	x	x	x					7	35,400
Columbia Basin College	x	x		x	x	x	x		21	53,800
Edmonds college			x		x	x	x		18	45,800
Everett Community College	x		x				x		3	6,400
Grays Harbor College	x	x	x	x	x		x		11	29,800
Green River College			x	x	x	x	x	x	18	40,400
Highline College		x	x	x	x	x	x	x	21	53,800
Lake Washington Institute of Tech	x		x	x			x	x	14	22,800
North Seattle College					x	x	x	x	19	57,800
Olympic College	x			x					2	6,400
Pierce College			x			x			13	33,400
Renton Technical College	x			x		x			15	50,400
Seattle Central College				x					2	11,500
Shoreline Community College			x						3	8,000
South Puget Sound Community College	x	x	x	x	x	x	x	x	28	62,200
South Seattle College	x	x	x	x	x	x	x	x	25	68,000
Spokane Community College	x	x		x		x			17	50,500
Spokane Falls Community College				x	x	x		x	18	39,500
Tacoma Community College				x	x	x	x	x	20	39,200
Walla Walla Community College				x					1	5,400
Wenatchee Valley College	x	x	x	x	x	x	x	x	29	67,300
Yakima Valley College	x	x		x	x		x		7	19,400



Tribal Stewards Retreat
(Squaxin Island Tribe)



Agriculture & Natural Resources Retreat
(Yakima Valley C)



Built Environment & HVAC Retreat
(South Seattle C)



Energy Manufacturing &
Transportation Retreat
(Centralia C)



Sustainable Colleges Retreat
(Wenatchee Valley C)

FINDINGS FROM AY 2022-23: GREEN WORKFORCE

- We convened **93 faculty from workforce programs**
- We created a Tribal workforce program (Tribal Stewards)—to be piloted at Grays Harbor and Spokane CC. Intentional redesign to serve underserved populations is critical.
- Our programs are:
 - Underutilized
 - face a suite of shared problems (time, \$, PD, connection to industry, justifying change, lack of existing curriculum) in developing new green jobs related curriculum
 - in increasing enrollment (need strategic marketing and outreach)
 - in diversifying their programs to serve communities most in need
- **WA State is #3 for green jobs growth** and there is a workforce development gap in WA State. CTCs need to lead in this space. A coherent statewide strategy and support system is needed to make this transition in a timely manner.

FINDINGS FROM AY 2022-23: CLIMATE JUSTICE EDUCATION

- 34 faculty leads from 17 colleges were trained as facilitators
- They then facilitated curriculum development workshops for an additional 170 faculty on their campus,
- This model integrates both climate justice and civic engagement throughout the curriculum
- Justice-based teaching supports students of color, civic engagement and solutions-based teaching is related to mental health for the climate generation, teaching climate justice increases student engagement in any discipline.

A STUDENT REFLECTION FROM CLARK COLLEGE

- “I wrote a lengthy email to City Council and received a personal response a day later. I am scheduled to zoom with a city council member and discuss in greater detail my questions and concerns. *I was honestly surprised to learn how easy it is to reach out and I feel reassured that my voice was heard.* My biggest takeaway from this course had to do with climate justice. *Prior to this class I thought of climate change as a global responsibility with even effects on everyone.* This is not the case at all, and *learning the disproportional effects climate change has on low-income and BIPOC communities around the world, the people who are the least responsible for the problem, has made me even more passionate to be a voice for them.* This is information I will continue to share.”

FINDINGS FROM AY 2022-23: RESILIENT COLLEGES

- There is a need to establish coherent leadership and strategic direction integrated across the CTC system to provide guidance, reduce inefficiency and increase intended impact.
- The cleanest buildings are the ones that are already built. We need to explore ways to utilize space better, recommission equipment, remodel, and prioritize sound investment that aligns to state level legislation and policy towards decarbonization.
- There are many low to no cost solutions in this space that could support decarbonization.
- The Clean Buildings Law is an opportunity to do this work now.

WHAT DO WE WANT TO DO IN THIS BIENNIUM?

- Create Green Certificate and Green Economy Network
 - Identify pilot colleges for program redesign
- Expand Tribal Stewards green workforce pilots
- Maintain and grow Climate Justice Across the Curriculum Program to all 34 colleges
- Form a cross institutional/agency taskforce (in coordination with SBCTC Capital Budget) to:
 - Establish key performance outcomes for colleges and statewide goals for ultimately decarbonizing facilities operations
 - Align priorities process for capital expenditures to energy efficiency and decarbonization goals
- Run pilots in space utilization and mobilizing student workers for Clean Buildings benchmarking.

WE NEED YOUR SUPPORT

- In supporting a \$1.5 million supplemental session ask for Climate Solutions in WAC's legislative recommendations
- Leadership support for continuing this work at your colleges—support initiated pilots and climate justice across the curriculum programs
- Participation in green certificate pilots—to seek funding we need pre-identified pilot colleges.

WANT TO BE A PILOT COLLEGE FOR A GREEN CERTIFICATE & PROGRAM REDESIGN?

<p>Option 1: Pilot site for newly developed Green Economy Certificate</p>	<p>Option 2: Pilot site for field-testing and/or development of industry-specific modules related to the Green Economy</p>	<p>Option 3: Pilot site for field-testing and/or development of leveraging existing structures and new industry partnerships to help diversify Green Economy workforce programs</p>
<p>As the community of practice identifies the coursework for the Green Economy Certificate(s), we will need schools that are willing to pilot the process by implementing the new certificate(s).</p>	<p>Programs who want to revamp their existing curriculum can pilot industry-specific modules and provide feedback for improvement. Subject matter experts would provide an overview of the modules and faculty in participating programs would adopt the modules to better align their programs to the green economy.</p>	<p>This work would be part of conversations and implementation plans for utilizing existing structures such as IBEST program and the JobSkills program to identify best practices for diversifying the workforce while providing historically underserved students with access to sustainable jobs.</p>



THANK YOU FOR YOUR LEADERSHIP IN THE CLIMATE ERA

Please let me know if your college would like to participate in the **green certificate pilots** and make your program more responsive to green jobs growth.

Questions or Comments?

- Contact me: Ishaver@sbctc.edu