

Instruction Commission  
Winter Meeting /February 22-23, 2024  
South Puget Sound Community College  
Building 21 Room 130  
Zoom

**Thursday, February 22**

- 8:00-8:30: Breakfast – Agenda Review
- 8:30-8:45: Welcome, Introductions and Land and Labor Acknowledgment
- Dr. Kristen Finnel, VPI, Lower Columbia College, IC Chair
  - College Welcome, Dr. Tim Stokes, South Puget Sound Community College
- 8:45-10:15 GP Executive Retreat – Next Steps
- Follow up from IC workgroup – what are our action items; how do they integrate into the workplan
- 10:15-10:30: Break
- 10:30-11:30 Committee Meetings
- Finish committee business from 2/8 with council liaisons
- 11:30-12:45: Working Lunch
- Committee Reports
  - Send committee summary and voting items to Roma Bert ([rbert@sbctc.edu](mailto:rbert@sbctc.edu))
- 12:45-1:00 Board Charter Bus
- 1:30-4:00 Visit to the Capitol Campus
- 1:30 -1:45 Meet with Representative Paul, Representative Entenman, Representative Leavitt (Basement conference room JLOB B15/B18)
  - 2:00-3:30 Capitol Tour and LEG 101 (Arlen Harris, SBCTC Legislative Director; Sam Herriot, SBCTC Government Relations Liaison)
- 4:00: Board Charter Bus – Return to SPSCC
- 6:30: No-Host Dinner – [Mercato Restaurant](#) - 111 Market St NE, Olympia, WA 98501

**Friday, February 23**

- 8:00-8:30: Breakfast, Welcome
- 8:30-9:15: Hot Topic Discussion
- 9:15-9:45: State Board Report, Dr. Val Sundby, Director of Transfer Education and Dr. Joyce Hammer, Deputy

Executive Director of Education

- 9:45-10:45 WACTC and Taskforce Report Outs, Dr. Kristen Finnel, IC Chair
- Capital Budget – Dr. Lori Hunt, Community Colleges of Spokane
  - Educational Services – Dr. Kristen Finnel, Lower Columbia College
  - Equity – Dr. Steven Thomas, Whatcom Community College
  - Operating Budget – Mr. Peter Lortz, North Seattle College
    - Allocation Review Taskforce Report
  - Technology – Dr. Michael Lee, Columbia Basin College
  - Student Success RFP Taskforce Report
    - Dr. Cathy Leaker, Everett Community College and Dr. Michael Lee, Columbia Basin College
- 10:45-12:00 Business Meeting
- Approval of Fall Minutes
  - Committee Voting Items
  - Questions

### Future Meetings:

March 14 8:00 a.m. - Zoom  
April 18-19 Columbia Basin College

### Wednesday Feb 21st

**6:00 Steering Committee Dinner - [Cove](#) – 311 Capitol Way North, Olympia, WA**

# Instruction Commission November 2<sup>nd</sup>–3<sup>rd</sup>, 2023 Business Meeting Minutes

## Call to order

A meeting of the Instruction Commission was in person at Big Bend College on November 2 and 3, 2023. The meeting was called to order at 8 a.m. by Kristen Finnel. The land and labor acknowledgment was given by Bryce Humpherys, Vice President of Instruction at Big Bend college.

## Attendees:

Thomas Broxson, Kim Chapman, Martin Cocroft, Stephanie Delaney, Jennifer Ernst, Rolita Ezeonu, Kristen Finnel, Bonnie Glantz, Darren Greeno, Bruce Hattendorf, Johnny Hu, Bryce Humpherys, Lori Hunt, Jaclyn Jacot, Emily Lardner, Dante Leon, Kerry Levett, Peter Lortz, Paulette Lopex, Chantae Recasner, Wendy Rockhill, Lucas Rucks, Michael Lee, Marissa Schlessinger, Connie Smejkal, Heidi Summers, Steven Thomas, Rob Viens, Paul Wickline, Jim Wilkins-Luton, Heidi Ypma

## Guests and SBCTC Staff:

Joyce Hammer, Valerie Sundby, Roma Bert, Jerry Anhorn, Michael Brown, Will Durden, Sherri Fujita, Sam Herriot, Miles Jackson, Tanya Knight, Holly Smith, Jamie Traugott, Tod Treat, Lindsey Williams, Jeremy Winn

## New Business

### INTRODUCTIONS AND GROUP CONVERSATIONS Peter Lortz, co-chair

- Formed groups with new vice presidents of Instruction and with older vice presidents of instruction. The groups then discussed the following topics
  - What do you know now that you wish you knew?
  - How do you manage tasks & relationships in the new role?
- New vice presidents filled out questionnaire related to their interest. Monthly zoom meetings/ webinars will be sent out addressing the topics as part of the New Vice Presidents Orientation

### WCAAB UPDATE Kerry Levett,

- Kerry Levitt presented a Power Point on how to better support Indigenous students through curriculum
- Victor Begay presented via a zoom regarding tribal sovereignty
- Leander Yazzi – Reported on the following:
  - Green River College Indigenous Student Center
  - Barriers Indigenous students face
- Maya Esquivido is new to the State Board for Community and technical Colleges

- Vik Bahl presented via zoom regarding the following
  - DEI Fellows Program
    - Development
    - Position Responsibilities
    - Professional Development
    - Funding Source

#### DATA PRESENTATION AND UPDATE WHATCOM COMMUNITY COLLEGE

- Steven Thomas, Vice President for Instruction Whatcom Community College, Ann Marie Carlberg, Assessment and Institutional Research Whatcom Community College presented on the following
- THE ROLE OF VPIS IN ADVANCING THE USE OF DATA TO IMPROVE STUDENT SUCCESS AND LEARNING.
  - Need an equity lens on all work
    - Connect to DEI
    - Disaggregate Data
    - Active teaching, learning and assessment pedagogies
  - Needs a simple, meaningful and sustainable process

### Committee Reports

#### COLLEGE TRANSITIONS COMMITTEE,

Tod Treat, chair, reported on the following:

- CASAS
- DEI Work
- Five goals of the workplan

#### TRANSFER COMMITTEE,

Steve Thomas, chair, reported on the following:

- WA45 Update
  - Feedback from the Public BIs re: the expanded WA45 list. ATC considered this feedback and forwarded an updated list for IC consideration. This list includes courses that are accepted in transfer at all public universities in WA when students transfer without a degree.
- JTC Updates
  - JTC is launching several research initiatives aimed at better understanding what is happening with our transfer students
    - Hiring researchers familiar with our system to conduct focus groups and structured interviews with students who are pre-transfer, post transfer, and who graduated with a transfer degree but never enrolled in a baccalaureate institution.
    - Restarting conversations with ERDC (Educational Research Data Center) on pulling cross-sector student data
- Two workgroups
  - Faculty Focus – how do we bring cross-sector discipline faculty together
  - DTA Revision – looking at a DTA revision with a Guided Pathways lens

- Public and Private BIs will provide a list of all the majors that they consider “humanities” and a grid of the prerequisites required for admissions to that major
- We will look at the grid to evaluate the possibility of creating a pathway DTA that would meet those major requirements
- Starting with Humanities as a prototype

LEARNING STRATEGIES AND INNOVATION COMMITTEE, Stephanie Delaney reported on the following:

- Artificial Intelligence and the future
- Corrections Education and learning tools accessibility
- Course Sharing NWAOL

DUAL CREDIT COMMITTEE Michael Lee, chair (replacing Tuan) reported on the following:

- SB 5048 – College in the high school – colleges reimbursed for offerings (\$300/student until you reach 12 or more students which is \$3500/course) as opposed to fee for transcription cost model
- HB 1316 – Running started expanded to include summer; also expanded enrollment past 15 credits
- Dual credit proposal of council or coordinator

**WORK FORCE COMMITTEE**, Johnny Hu, Heidi Ypma, Marie Bruin, Paulette Lopez, Tom Broxson, Chantae Recasner, Jaclyn Jacot, Emily Lardner, Carolyn McKinnon, Rachelle McGinnis, Jamie Wells, Bill Belden

Johnny Hu, chair, reported on the following

- Council Updates
  - Centers of Excellence
  - CEC
  - Data Governance Committee proposal
- WEC – Dani Trimble
- Pre nursing DTA eligible for worker retraining funds
- Worker retraining formula
  - Allocation Model
  - Right size allocation the funding formula- what will the formula look like and what is the impact?
- DAY ADJOURNED AT 4:30 NOVEMBER 2, 2023

## Instruction Commission November 3, 2023 – Business Meeting

### Call to order

Kristin Finnel called the meeting to order at 8:00 am.

Sara Thompson Tweedy, president Big Bend Community College welcomed the group to the campus

### FACTC Presentation

Johnny Hu presented on the following:

- FACTC Membership roster and asked members to update.
- The role of FACTC members
- FACTCS 3 areas of Focus
  - Guided Pathways and Equity
  - ctcLink and Advising
  - Legislative Advocacy
- Reported on faculty frustration with CtcLink

## State Board Report

Dr. Val Sundby, SBCTC and Dr. Joyce Hammer, SBCTC reported on the following:

- Common Messaging is now available to be used as a resource.
- Nursing Rules Commission and upcoming changes
- WSQA – No longer need to submit proof of accreditation to SBCTC.
- BAS Objection Process needs to be developed
- Course Sharing Software

## WACTC Report Outs, Dr. Kristen Finnel, IC Chair

- Capital Budget – Lori Hunt is new Liaison
- Educational Services – Kristen Finnel
  - Focus is on Student Services
- Equity – Steven Thomas, Whatcom Community College
  - How can we support DEI across the system
- Operating Budget – Peter Lortz, North Seattle Community College
  - Upcoming Allocation Model review.
    - They need additional people on the 4 subgroups
    - Minimum operating allocation
    - District Enrollment Allocation
    - If interested in joining subgroup email Peter Lortz
- Technology – Michael Lee, Columbia Basin College
  - Generative AI
  - CTCLink improvement workplans - need to make process consistent across system
  - WACTC decided on RFP process to aid with new software

## Action Items

- **Action item to elect steering committee member** – Marissa Schlessinger has volunteered.
- **Action item to approve Summer Minutes** – Action to approve the summer meeting minutes. Motion Approved
- **Action item to approve the following title changes to existing common course numbers** -Motion Approved
  - 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”
- **Action item to approve the following additions to the list of Common Courses** - Motion Approved

- CMST& 240 “Intercultural Communication”
- ENGR&154 “Construction Graphics”
- ENGR&240 “Engineering Computations”
- **Action item to approve the following courses be retired from the list of Common Courses- Motion Approved**
  - 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
- **Action item to approve the list of courses to be included in the Washington 45 -Motion Approved**

### From Learning Strategies and Innovation:

- Academic Officers require an effective tool for course sharing. Thus, the Learning Strategies and Innovations committee asks IC to support the following statements:
  - IC asks the State Board to present us with at least two course sharing models at our Winter 2024 Meeting.
  - IC commits to adopting one of the statements for implementation by June 30, 2024

With no further business, the meeting adjourned at 11:45 a.m. on November 3, 2023.

### Meeting Schedule for 2023-24

April 18-19th Columbia Basin