

Instruction Commission
Winter Meeting / February 13-14, 2025
SBCTC
1500 Jefferson Ave, Olympia

Thursday, February 13th - Room 2208

- 8:00-8:30: Grab and Go Breakfast – Meet at SBCTC to depart for Capitol Campus
- 8:30-9:00 Transit to Capitol Campus -
Travel in walking groups to Capitol Campus, notify SBCTC staff if you need transportation (limited parking passes available for those that need to drive rather than walk)
- 9:00-11:00 Legislative Activities – INB 140
- Meet with legislators to learn about their agendas and work for the 2025 session
 - Talk with SBCTC legislative staff
 - Discuss Instruction Commission Priorities for future legislative sessions
- 11:00-11:30 Return to SBCTC
- 11:30-12:00 Welcome, Introductions and Land and Labor Acknowledgment, Agenda Overview -Will Durden SBCTC
- 12:00-12:30 Working Lunch
Grab your lunch and head to your committee meeting
- 12:30 –2:00 Committee Break Outs – Work Plan
Send notes and voting items to Roma (rbert@sbctc.edu)

Dual Credit - Room 2208

[Zoom](#)

Meeting ID: 842 9799 8595

Passcode: 186224

College Transitions – Room 2330

[Zoom](#)

Meeting ID: 817 6719 1658

Passcode: 651056

Transfer - Room 2331

[Zoom](#)

Meeting ID: 884 7981 2096

Passcode: 316898

Workforce Development - Room 1042

[Zoom](#)

Meeting ID: 822 1123 1356

Passcode: 056617

Learning Strategies and Innovation - Room 2320

[Zoom](#)

Meeting ID: 892 5342 3273

Passcode: 112789

- 2:00-2:15: Break
- 2:15 -3:00 Committee Report Outs
- 3:00-3:45 SBCTC Update –Joyce Hammer
- 3:45-4:30 WACTC and Taskforce Report Outs
- Capital Budget – Heidi Ypma, Bellingham Technical College
 - Educational Services – Kristen Finnel, Lower Columbia College
 - Equity – Steven Thomas, Whatcom Community College
 - Operating Budget – Peter Lortz, North Seattle College
 - Allocation Review Taskforce Report – Peter Lortz, North Seattle College
 - Technology – Michael Lee, Columbia Basin College
 - Student Success Software – Cathy Leaker, Everett Community College and Michael Lee, Columbia Basin College
- 4:30-5:00 Wrap Up and Planning for Tomorrow
- 5:30 No-Host Dinner – The Bus Stop

Friday, February 14 Room 1213

- 8:00-9:00: Breakfast (all) and Meeting for Corrections Vice Presidents
Corrections in room 2332
- 9:00 Welcome – Peter Lortz
- 9:00-10:30 Accessibility and Strategies for Responding to the DOJ Guidelines– Highlights from Our System
- Kim Chapman – Edmonds
 - Terry Brown – Clark
 - Kevin Bowersox-Johnson – Seattle Colleges [Zoom](#)
 - Monica Olsson – SBCTC
- 10:30-10:45 Break

10:45-12:00 Business Meeting

- Direct Transfer Agreement
- Approval of Fall Minutes
- Committee Voting Items
- Questions

Future Meetings:

Spring 05/15-05/16 (Walla Walla)

INSTRUCTION COMMISSION November 14-15, 2024, BUSINESS MEETING MINUTES

Call to order – November 14, 2025

A meeting of the Instruction Commission was in person at Whatcom Community College on November 14th, 2024. The meeting was called to order at 8 a.m. by Pete Lortz. The land and labor acknowledgment was given by Rachel Solemsaas, President, North Seattle College and Peter Lortz, Vice President of Instruction, North Seattle College.

Attendees:

Aaron Coby, Ben Weng, Bruce Hattendorf, Bryce Humpherys, Cathy Leaker, Chantae Recasner, Connie Smejkal, Darren Greeno, Terry Brown, Gerie Ventura, Heidi Ypma, Ilder Bentancourt Lopez, Jaclyn Jacot, Jennifer Barber, Jess Clark, Kerrie Cavaness, Kim Chapman, Kristen Finnel, Lori Hunt, Martin Cockroft, Mary Jane Oberhofer, Michael Lee, Michael Potter, Olga Inglebritson, Pere Lortz, Sayumi Irely, Steven Thomas, Thomas Broxson, Yuritzi Lozano, Emily Lardner

Guests and SBCTC Staff

Marie Bruin, Michael Brown, Roma Bert, Dawn Draus, Will Durden, Guava Jordan, Valerie Sundby, Jamie Traugott

College Welcome

Rachel Solemsaas, President, North Seattle College, welcomed the group to campus, the land and labor acknowledgment was given by Rachel Solemsaas, President, North Seattle College. Rachel Solemsaas shared the value of higher education in a belonging community

Faculty Credentialling

Bryce Humpherys, Big Bend Community College /Val Sundby, SBCTC

- There was discussion around the following
- What is acceptable credentials for hiring faculty?
- What are the parameters and how to develop guidelines for hiring faculty?

Looking for endorsement from the commission. Will bring to Joint Transfer Committee to share new guideline

A Look at the National AI Landscape

- Kristi Wellington-Baker, Amazon Web Services and Craig Jordan presented on the ever-growing landscape of AI and its potential uses.
- The Instruction Commission divided into groups to discuss AI in higher education.
- Tom Broxson, Clover Park Technical College, Bruce Hattendorf, Peninsula College and Stephanie Delaney, Renton Technical College, provided presentations on how our technical colleges or using AI now and the steps they are taking for the future.

Uniform Pathway to Psychology

Shelia Steiner, Senior Director, Policy and Community Engagement, Independent Colleges of Washington presented on a uniform pathway to psychology that came out of work with the Joint Transfer Council. There is now a developed set of courses students must have to qualify for the Direct Transfer Agreement. Additionally, all independent colleges are part of the Direct Transfer Agreement. Discussion was opened to the group.

Committee Report – Outs

College Transitions – Will Durden, State Board for Community and Technical Colleges, reported on the following:

- Tuition waiver policies will stay as they are, but the committee would like to see further action on how courses are funded.
- CBC would like to change the name of the council
- Ability to Benefit will continue with roll out.

Transfer – Lori Hunt, Colleges of Spokane, reported on the following:

- Bio & Pre-Nursing work group discussed if there could be pre-allied health as a combined degree
- Preparing for JTC meeting – What does it mean to be a transfer student?
- Revisions to the DTA. Will add five credits of equity as a requirement
- Common Course Numbering – colleges no longer need to declare that they offer CCN. The transfer committee workplan is on target.

Workforce Development – Johnny Hu, Bates Technical College, presented on the following:

- Soil&201 will move forward for vote of approval at tomorrow's business meeting.
- Continuing Education Council (CEC)- Would like to continue to partner with instruction credit and noncredit programs.
- Workforce Education Council (WEC) – Prof Tech skill standards are live and should be implemented in all thirty-four schools by July 2025. Pro cert Tracking tool is available to track standards.
- Can WEC and CEC create a Community of Practice?

Learning Strategies & Innovation – Martin Cockroft, Olympic College, presented on the following:

eLearning Council (ELC) –

- There will be a Canvas conference in February. This will be held virtually and is dedicated to Accessibility and AI.

Library Leadership Council (LLC) –

- Discussed the physical space of libraries and how do we provided a safe place for belonging and student success. Spoke to the need for council representatives to attend the scheduled meetings.

Dual Credit – Bryce Humpherys presented on the following:

- The credentials document discussed earlier will be updated
- Course integrity
- There has been a 58% increase in Dual Credit enrollment since 2022

Meeting Adjourned at 4:30

November 15, 2024

Call to order

Peter Lortz called the meeting to order at 8:30 am.

Washington State Board for Community and Technical Colleges Report

Val Sundby, Director of Transfer Education, Will Durden, Director of Basic Education for Adults, Marie Bruin, Director of Workforce Education, presented on the following:

- Chris Bailey, former president of Lower Columbia College, is the new Executive Director at the State Board.
- Basic Skills – Immigration, deportation and the department of education

WACTC and Taskforce Report Outs

Capital Budgets – Heidi Ypma, Bellingham Technical College, reported on the below topics:

- Review of workplan
- List of Capital spends
- Discussed “End Run Policy”
- Capital projects prioritization strategy

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

IC workplan has been finalized

- Guided Pathways matrix for measuring outcomes with an equity lens is being discussed.
- WACTC approved student athlete tuition waiver
- Financial Aid Compliance manual to be completed by SBCTC
- More specialized training needed regarding title IX

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

- DEOC has the support of all the colleges.

Operating Budget – Peter Lortz, North Seattle College, reported on the following:

- Carli is chair for 24-25
- 3% academic increase in fees
- OFM error – Request for reductions from OFM has been received at SBCTC

Allocation Review Taskforce Report – Peter Lortz, North Seattle College, presented on the following:

- No recent updates – still being analyzed by subcommittees.
 - BAC will join WACTC for presentation on the next rounds of recommendations
 - Projections on impacts should be presented next summer
 - Final approval at July WACTC retreat
 - Estimated implementation FY27

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

- CtcLink governance enhancement plan and practice alignment
- Campus CE data breach
- Workplan – ADA, generative AI,
- Cybersecurity tabletop Discussions

Student Success RFP Taskforce Report – Cathy Leaker, Everett Community College presented the following:

- RFP is out we have received ten vendor proposals. Feedback due 12/1/2024

Business Meeting

Approval of Spring Minutes - Motion approved

- New Steering Committee member Kim Chapman, Edmonds College – Motion approved.
- The IC Transfer Committee recommends removing the Computer Science track of the AS-T Track 2 degree. Bryce Motion moved Michael 2nd. One opposed Motion Moved
- The Workforce Development Committee recommends that the Professional Technical Common Course number (CCN) SOIL& 201 be approved. Motion Yuritzi. 2nd Jaclyn Unanimously

Peter Lortz adjourned the meeting at 11:00

Future Meetings:

DRAFT

Instruction Commission Workplan 2024-2025

(6.4.23)

Introduction

The Washington State Instruction Commission for Community and Technical Colleges (IC) exists to enhance instruction and library/media services within the community and technical colleges of the State. The Instruction Commission is directly responsible to the Washington Association of Community and Technical Colleges' presidents (WACTC) through a liaison appointed by the president of WACTC. The liaison serves as the primary communication link between the Commission and WACTC. The Instruction Commission works cooperatively with the various councils that support instruction and library/ media services. (IC Bylaws Preamble 2021)

The IC Workplan reflects the planned work for the academic year as a Commission including committee and priorities. Each IC Committee is responsible for updating the workplan by the end of the fall Commission meetings. Annual priorities will be established prior to the fall Commission meeting by the general members. Each IC member will hold at least one assignment each year.

Contents

IC Committee Workplans

College Transitions

Learning Strategies & Innovations

Transfer/Joint Transfer Council

Workforce Development

Dual Credit and Adult Reengagement

Resources

[Instructional Commission 2021 Bylaws](#)

[IC Committee Roles & Responsibilities](#)

Instruction Commission Committee Roles and Responsibilities

College Transitions

- Focus on transitions from Basic Education for Adults program.
- Serve as liaison to:
 - Council for Basic Skills

Learning Strategies & Innovations

- Focus on issues and initiatives relevant to eLearning, Library, and broader instructional and educational topics within equity and inclusion frameworks.
- Serve as liaisons to:
 - eLearning Council
 - Library Leadership Council

Transfer/Joint Transfer Council

- Focus on statewide transfer agreements and resolution of transfer related issues
- Serve as system representatives to the Joint Transfer Council
- Serve as liaisons to:
 - Articulation and Transfer Council
 - Baccalaureate Leadership Council

Workforce Development

- Focus on priorities and initiatives that affect workforce programs.
- Serve as liaisons to:
 - Workforce Education Council
 - Continuing Education Council

Dual Credit and Adult Reengagement

- Focus on implementation of new legislation related to dual credit and support of dual credit programs as opportunities to promote equity and access for students across the state.
- Develop a funding model grounded in parity for universities and ctc's.
- Ensure high standards of dual credit programs by supporting colleges seeking NACEP accreditation
- Develop and promote models for implementing dual credit programs using a pathways approach and focus on workforce development

Instruction Commission Committee Workplan 2024-2025

Committee: **College Transitions**

Chair 2024-2025: Cathy Leaker (Everett)

Membership: Terry Brown (Clark), Sayumi Irey (South Seattle), Kim Chapman (Edmonds),
Tod Treat (Wenatchee)

SBCTC Staff: Will Durden

Liaison to Council for Basic Skills: Cathy Leaker (CBS Chair: Jennifer Barber -South Puget
Sound)

Actions	Lead (Team/Person)	Deliverables/Date	Stakeholders	Outcomes	Notes
Review of CBS Tuition Survey results and craft a recommendation				Recommendation to keep policy as is.	

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re: \$25 tuition policy.					
Support development and submission of Eligible Career Pathway Programs for Ability to Benefit	All	Ongoing			
Identify a definition of “transition” and develop a “data strategy”	All	Ongoing			

Committee: Learning Strategies and Innovations

Chair 2024-2025: Stephany Delaney (Renton)

Membership: Jess Clark (Bellevue), Rolita Ezeonu (Green River), Ilder Betancourt Lopez (Pierce), Martin Cockroft (Olympic), Darren Greeno (Skagit)

SBCTC Staff: Michael Brown, Guava Jordan

Liaison to eLearning Council: Martin Cockroft (eLearning Chair: Hannah Lovett)

Liaison to Library Leadership Council: Jess Clark (LLC Past Chair - Gerie Ventura)

Actions	Lead (Team/Person)	Deliverables/Date	Stakeholders	Outcomes	Notes
Drive dialog with college and State Board leaders to create a systemwide framework to leverage AI in governance,	Stephany, Guava, & Michael	IC: Create Instruction Commission AI Coordination Framework (November IC Meeting)			

<p>pedagogy and infrastructure to achieve the mission of the colleges.</p>		<p>IC Professional Development: College Showcase, Part II, 2-3 SBCTC College- Identify Participants (Winter 2025)</p> <p>IC to WAC or STAC Recommendation (?)</p> <p>ELC: Provide Deliverables re: Accessibility</p> <p>LLC: Provide Deliverables re: Accessibility</p>			
<p>Advocate for support for the colleges to achieve the Title 2 Accessibility requirements by 2026.</p>	<p>Martin & Jess</p>	<p>IC: Circulating Sample Communication - Awareness Campaign/Commitment to Work (Immediately)</p>			

		<p>Recommendation to STAC: Resources & Coordination (December 2024 Meeting)</p> <p>Create a Template for a Transition Plan that addresses Title 2 Accessibility Requirements (End of Fall 2024)</p> <p>IC Professional Development: College Showcase, 2-3 SBCTC College-Identify Participants (Winter 2025)</p> <p>ELC: Provide Deliverables re: Accessibility</p>			
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Comments Notes:

Include Library goal or connect to AI, literacy, OER

Expand OER Support/Literacy

Committee: **Transfer/Joint Transfer Council**

Chair 2024-2025: Kerry Levett

Membership: Michelle Andreas (South Puget Sound), Bonnie Glantz (Spokane), Connie Smejkal (Centralia), Lori Hunt (Spokane), Steven Thomas (Whatcom), Kristin Finnel (Lower Columbia), Bruce Hattendorf (Peninsula), Kerrie Cavaness (Yakima)

SBCTC Staff: Val Sundby

Liaison to Articulation and Transfer Council: Kristin Finnel (ATC Chair: Jamie Fitzgerald)

Liaison to Baccalaureate Leadership Council: Connie Smejkal (BLC Chair: Mary Jane Oberhofer)

JTC Members (8 members, 1 WSSSC, 7 IC): Steve Thomas, Kerry Levett, Kim Chapman, Bonnie Glantz, Lori Hunt , Bruce Hattendorf, Jess Gilmore English (Stu Services Rep), vacant

Actions	Lead (Team/Person)	Deliverables/Date	Stakeholders	Outcomes	Notes
Collab w/ Learning Strategies on Course Sharing	ATC/BLC	Find and implement a tech solution	ATC	New FTE, expanding service, identify most likely courses to benefit from course sharing.	RFP in progress
Transfer Student Experience	JTC Reps				Paused: seeking funding
Transfer of Credit/DTA Revision	JTC Reps	Review effectiveness of DTA, recommend changes Summer 2025 Exploring identifying 5 credits within the DTA with an EDI/social justice designation	HED sector	Increase DTA completions, successful transfer, & program readiness	In progress, exploring distribution areas and EDI courses
Pre-Nursing Review	IC/Health Programs (Kerry/Michael (Steven)/Val/ Michelle)		BAS and AA), ATC, BLC, WEC	Streamline DTA, transition to Health Professions	In progress, the group formed July 2024

Bio Review	IC				Forming in fall 2024
Champion reforming the dean onboarding program	Val	ATC to gather interest in fall	IC, ATC, WEC		

Committee: Workforce Development

Chair 2024-2025: Johnny Hu (Bates)

Membership: Heidi Ypma (Bellingham), Mike Potter (Lake Washington), Jaclyn Jacot (Spokane), Tom Broxson (Clover Park), Emily Lardner (Highline), Yuritzi Lozano (Pierce Puyallup)

SBCTC Staff: Marie Bruin

Workforce Education Council Liaison to IC: Michael Reese

Continuing Education Council Liaison to IC: Olga Inglebritson

Centers of Excellence Liaison to IC: Brianna Rockenstire

Liaison to Workforce Education Council: Mike Potter

Liaison to Continuing Education Council: Heidi Ypma

Actions	Lead (Team/Person)	Deliverables/Date	Stakeholders	Outcomes	Notes
Implementation of Skills Standards for Prof Tech Faculty	WEC	Provide training and tools for faculty and deans Update ProCert or other technology to support tracking and professional development tracking Provide resources to help all colleges implement by June 2025	SBCTC, WEC, prof tech faculty		SBCTC has started work at reviewing and updating ProCert
Best Practices for Program Advisory Committees	WEC/IC	Develop best practices for Deans and VPIs. Embed EDI practices from other workgroups (ex. WA ctc American Indian Advisory Board			

		<p>WCAAB, collaborate with Association of WA Businesses).</p> <p>Diverse representation on advisory committees.</p> <p>Student engagement on advisory committees</p>			
<p>Align Comprehensive Local Needs Assessment (CLNA) and CE with Guided Pathways</p>	<p>SBCTC</p> <p>IC</p> <p>WEC</p> <p>CEC</p>	<p>Opportunities for colleges to work together by regions?</p> <p>Ensure that there's engagement with Institutional Research</p> <p>Explore connections between CLNA and Guided Pathways</p> <p>Alignment between non-credit/credit with Guided Pathways</p>			

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Prof Tech and CE Deans Learning Community	IC WEC CEC	Provide new Deans with tools to be effective utilizing curriculum from Dean's Academy and be successful in their roles			
Streamline grant reporting for workforce grants	SBCTC				
Identify strategies to support dislocated and at-risk workers	IC CEC WEC	Identify strategies			

Comments Notes:

Committee: Dual Credit

Chair 2024-2025: Bryce Humpherys (Big Bend)

Membership: Dante Leon (Walla Walla), Pangyen (Ben) Weng (Shoreline), Michael Lee (Columbia Basin), Aaron Coby (Grays Harbor), Chantae Recasner (Seattle Central)

SBCTC Staff: Jamie Traugott

Actions	Lead (Team/Person)	Deliverables/Date	Stakeholders	Outcomes	Notes
Review and recommend concrete examples colleges can utilize when approving faculty under “professional expertise” listed in	Bryce, Jamie	Produce a list of “professional expertise” examples to IC by Fall 2024 Final list to be adopted by IC by winter 2025			

<p>WAC 131-16-091. With a focus on CiHS.</p>					
<p>Participate in review of CiHS & CTE Dual Credit recommendations for the 2025 legislative session. Advocate & promote recommendations to individual colleges and system</p>	<p>Jamie</p>	<p>Dual enrollment policy and funding language included in bills for the 2025 legislative session</p>			
<p>Develop comprehensive plan to create & adopt a dual credit</p>		<p>the value of ctc dual credit</p>			

committee and/or council					
Policy education for committee members around dual enrollment programs		Guidance, training, and supportive materials for dual enrollment committee council members, IC members, instructional leadership, presidents, and faculty.			
Support colleges seeking NACEP accreditation		Host or sponsor convenings for dual enrollment staff working on NACEP accreditation			



LEGEND

-  Visitor parking
-  Disabled persons parking
-  Electric vehicle parking
-  DCFC electric vehicle parking
-  Campus building
-  Public restrooms
-  Food
-  Memorials & monuments
-  Construction zone

Map updated on January 2025



1500 Jefferson Building



Jefferson Street



Maple Park

Transportation Building

Maple Park

Employment Security Building

Maple Park

Capitol Childcare Center

Capitol Way

15th Avenue

Columbia Street

Water Street

John A. Cherberg Building

John L. O'Brien Building

Governor's Mansion

Joel Pritchard construction site

Newhouse Building

Sid Snyder Avenue SW

Insurance Building

Legislative Building

Temple of Justice

Legislative Modular Building

Water Street

Columbia Street

Helen Sommers Building

Capitol Way

11th Avenue

Capitol Court Building

State Archives

Highways-Licenses Building

Office Building Two (OB2)

Natural Resources Building

Capitol Court Building

Union Avenue

Washington Street

Franklin Street

Adams Street

Jefferson Street

14th Avenue Tunnel

Pedestrian Bridge

One way

One way

Cherry Lane

Capitol Way

Jefferson Street



SBCTC 1500 JEFFERSON DRIVING & PARKING

Driving Directions

From Interstate 5 (southbound)

Take the State Capitol/City Center/Port of Olympia exit 105A. Keep to the left lane of the exit, toward the State Capitol/City Center. At the traffic circle, take the third exit onto Jefferson St. The building will be on the left side of the street.

From Interstate 5 (northbound)

Take the State Capitol/City Center/Port of Olympia exit 105. Keep to the left lane of the exit, toward the State Capitol/City Center. At the traffic circle, take the third exit onto Jefferson St. The building will be on the left side of the street.

Visitor Parking and Fees

Nearby parking lots

The closest Capital Campus visitor parking lot is located directly across the street from 1500 Jefferson building on the corner of Maple Park & Jefferson. It has 51 stalls available on a first come first served basis.

Level "A" of the Maple Park entrance of the Plaza Garage on the East Capital Campus is also available. It has 74 stalls available to visiting public employees. All other parking in the Plaza Garage is assigned to capitol campus employees.

If you leave at any point during the day, there is no guarantee that you will get a parking spot when you return even if you paid for all day parking.

Pay to park

Parking fees in all Capitol Campus visitor lots are \$16 a day or \$2 per hour. The parking kiosk accepts credit cards, debit cards, or cash (\$1 dollar bills and coins only). No change is available. If you experience any issues with the parking kiosk, call DES Parking Services at 360-725-0030.

Driving a state car does not exempt you from parking fees. This lot is monitored by the Washington State Patrol who will write tickets for those who don't have a receipt showing proof of payment.

The only time you do not have to pay is if your agency has a prepaid Annual Capital Campus agency parking permit (blue/yellow) hanging from your rear-view mirror. Check with your agency to see if they have one you may use.

Parking in front of the building is not allowed. Vehicles parked in the lot out front are subject to being towed at owner expense by Property Management or ticketed by WSP. We encourage carpooling!

Biking and residential parking

If you ride your bike to the 1500 Jefferson building, parking is located either at the front of the building or to the south side. These are the only two areas where bikes are allowed to park.

Nearby residential areas have posted parking time limits. If you park in those areas for longer than the designated time, you will be ticketed. Find information on [parking in the City of Olympia](#).

Disabled parking available

Call DES Property Management at 360-359-4790 for information on where to park.

Please check in with the security desk upon arrival for visitors' pass and directions to meeting space.

Parking lot map

The two parking lots closest to the State Board offices at 1500 Jefferson St. SE are shown in the red boxes below.

