



Instruction Commission July 11, 2023, Business Meeting Minutes

Call to order

A meeting of the Instruction Commission was held virtually through zoom July 11, 2023. The meeting was called to order at 8 a.m. by Sayumi Irei. The land and labor acknowledgment was given by Chair, Sayumi Irei of South Seattle College, by way of members sharing lived experiences of the Tribal land acknowledgement. Meeting materials on SBCTC – Instruction Commission Website.

Attendees:

Kerry Levitt, Sayumi Irei, Peter Lortz, Bonnie Glantz, Heidi Ypma, Tod Treat, Johnny Hu, Holly Bringman, Connie Smeijkal, Marissa Schlessinger, Melissa Meade, Jennifer Ernst, Steven Thomas, Stephanie Delaney, Steve Danver, Jim Wilkens-Luton, Roseann Berg, Nicole Lacroix, Tuan Dang, Heidi Summers, Cathy Leaker, Rob Veins, Terry Cox, Jesse Humphreys, Lucas Rucks, Emily Lardner, Michael Lee, Wendy Rockhill, Chris Chen Mahoney, Bryce Humphreys, Stephanie Delaney, Michelle Andreas

Guests and SBCTC Staff:

Valerie Sundby, Michael Brown, Monica Wilson, Joyce Hammer, Will Durdan, Jeremy Winn, Roma Bert

New Business:

- **Introductions and Group Conversation** – Sayumi Irei, Chair
 - Do you have time to relax?
 - What is your summertime hobby?
 - Introduction of new members.

- **Onboarding Plan** – Stephanie Delaney
 - Small breakout groups discussed the onboarding process for new VPI members.
 - Groups used Jam Board to brainstorm important opportunities
 - Report out on what was discussed.
 - Mentorship
 - Create a structured orientation/leadership transition process
 - Size, demographics, and location of college impacts the type of content the new VPI will need training on

- **SBCTC Update** – Val Sundby, SBCTC
 - Val Sundby, Director of Transfer SBCTC – slide deck accompanied presentation.
 - Introduction of New Deputy Executive Director, Joyce Hammer, Ph.D.
 - Jamie Traugott, Director of Dual Credit & Strategic Enrollment Initiatives
 - Updates on Running Start
 - Enrollment Trends
 - Instruction Commission will be adding Dual Credit Committee
 - Marie Bruin, Director of Workforce
 - SBCTC will be hosting the first Comprehensive Needs Assessment
 - Irene Shaver, Program Administrator for Climate Solutions
 - Report out on success of the program last year
 - Looking for support in a 1.5m supplemental session request for Climate Solutions in WAC Legislative recommendations
 - Looking for colleges to be pilots for a green certificate and program redesign

- **Committee Report-** Johnny Hu
 - College Transitions – Tod Treat
 - Lacked members – no report
 - Transfer – Steven Thomas
 - The WA 45 agreement will finalize work by the Fall Instruction Commission meeting
 - Creation of database of articulation agreements and course sharing work structures for ATC & BLC.
 - JTC – Val Sunby
 - Transfer Experience
 - Credit DTA Revision
 - Workforce Development – Johnny Hu
 - Finalize Skill Standards for IC Approval by Spring 2024
 - Need to develop best practices for program advisory committees – WEC/IC
 - CLNA report due January
 - Learning Strategies & Innovation – Stephanie
 - E-Learning
 - AI Literacy and statewide guidelines- How do we close EDI opportunity gaps?
 - Make course sharing easier
 - Dual Credit & Adult Reengagement – Tuan Dang
 - Adult Reengagement doesn't belong in this group
 - Need to make training for counselors more accessible
 - Does Dual Credit belong with College in the High School?

Business Meeting

- Approval of Minutes – Approval of April meeting minutes.

- **No other voting items**
- Dues Update – Will be colling dues again. The Steering Committee will work with SBCTC to finalize the balance, update fee collecting structure and process for accounting.

Work Assignments

- Complete the survey or you will be assigned based on your strength
 - Each committee should address adult reengagement
 - What is the deadline for the allocation model

The Steering Committee would like to meet with the chair of each council and their liaison.

Meeting adjourned at 2:30pm

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

Fall Date Nov 2nd -3rd – Big Bend Community College

Winter Date TBD – South Puget Sound Community College or SBCTC

Spring Date TBD – Columbia Basin College