

Instruction Commission
Summer Meeting / August 1-2
Whatcom Community College
Phyllis & Charles Self Learning Commons
[310 W Kellogg Road](#)
[Bellingham, WA 98226](#)

Room LRN 160

Thursday, August 1

- 8:30-9:00: Breakfast – Agenda Review
- 9:00-9:15: Welcome, Introductions and Land and Labor Acknowledgment –Nate Langstraat, Whatcom Community College
- 9:15-10:45 Professional Development- Preparing Campus for Election Cycle – Raquel (Rocky) Vernola, Whatcom Community College
- 10:45-11:30: Math Placement Update—Jamie Traugott, State Board for Community and Technical Colleges
- 11:30-12:00: Workplan overview/Directions for Committee Work – Lori Hunt, Community Colleges of Spokane
- Assignments -Roles & Responsibilities
- 12:00-1:00: Working Lunch
- 1:00-3:00: Committee Break outs
- *Workplan:*
 - *Wrap up 23-24*
 - *Create 24-25 based on Councils and Committee members*
 - *Council work:*
 - *Solidify Council Liaisons*
 - *Council report-outs*
 - *Identify items for Council workplans for 24-25*
 - *Business items*
 - *Note any voting items for Commission*

Dual Credit

Room LRN 210

[Zoom Link](#)

College Transitions

Room LRN 350

[Zoom Link](#)

Transfer

Room LRN 265

[Zoom Link](#)

Workforce Development

Room LRN 201

[Zoom Link](#)

Learning Strategies and Innovation

Room LRN 160

[Zoom Link](#)

3:00–4:30 Committee Share outs – Heidi Ypma, Bellingham Technical College

- *Note any voting items for Commission*

5:30 No-Host Dinner – [Twin Sisters Brewing Company](#)
500 Carolina Street
Bellingham, WA 98225

Friday, August 2

8:00-8:30: Breakfast, Welcome

8:30-9:15: Hot Topic Discussion – Johnny Hu, Bates Technical College

- NC-SARA
- Gainful Employment
- Fraud in Financial Aid
- 24-25 Professional Development Planning
- Grant Support
- Career Connect Washington – Elimination of the required paid work-based learning - Bryce

9:15-9:45: State Board Report, Val Sundby, Director of Transfer Education and Joyce Hammer, Deputy Executive Director of Education

9:45-10:45 WACTC and Taskforce Report Outs, Kristen Finnel

- Capital Budget – Lori Hunt, Community Colleges of Spokane
- Educational Services – Kristen Finnel, Lower Columbia College
- Equity – Steven Thomas, Whatcom Community College
- Operating Budget – Valerie Sundby, State Board for Community and Technical Colleges
- Allocation Review Taskforce Report - Valerie Sundby, State Board for Community and Technical Colleges
- Technology – Michael Lee, Columbia Basin College

- Student Success RFP Taskforce Report – Cathy Leaker, Everett Community College

10:45-12:00 Business Meeting

- Approval of Spring Minutes -
- Committee Voting Items
 - Electing new Steering Committee member
 - Workforce – CCN
- Questions

Future Meetings:

Fall	11/14 -11/15	North Seattle
Winter	02/13-02/14	SBCTC Olympia
Spring	05/15-05/16	Walla Walla!!

**WA SBCTC Articulation Transfer Council (ATC)
End of Year Report, 2023-24**

2023-24 Executive Committee

Chair: Melissa Meade, South Puget Sound Community College

Vice-Chair: Jaime Fitzgerald, Green River College

Secretary: Kristina Young, Cascadia College

Treasurer: Brian Palmer, North Seattle College

ATC met three times: October 11-12, 2023, at the Community Colleges of Spokane (both campuses); February 1-2, 2024, virtual online; and April 9-10, 2024, at Pierce College, Puyallup campus.

VOTING ITEMS – recommend to and approved by Instruction Commission (IC):

1. Course Title Changes in the Common Course Number (CCN) list:
 - POLS&202: change from “American Government” TO “United States Government”
 - ANTH& 210: change from “Indians of N America” TO “Indigenous Peoples of North America”
 - ANTH& 216: change from “NW Coast Indians” TO “Indigenous Peoples of the Northwest Coast”
 - PSYC&220: change from “Abnormal Psychology” TO “Psychological Disorders.”
2. Additions to the Common Course Number (CCN) list:
 - CMST& 240 “Intercultural Communication”
3. Courses deactivated from the Common Course Number (CCN) list:

ANTH& 105 Human Origins; ANTH& 125 Human Variation; ANTH& 224 Peoples of SE Asia; ANTH& 226 Peoples of Africa; ANTH& 228 Cultures of Middle East; ANTH& 229 Caribbean Peoples; ENGL& 225 Shakespeare 2; GEOL& 120 Volcanoes; GERM& 222 German V; GERM& 223 German VI; KREA& 221 Korean IV; KREA& 222 Korean V; KREA& Korean VI; RUSS& 221 Russian IV; RUSS& 222 Russian V; RUSS& 223 Russian VI; VIET& 121 Vietnamese I; VIET& 122 Vietnamese II; VIET& 123 Vietnamese III; VIET& 221 Vietnamese IV; VIET& 222 Vietnamese V; VIET& 223 Vietnamese VI
4. Revised WA 45 list of courses, found [here](https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/transfer/wa45-april2023-final.pdf):
<https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/transfer/wa45-april2023-final.pdf>
5. AP Scoring
 - AP Pre-Calculus: Score of 3 = MATH& 141 (5 credits); Score of 4 = MATH& 142 (10 credits); Score of 5 = MATH& 142 (10 credits)

- AP African American Studies: Score of 3-5 = 5 credits in Social Science distribution, Humanities distribution, or electives (no CCN class equivalent)
- 6. Recommended moving the new Computer Science DTA/MRP forward, as replacement to current version.
- 7. Approved 2024-25 Executive Committee
Chair: Jamie Fitzgerald, Green River College
Vice Chair: Kristina Young, Cascadia College
Secretary: Gretchen Robertson, Skagit Valley College
Treasurer: Brian Palmer, North Seattle College
Past Chair: Melissa Meade, South Puget Sound Community College

NON-VOTING ITEMS/ONGOING WORK

- Year-long professional development centered around AI, including the following topics: understanding basic AI developments; supporting faculty; managing data security; prompt engineering; data analysis; applying to administrative tasks.
- Worked with SBCTC to collect information on the interest and need for course-sharing across the system, sent summary to Instruction Commission for review.
- Continued investigation into barriers to completing the DTA as related to differences in how it is operationalized across the system.
- Collecting information on the use of co-requisites across system.
- October 15, 2024 is the next deadline for colleges to propose changes to CCN.

2024-25 MEETING SCHEDULE

Fall: November 7-8, Lower Columbia College
Winter: January 24 (virtual online)
Spring: May 1-2— location TBD



WASHINGTON STATE CENTERS *of* EXCELLENCE

Instruction Commission Workforce Committee August 1, 2024

CYBERSECURITY

Host College: Whatcom

Director: Brent Lundstrom, blundstrom@whatcom.edu

Project/Initiative/Event: Professional Development Funding for Faculty

CTC instructors teaching cybersecurity in Washington state can now access up to \$2,500 through the Cybersecurity Center of Excellence (CCoE) for professional development, beginning this summer! Whether your goal is to earn an industry certification, attend a conference, or participate in a workshop, the CCoE is here to support you. ***Join the CCoE's mission to ensure every CTC cybersecurity instructor has a professional development plan this year!*** Funding is available for both online and in-person opportunities. The deadline to apply is June 1, 2025. Don't miss out – apply [HERE](#) today and take your teaching to the next level!

CAREERS IN EDUCATION

Host College: Green River

Director: Jamie Wells, jrwells@greenriver.edu

Project/Initiative/Event: Professional Development Opportunities for Faculty/Staff

The **Prof/Tech Boot Camps** have recently transitioned from Olympic College to the Center of Excellence for Careers in Education at Green River. These three-day intensive courses for new or less experienced instructors in professional technical education will be held virtually for at least the first few quarters to ensure a smooth transition from Olympic to the Center. We're excited to announce that applications for the **2024-2025 Workforce Deans Academy (WDA)** cohort will open next week and will remain open until September 13. Additionally, recognizing the increased demand for DACUM facilitators, we have partnered with Ohio State University to offer **DACUM training** in Washington from January 27-31, 2025. We will soon be seeking commitments to ensure we meet the minimum of six and maximum of twelve participants required to run the training.

INFORMATION & COMPUTING TECHNOLOGY

Host College: Bellevue

Director: Brianna Rockenstire, brianna.rockenstire@bellevuecollege.edu

Project/Initiative/Event: AI research and recommendations

The Center of Excellence for Information & Computing Technology will assess the current landscape of artificial intelligence education at community and technical colleges to inform a set of recommendations on AI curriculum, faculty training, industry alignment, and more. We expect to share the recommendations with the system by January 2025. For questions or more information, please contact Brianna Rockenstire.





WASHINGTON STATE CENTERS *of* EXCELLENCE

Instruction Commission Workforce Committee

August 1, 2024

MARINE MANUFACTURING AND TECHNOLOGY

Host College: Skagit

Director: Ann Avary, ann.avary@skagit.edu

Project/Initiative/Event: Cross-Sector Pathways Project

The Center of Excellence for Marine Manufacturing & Technology is leading a welding & fabrication cross-sector pathway project with the Construction and Agriculture/Natural Resource industries. Focused on rural communities, the purpose of the project is to address critical equity in access gaps for students and teaching professionals to high demand, industry standards aligned welding and fabrication curriculum and professional development. The project will:

- Develop an open-source, cross-sector welding and fabrication model framework focused on the maritime, agriculture & natural resource and construction industries. The framework will be accessible, scalable, and adaptable to other industry sectors and regions statewide.
- Work with three rural serving community colleges (Grays Harbor, Walla Walla & Skagit) and three educational service districts (Capital, Northwest & Mid-Columbia).
- Engage with industry partners across the three sectors to provide subject matter expertise, inputs and direction in support of the development of the framework

The project begins summer 2024 and will be completed by spring 2025.

HOMELAND SECURITY-EMERGENCY MANAGEMENT

Host College: Pierce

Director: Linda Crerar, lcrerar@pierce.ctc.edu

Project/Initiative/Event: Women in Leadership Symposium 2025 - May 15-16

Our goal for this year's 2025 Women in Leadership Symposium is to provide women and their allies in All-Hazard Emergency Management fields a positive environment where everyone can learn from those who have had a proven record of accomplishment in community building. This upcoming 2025 symposium will be designed to enhance attendee's knowledge and understanding of personal and professional growth with interactive presentations, discussions and sessions that address our quickly changing world and the professions we practice as well as the importance of cultural competency and the roles of indigenous women in our tribal communities. We are soliciting ideas and participation in the development of this year's event. For more info or to get involved, please visit: <https://www.coehsem.com/women-in-leadership-2025/>

2024-2025 COE LEADERSHIP

Brianna Rockenstire, Chair - brianna.rockenstire@bellevuecollege.edu

Jamie Wells, Past-Chair - jrwells@greenriver.edu

Vice-Chair - TBD



Instruction Commission
2024-2025 Committee and Liaison Assignments

Steering Committee	Chair: Peter Lortz (North Seattle)	Past Chair: Kristen Finnel (Lower Columbia)
	Vice Chair: Lori Hunt (Community Colleges of Spokane)	State Board Staff: Val Sundby
	Members At-Large: Johnny Hu (Bates), Michael Lee (Columbia Basin), Marissa Schlessinger (Tacoma), Heidi Ypma (Bellingham Tech), TBD	

Committees	Dual Credit	College Transitions	Transfer	Workforce Development	Learning Strategies and Innovation
	Bryce Humpherys (Chair) <i>Big Bend</i> Dante Leon <i>Walla Walla</i> Pangyen (Ben) Weng <i>Shoreline</i> Michael Lee <i>Columbia Basin</i> Evi Buell <i>Grays Harbor</i> Chantae Recasner <i>Seattle Central</i>	Cathy Leaker (Chair) <i>Everett</i> Terry Brown <i>Clark</i> Bruce Hattendorf <i>Peninsula</i> Sayumi Irej <i>South Seattle College</i> Kim Chapman <i>Edmonds</i> Tod Treat (Chair) <i>Wenatchee Valley</i>	Kerry Levett (Chair) <i>Cascadia</i> Michelle Andreas <i>South Puget Sound</i> Kristen Finnel <i>Lower Columbia College</i> *Kerrie Cavanass <i>Yakima Valley College</i> Bonnie Glantz <i>Spokane Falls</i> Connie Smejkal <i>Centralia</i> Marissa Schlessinger <i>Tacoma</i> Steven Thomas <i>Whatcom Community College</i> Lori Hunt <i>Spokane District</i>	Johnny Hu (Chair) <i>Bates</i> Heidi Ypma <i>Bellingham Tech</i> Mike Potter <i>LWT</i> *Jaclyn Jacot <i>Spokane</i> Tom Broxson <i>Clover Park Tech</i> Emily Lardner <i>Highline</i> Yuritzi Lozano <i>Pierce Puyallup</i>	Stephanie Delaney (Chair) <i>Renton Tech</i> Jess Clark <i>Bellevue</i> Rolita Ezeonu <i>Green River</i> Ilder Betancourt Lopez <i>Pierce - Ft. Steilacoom</i> Martin Cockroft <i>Olympic</i> Darren Greeno <i>Skagit Valley</i>
	SBCTC Staff: Jamie Traugott	SBCTC Staff: Will Durden	SBCTC Staff: Val Sundby	SBCTC Staff: Marie Bruin	SBCTC Staff: Michael Brown

* Interim/Acting

Councils	Basic Skills	Articulation & Transfer	Workforce Education	E-Learning
		IC Liaison: Cathy Leaker CBS Chair: Jennifer Barber	IC Liaison: Kristen Finnel ATC Chair: Jamie Fitzgerald Baccalaureate Leadership IC Liaison: Connie Smejkal BLC Chair: Mary Jane Oberhofer Joint Transfer Council Kerry Levett (Co-chair) Marissa Schlessinger Michelle Andreas Bonnie Glantz Kerrie Cavanass Kristen Finnel Steven Thomas Lori Hunt Jess Gilmore English (WSSSC)	IC Liaison : Mike Potter WEC Chair: Michael Reese Continuing Education IC Liaison: Heidi Ypma CEC Chair: Olga Inglebritson

Other Taskforce and Workgroups	Guided Pathways: Kerry Levett and Sayumi Irej	Major Capital Project Review: Lori Hunt
	Allocation Model Review: Peter Lortz	
	STAC: Stephanie Delaney +1	Data Governance(2): Dante Leon + 1
	WACAAB: Kerry Levett	

WACTC Committee Representatives	Ed Services	Operating Budget	Technology	Equity	Capital Budget
	Kristen Finnel	Peter Lortz	Michael Lee	Steven Thomas	Heidi Ypma

Student Success Tool RFP Updates

Purpose

The tool should help its users provide timely, targeted, and equitable support that fosters student belonging and empowerment and facilitates seamless communication between faculty, staff, and students.

Our goal is to use this tool to create an inclusive, supportive, and effective educational environment that enhances student success and future prospects.

Taskforce

- RFP Purpose Statement
- Functional requirements of tools
- Review and integrate aggregate RFI data
- Stakeholder group communication and feedback

WACTC

- Configuration
 - Institutional Instance (backyard pool)
 - System Management (community pool)
- Individual Colleges will determine their buy-in

SBCTC

- RFP process management
- Vendor relationships, contract management, and invoicing
- IT and ctcLink integration
- Implementation Support

RFP Next Steps & Timeline

- August
 - Draft RFP & Disseminate
- September
 - Vet & Confirm RFP
- October
 - Release RFP
- February 2025
 - Vendor Selection
- March
 - Contract approval and Signature



Drafted Functional Requirements:

- Student Goal Planning
- Communication
- Student advising
- Peoplesoft Integration
- Client Support
- Cost
- Other

To Be Drafted:

- Data & Analytics
- Equity & Accessibility

Taskforce Members

College Representative

Co-Chairs: Presidents (WACTC)	<ul style="list-style-type: none"> Sara Thompson Tweedy (Big Bend) & Matt Campbell (Pierce)
1 member from Business Admin (BAC)	<ul style="list-style-type: none"> Brett Riley (Wenatchee Valley)
2 members from Information Tech (ITC)	<ul style="list-style-type: none"> Rip Hemingway (South Puget Sound) & Pat Daniels (Highline)
2 members from Student Services (WSSSC)	<ul style="list-style-type: none"> Ruby Hayden (Lake WA Tech) & Karl Smith (Tacoma)
1 member from Advising & Counseling (ACC)	<ul style="list-style-type: none"> Olla Ibrahim (Renton Tech)
1 member from Admissions & Registrars (ARC)	<ul style="list-style-type: none"> Jenny Wheeler (Green River)
1 member from Financial Aid (FAC)	<ul style="list-style-type: none"> Tracy Dahl (Centralia)
1 member from Disability Support Services (DSSC)	<ul style="list-style-type: none"> Kristen Duede (Walla Walla)
1 Guided Pathways Lead	<ul style="list-style-type: none"> Mark Fuzie (Yakima)
1 member from Instruction and Basic Ed (IC, BEdA)	<ul style="list-style-type: none"> Michael Lee (Columbia Basin) & Cathy Leaker (Everett)
1 member from Diversity & Equity (DEOC/MSSDC)	<ul style="list-style-type: none"> Xuan Wang-Wolf (Olympic)
1 member from Research & Planning (RPC)	<ul style="list-style-type: none"> Roy Calligan (Spokane)
1 representative from Faculty Association (FACTC)	<ul style="list-style-type: none"> Lucas Myers (Lower Columbia)
Accessibility	<ul style="list-style-type: none"> Vicki Walton (SBCTC)
Students	<ul style="list-style-type: none"> 2 Student Focus Group

SBCTC Support:

- Monica Wilson
- Jamie Traugott
- Michael Brown
- Dani Bundy
- Kenn Nied
- Abraham Rocha



Functional Requirement Progress Chart

Ratings Category	RFP Function Label	Function Description	Core Functions	RFP Questions
Student Goal Planning	Student Goal Planning	Drafted	Final	Drafted
Communication	Drafted	Drafted	Drafted	To Be Drafted
Student advising	Case Management	Drafted	Final	To Be Drafted
Data & Analytics	To Be Drafted	To Be Drafted	To Be Drafted	To Be Drafted
Equity & Accessibility	To Be Drafted	To Be Drafted	To Be Drafted	To Be Drafted
Peoplesoft Integration	Drafted	Drafted	Drafted	To Be Drafted
Client Support	Drafted	Drafted	Drafted	To Be Drafted
Cost	Drafted	Drafted	Drafted	To Be Drafted
Other	Brainstormed	To Be Drafted	To Be Drafted	To Be Drafted



Math Placement Project Grant

Summer 2024 Instruction Commission

August 1, 2024

*Jamie Traugott, Director of Student Services & K12 Alignment
Dawn Draus, Policy Associate for Math Pathways & Placement*



MATH PLACEMENT PROJECT GRANT

The **Math Placement Project Grant** is managed by SBCTC and generously funded by College Spark Washington. Washington community and technical colleges continue to work towards more equitable placement practices.

Key Focus includes moving away from standardized testing and focusing on high school transcripts evaluation and implementing guided self-placement models designed for students to reflect on prior experiences with reading, writing and math. Although colleges have made significant strides in placement assessment, inequities still exist, especially for historically underserved student populations and BIPOC students.

The **purpose** of this project is to create a cohort of colleges who are willing to share and learn from each other as they invest in examining and revising their current practices to ensure that all students who are currently eligible for placement into college level courses are being enrolled into those courses. Additionally, this work should support colleges in moving forward towards common practices that are consistent and transparent for students.



MATH PLACEMENT PROJECT GRANT

Milestones	Key Dates
Math Placement Grant Established	September 2021
Fall Convening at Wenatchee Valley College (21 Colleges and OSPI)	November 16, 2023
Winter Virtual Convening (21 Colleges and OSPI)	January 25, 2024
6 Pilot Colleges Determined	February 9, 2024
Spring Convening at Tacoma Community College	April 25, 2024
Implementation of GRID for Math Placement at Pilot Colleges	May 2024
Fall Summit at Everett Community College	November 7-8, 2024

Grant Resources:

- [Math Placement Project Grant | SBCTC](#) – SBCTC webpage for the Math Placement Project Grant
- [CTC Mathematics Placement GRID via WA High School Transcripts](#)
- [Math Placement Grant Guidance](#)



MATH PLACEMENT PROJECT - PILOT COLLEGES

- Cascadia College
- Everett Community College
- Lower Columbia College
- Renton Technical College
- Shoreline Community College
- Tacoma Community College

MATH PLACEMENT PROJECT GRANT: CONSIDERATIONS AND CONVERSATIONS

- **Placement Reciprocity**
 - What is the purpose of Placement Reciprocity?
 - Is Placement Reciprocity working?

MATH PLACEMENT PROJECT GRANT: CONSIDERATIONS AND CONVERSATIONS

- **Directed Self Placement**
 - Creation of a statewide minimum DSP agreement?
 - Mainstream processes utilizing ctcLink?

QUESTIONS

Jamie Traugott jtraugott@sbctc.edu

Dawn Draus ddraus@sbctc.edu

Stephanie Rock srock@sbctc.edu

[Math Placement Project Grant | SBCTC](#)

SB 5582 NURSING CAPACITY EXPANSION WORKGROUP UPDATE

Guiding Legislation

SB 5582 requires that the college system submit a plan for CTCs to train more LPNs and RNs in the next four years, especially in shortage areas like rural communities. Per legislation, we're required to consult with health care employers, local workforce development councils, and exclusive bargaining representatives of nursing professions.

Staffing/Coordination/Stakeholders

SBCTC staff and a contractor hired for this work are guided by a group of 5 nursing program directors and one faculty member.

Progress

As of July, we've completed Phase I of the project, which included literature review, analysis of existing data, interviews with over 20 nursing program directors, consultations with the Washington State Hospital Association (WSHA), Washington Center for Nursing, Washington Workforce Development Association (WWA), Association of Washington Business (AWB), Washington State Nurses Association (WSNA), and other stakeholders. We've also administered a student survey and received over 200 responses from 16 colleges. Phase II will focus on compiling the report, prioritizing themes and aligning on recommended solutions.

Background

CTC nursing programs produce over 60% of our state's pre-licensure nurses. Since 2019, legislative investments have enabled significant program growth. In 2017/18 academic year, CTC admitted 1830 (1731 pre-licensure) students. In 22/23 they admitted 2523 (2337 pre-licensure), an increase of 693 or a 40% growth. Even though programs have successfully weathered the pandemic and managed to grow, there are known barriers to expansion. Clinical capacity/clinical placements remain at the top of the list, followed by ability to recruit and retain instructors and administrators, regulatory burdens, and physical capacity (lab/classroom space).

A separate workgroup (Washington Center for Nursing's Clinical Placement Initiative) is addressing clinical placement shortages, aiming for solutions by summer 2025. As such, our workgroup excluded clinicals and focused on areas of improvement within the colleges' purview that can be achieved within the short 4-year window.

Themes

(Note: Prioritization is pending)

Theme 1: Student Supports

Finances:

- Students identify finances as a major barrier to their success, and as a reason they are working while in school.
- Early Achievers Grant-like model for nursing, where a designated point of contact serves as a resource to students, helping align financial and other supports, leading to no or low-cost educational opportunities for participants may prove beneficial to student success.

Advising:

- Nursing-specific advising and tutoring will help students get into and through their programs. Some colleges have already carved out funds/created partnerships to address this need.

Integrated Instructional Delivery:

- As students enrolling in nursing programs have increasingly varied linguistic backgrounds, varied levels of preparation (many have retaken their pre-requisite courses multiple times to achieve a high enough grade), and experienced learning setbacks during COVID, I-BEST is being successfully deployed by a small number of programs.

Theme 2: Regulatory Challenges

NCLEX pass rate requirement:

- At least 80% of nursing students must pass the NCLEX on the 1st try. Programs identified this as overly restrictive. Most accrediting bodies do not require such a high bar.
- The requirement impacts admissions processes, and the resources and time that go into preparing students for the test at many CTCs.
- It impacts program design and hinders innovation as colleges are reluctant to take risks and try out new educational modalities, such as apprenticeships or remote/hybrid instruction.

Bachelor of Science 4-year program:

- Most students pursuing BSN-level education in our system have a prolonged and fragmented path, compared to nursing students in 4-year institutions.
- Most CTC nursing students complete a full year - if going full-time - of pre-requisites prior to being admitted into a 2-year ADN program.
- Achieving a BSN adds two more years (5 years total), frequently at a different campus.
- The majority of respondents to the student survey identified existing campus/cohort support systems as integral to their ability to succeed in the program; starting a program at a new campus is a deterrent to continuing their education.

Theme 3: Faculty & Program Administrators

Programs that received legislative funding stated that the resources improved their ability to retain and hire staff. Enrollments have increased across CTC nursing programs since the investment was made. The number of reported FT vacancies in the CTC system peaked in 2018/19 (pre-investment) at 46 and was down to 17 in 2022/23. Total FT employment also grew from 185 in 2018/19 to 297 in 2022/23. Total number of faculty (PT and FT) increased from 482 in 2018/19 to 710 in 2022/23.

Faculty Funding:

- As programs have grown, available resource no longer has the same impact. Programs worry that they will not be able to sustain this growth.

Faculty Onboarding:

- Faculty transitioning from industry do not have adequate support in their professional development as educators.

Director Turnover:

- The nursing program director's job is complicated and can take years to learn. There is no formal onboarding process and most directors comment on having relied on a volunteer mentor to help.
- While turnover at the director's level cannot be tied directly to enrollments, the turnover and lengthy time needed to learn the ropes can reduce opportunities for program growth and innovation.

Theme 4: Space Limitations

A number of directors identified limited physical space on campus as hindering program expansion. This challenge was identified more frequently by technical colleges which may be negatively impacted by facilities funding distribution formulas.

Theme 5: Programmatic Challenges

SIM Support:

- Equipment doesn't usually come with resources for SIM staff, SIM Staff development, technical support.
- SIM is only effective when adequately supported.
- Taking advantage of the new simulations rules to increase students' clinical opportunities requires qualified staff and resources for ongoing professional development.

Theme 6: Pre-Requisites

Students really struggle with pre-reqs and admissions processes. Many directors point to the process of obtaining pre-reqs as a challenge for nursing students. While directors acknowledge this as an issue, there is no consensus on whether pre-reqs should align across all CTCs.



CONTACT INFORMATION

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STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGE

Summer Quarter Updates

August 2024

SBCTC STAFFING UPDATES

- Student Services – reorganization
 - Jamie Traugott, Director of Student Services and K12 Alignment, has absorbed the majority of the student services portfolio. She will also continue to provide leadership and oversight of dual credit work.
 - Stephanie Rock, program administrator of dual credit and strategic enrollment initiatives, will assume a policy associate position and be the point person for the dual credit/strategic enrollment areas, and continue to report to Jamie.
 - Jennifer Dellinger, policy associate in student support programs (BFET, WorkFirst, etc.) and her team will move under Marie Bruin, director of workforce education.
- New Policy Associate – Bachelor’s Degree Programs
 - Ken Hang, formerly faculty at Green River, is joining the SBCTC Aug 1. Ken will lead the continued BS/CS work as well as overall bachelor’s program work. He will also serve as the lead for ACPL.



LATEST ENROLLMENT TRENDS

- Overall enrollments are continuing to rebound! Spring 2024 – up 7 % overall compared to Spring 2023
 - 7% increase in state funded
 - 8% increase in contract-funded enrollments 11% decrease in student-funded enrollments
- Applied Baccalaureate – up 7% (+276 FTES)
- Basic Education for Adults – up 7% (+946 FTES)
 - IBEST – up 27% (+637 FTES)
- Running Start – up 18% (+3,501 FTES)
- **2023-24 enrollments are up a total of 8%** compared with the prior academic year.

OPERATING BUDGET REQUESTS

- **Competitive Compensation**—Increase salaries for all employee groups, supported with 100% state funding. Colleges are struggling to recruit and retain faculty and staff in several areas. Recent salary increases from the legislature created equity gaps as some groups received significantly larger increases than others. These challenges cannot be address unless our college system received compensation funding to help keep pace with industry and K-12.
- **Increase General Purpose Funding**—With the rising cost of doing business throughout all areas of campus operations, colleges are stretched to meet demand using existing resources. While individual campus needs may differ, all colleges are squeezed by cost increases, restricted funding and structural barriers that limit colleges’ ability to respond to student and college operating needs.
- **Expand Capacity of Job Skills Programs**—Last biennium the program enabled colleges to provide 1200 customized skills courses to 8200 working learners across 118 JSP grants. Demand exceeds available funding, and expansion would provide opportunity to expand college participation to meet current demands and increase the number of small businesses supported with training grants. (\$7.25 mil/year currently)



CAPITAL BUDGET REQUEST

- In April, WACTC voted to approve recommendations as follows:
 - Prioritizes minor projects before major projects
 - \$1M for Grays Harbor College Lake Swano Dam planning assistance
 - Prioritizes major projects in the priority order that they were added to pipeline
 - Targets an estimated request level of approximately \$600M
 - Includes major projects that fall beyond funding target in future biennia of 10 year capital plan
 - Has State Board staff work with colleges to update cost estimates re: inflation, fee rates, laws, requirements and current sales tax rates
 - Increase minor works from \$2 mil to \$5 mil



POLICY BILLS IN DEVELOPMENT

- Dual Credit Omnibus Bill: In collaboration with OSPI and other stakeholders we hope to adequately fund and develop policy within the following programs:
 - Career and Technical Education (CTE) Dual Credit
 - Programming
 - Policy development
 - College in the High School (CiHS)
 - Course reimbursement & “course” definition
 - Programming
 - Running Start
 - Out of pocket expenses (i.e. course materials and books)
 - Summer staffing support & reimbursement
 - Residency



POLICY BILLS IN DEVELOPMENT

- Financial Aid Navigator Expansion: Building on [HB 1835](#), State Board staff are collaborating with the Foundation for Tacoma Students, Council of Presidents (COP), and other key stakeholders to expand and modify the Financial Aid Navigator pilot program state-wide.
- Modify position descriptions to encompass financial aid completion and enrollment.
- Include the participation of public four-year universities.
- Add a training development component to support college and career readiness, in addition to, financial aid awareness, for all high school educators.

BASIC EDUCATION FOR ADULTS

- Biennial Conference
- LACES (Data system)
- Changes in Federal Reporting
- Digital Equity Notice of Funding Opportunity
- ctcLink Enhancement Request: BEdA Grading Basis



WORKFORCE EDUCATION

- Nursing Enrollment Expansion Workgroup. SB 5582 (2023-24)
 - Reducing barriers and expanding educational opportunities to increase the supply of nurses in Washington.
- Career Connect Washington report
 - Due to the Governor and the legislature on August 30th.



COURSE SHARING

- Survey sent to VPIs last week to gauge continued level of interest in participating in course sharing.
- Software Functionality Requirements are being finalized by a representative system group.
 - RFP Response Score requirement template will be updated for review August 13th
- This work will inform the development of a formal RFP to be released in Fall 2024.



FACULTY DEVELOPMENT

- New Faculty Institute, OnDemand
 - Supplemental course for new faculty-Launched!
- FLEX badge
 - Faculty Learning Experience Badge program
 - Stackable badges for faculty professional learning
 - Available in September!
- Budget Considerations
 - Coll Success Course Retreat—9/10, Olympia
 - Faculty Dev. lead Retreat—11/14 & 11/15
 - ATL Conference – 4/29-5/1, Vancouver



GUIDED PATHWAYS COACHING

- Current placement through 2024-2025
- Deepened focus on investment in the college infrastructure to advance student success
- Implementation of the Middle Leadership Academy
 - Mid-level leaders gain a solid understanding of critical student success and change management concepts.
- More information to come, likely go live in Winter quarter.



QUESTIONS?

Val Sundby

vsundby@sbctc.edu

POLICY BILLS IN DEVELOPMENT

Dual Credit Omnibus Bill: In collaboration with OSPI and other stakeholders we hope to adequately fund and develop policy within the following programs:

- Career and Technical Education (CTE) Dual Credit
 - Programming
 - Policy development
- College in the High School (CiHS)
 - Course reimbursement & “course” definition
 - Programming
- Running Start
 - Out of pocket expenses (i.e. course materials and books)
 - Summer staffing support & reimbursement
 - Residency

POLICY BILLS IN DEVELOPMENT

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INSTRUCTION COMMISSION April 18 - 19, 2024 BUSINESS MEETING MINUTES

Call to order

A meeting of the Instruction Commission was in person at Columbia Basin College on April 18 and 19, 2024. The meeting was called to order at 8 a.m. by Kristen Finnel. The land and labor acknowledgment was given by Michael Lee Vice President of Instruction at Columbia Basin College

Attendees:

Michelle Andreas, Greg Bem, Thomas Broxson, Jaime Cardenas, Kim Chapman, Steve Danver, Stephanie Delaney, Jennifer Dysart, Kristen Finnel, Sherri Fujita, Bonnie Glantz, Darren Greeno, Bruce Hattendorf, Johnny Hu, Bryce Humpherys, Lori Hunt, Jaclyn Jacot, Krissy Kim, Cathy Leaker, Michael Lee, Dante Leon, Kerry Levett, Evi Buell Mellisa Meade, Mike Potter, Chantae Recasner, Tina Redd, Lucas Rucks Marissa Schlesinger, Connie Smejkal, Dani Trimble, Jeremy Winn, Heidi Ypma, Peter Lortz, Emily Lardner, Jennifer Dysert, Riva Morgan

Guests and SBCTC Staff

Bill Belden, Roma Bert, Michael Brown, Will Durden, Joyce Hammer, Joyce Hammer, Valerie Sundby, Jamie Traugott, Monica Wilson,

College Welcome

Dr. Rebekah Woods, President of Columbia Basin College (CBC), welcomed the group to campus. Michael Lee, Vice President of Instruction, Columbia Basin College shared that CBC does not have a formal land and labor acknowledgment so instead acknowledged the tribal nations that are near this community.

WACAAB Update

Kerry Levitt, Cascadia College, presented a slide show regarding the following topics

- Priority Areas
 - Government to government relations
 - Regional/ Campus work
 - Legislation
- Instruction Commission workplan due by fall meeting

The Commission then broke into work groups to develop regional action plans. The following topics

were brought to the attention of the group:

- System based common courses focused on Indigenous Studies.
- Early Childhood Education
- DEI Fellow
- Climate and Environmental Science work

Guided Pathways – Next Steps

Monica Wilson, spoke regarding the following.

- How to integrate EDI into Pathways
- What does “belonging” and “welcoming” mean on campus. We need to move toward the work that Government to Government is doing on campus
- Community Engagement – With who? Who holds the power? How can we transform power instead of business as usual
- Posed questions to the group about how they incorporate indigenous programs into their work/campus.
 - Grays Harbor College has first Indigenous Student Success Center
- How does data work into our guided pathways and how do we use this info to help with our Indigenous students?
 - Does micro credentialing fit into this?

Reviewed dashboards and how they measure the guided pathways of students.

Instruction Commission – Work Plan Review

Peter Lortz, North Seattle College presented the work plan document and reminded the group to use the tool.

Committee Report-Outs

College Transitions – Sherri Fujita reported on the following:

- Transitioning ABE students to credit programming.
- How to assist immigrant and refugees in ESL programs that have existing bachelor degrees from home country.
- Waiving 25.00 tuition
- Casas testing and high stakes testing –
- Pathway Maps

Transfer – Steve Thomas reported on the following:

- Resolutions that will be brought to a vote during the business meeting
- Articulation Transfer Council (ATC) update
 - Requirements and co-requirements for Direct Transfer Agreement (DTA)
- Baccalaureate Leadership Council (BLC) update
 - Objection process for BAS degree
 - Requirements around upper division credits
 - Revising approval process
 - BLC requests IC to review the tuition rates for upper division credits

Workforce Development – Heidi Ypma, (Johnny Hu proxy) presented on the following:

- CEC Creating annual report will present at next board meeting
- Center of Excellence report has been sent
- Marie gave update on State Board items
- Online process is ready to go online
- Skills Standards – See info Johnny shared
 - We need to keep working on these Skill Standards will be a work in progress
 - If standards are not approved, they will be reverted back to the 2012 standards

MOTION: The Workforce Development Committee recommends that the Instruction Commission approve the updated 2024 Skill Standards for Professional-Technical College Instructors, which includes the updated and integrated DEI competencies into the Critical Work Functions (A-H)

Learning Strategies & Innovation – Stephanie Delaney presented on the following:

- LLC – Community in LLC, accessibility and shared resources and will look at NWCCU standards
- Panopto contract almost done
- Canvas contract being negotiated has large price increase.
- Course Sharing
- ELC – update on Annual conference
- AI
 - Need to look at it from all perspectives
 - BI-Annual meeting/conference on AI.

Dual Credit – Bryce Humpherys presented on the following:

- Try to prioritize dual credit with your presidents
- Can a high school teacher be qualified to teach at the college
- Need to focus on Pathways to a degree or post-secondary credentials.
- Prepare for Dual Credit Legislative ask
 - Support/funding for coordination of cte at state level
 - Funding for a Dual Credit coordinator at every college
 - Is there a need for a Dual Credit Council
- Correct the loss of funding from 2024 leg and to ask for state reimbursement

Wrap up and Day 2 Planning

- There was a call for nominations for 2024-25 IC Steering Committee
 - Johnny Hu
 - Heidi Ypma
 - Jennifer Ernst
 - Chair – Peter Lortz

April 19th, 2024

Call to order

Kristen Finnel called the meeting to order at 8:30 am.

Hot Topics Discussion

Discussion of System-Wide initiatives and priorities as shared below.

- Modality – Carmen McKenzie, Brandon Reed, Matt Sargent, Charles Velasquez, Krysten Catlin zoomed in to discuss.
- Course Sharing – Michael Brown, SBCTC
 - Agreement between colleges to share classes. Need something to integrate with ctcLink/people soft. This will ease the process especially around class fees and credit transfer
 - Hoping to start RFP process this summer
- Allocation Model Review – Peter Lortz, North Seattle College
 - Ivan Harrell from Tacoma Community College has presented to the State Board. They plan to decide by the end of the year with implementation in 18 months.
- Student Success Software – Michael Lee, Columbia Basin College and Cathy Leaker, Everett Community College
 - Michael shared a spreadsheet for members to add suggestions and ideas for the RFP
- Stefanie Delaney spoke on behalf of STACC
 - Student Success Software needs to have two-way integration

Washington State Board for Community and Technical Colleges Report

- Val Sundby, Director of Transfer Education and Joyce Hammer, Deputy Executive Director of Education – presented slide deck regarding
 - Legislative Policy Items
 - Legislative Planning items
 - Winter Enrollment numbers – Numbers have increased year over year
- Will Durden, Director of Basic Education for Adults, presented slide deck regarding:
 - LACES Training May 8-9, Bates Technical College South Campus
 - BEdA Biennial Conference July 23-25, Three Rivers Convention Center (Tri-Cities)
 - Stay Tuned: Digital Equity Grants on the horizon
 - Title II Level-funded, slight formula-fund increase
 - Corrections contract negotiations nearing finalization
 - In talks to select new college for women’s prison education programs
- Michael Brown, Director Educational Resources and Innovation, presented on technology renewals.
 - Instructure (Canvas) Renewal

- The initial proposal reflected a 10% increase in price per full-time equivalent.
- We have expressed our concerns about this increase, given the fiscal constraints our colleges face, and have requested a revised proposal.
- Panopto Renewal
- In the final stages of negotiating a new five-year contract.
- Set for May approval by SBCTC and July 1 implementation.
- Will include unlimited archiving and storage capabilities

WACTC and Taskforce Report Outs

Capital Budgets – Dr. Lori Hunt, Community Colleges of Spokane, reported on the below topics

- Capital Budget – Lori Hunt, Community Colleges of Spokane discussed the following
- Darrel Jenning to send capitol budge recommendation to WACTC
- Rubric for Capital Projects with a DEI lens has been created

Educational Services – Kristen Finnel, Lower Columbia Community College, provided updates on the following:

- Guided Pathways – Themes
 - All in regarding transformative change
 - Equity Focused teaching and learning
 - Metrix for learning
 - Student Success Software
 - Worker Retraining funding model – Marie gave brief summation
 - Running start and residency waiver –
 - May need legislative change
 - Has already been approved by presidents

Equity – Steven Thomas, Whatcom Community College presented on the following:

- Focus this year on accountability and sustainable relationships
- Communication and amplifying the importance of DEI throughout all of the work
- Repercussions of Fall Elections and how they can be responsive
- AI- how does it impact historically marginalized groups

Operating Budget – Peter Lortz, North Seattle College gave an update on the operating budget.

Technology – Michael Lee, Columbia Basin College, reported on the following topics:

- Joanna Young presented at tech meeting regarding AI and how it supports operations
- How to prepare for a Cyber attack
- CTC prioritization proposal
- FAFSA
- OKTA multifactor authentication
- Michael Lee presented Michael Browns presentation on need for course sharing

Business Meeting

Approval of Spring Minutes - Kristen put forward the motion approved - 3 abstentions.

- Motion to approve: Voting Resolutions: motion seconded with change from competition to completion
 - Motion passed – 1 abstention
- The transfer committee moves that Instruction Commission approve the revised Computer Science DTA/MRP as presented with the following amendments:
 - Effective date of Fall 2025.
 - Addition of an appendix that clarifies which elective courses are required for either program admission or program complete to support informed advising of students pre-transfer.
- The transfer committee moves that the Instruction Commission approve a name change of the commonly numbered Psychology &220 from “Abnormal Psychology” TO “Psychological Disorders.” **All in favor – 1 abstention. Motion approved** Kristen put forward the motion
- The transfer committee moves that the Instruction Commission move forward the concerns raised by Baccalaureate Leadership Council related to part-time upper division tuition rates to the Operating Budget Committee at WACTC. 1 abstention Motion to change revision to division
- Motion to approve – 2024 Skill Standards Kristen put forward the motion -all approved
 - MOTION: The Workforce Development Committee recommends that the Instruction Commission approve the updated 2024 Skill Standards for Professional-Technical College Instructors, which includes the updated and integrated DEI competencies into the Critical Work Functions (A-H)
- Elections for new Steering Committee Member for 2024-2025 - Kerry Moves to approve all in favor motion passed
 - Chair Peter Lortz
 - Vice Chair – Lori Hunt
 - Members at large
 - Johnny Hu
 - Heidi Ypma
 - Jennifer Ernst

Motion to send thank you to FAFSA staff at colleges. All approved

College hosts for 2024-25

- Fall – November 14-15, 2024 – Olympic?
 - Winter – February 20-21, 2025, SBCTC, Olympia Change date conflicts with Achieving the Dream conference
 - Spring – May 22-23, 2025,
- Meeting Adjourn – 10:32