

Instruction Commission
Spring Business Meeting / April 20-21, 2023
Yakima Valley College
1704 W. Nob Hill Blvd.
Yakima, WA 98907
Building 38
Room C

YVC Conference Center Room
Day 1: [Zoom Option](#)
Meeting ID: 824 5284 1110
Passcode: 006281
Day 2: [Zoom Option](#)
Meeting ID: 859 9165 4214
Passcode: 828031

April 20

- 8:00-8:30: Breakfast
Review Onboarding Proposal
- 8:30-9:00: Welcome and Land and Labor Acknowledgment, Dr. Linda Kaminski, President
- 9:00-10:00: Introductions and group conversations
- 10:00-11:00: State Board Report, Carli Schiffner, Deputy Executive Director of Education
- 11:00-11:30: WACTC Report Outs, Kerry Levett, Chair
WACTC Report Outs
- Capital Budget – Kristen Finnel
 - Educational Services – Jenni Martin
 - Equity – Johnny Hu
 - Operating Budget – Joyce Hammer
 - Technology – Rolita Flores Ezeonu
- 11:30-12:00: Central Washington University, Associate of Arts Degree, Val Sundby, Director, Transfer Education
- 12:00-1:00: Working Lunch and Walking Tour
- 1:00-2:30: Committee Break Outs
College Transitions – Room A
Transfer – Room B
Workforce Development – Room C
Learning Strategies & Innovation – Room 109
Regular committee business.
Please have a designated note taker. At the end of the session, please submit notes to Shannon Bell at sbell@sbctc.edu.
- 2:30-3:00: Committee Report Outs
College Transitions
Transfer

Workforce Development

Learning Strategies & Innovation

*Identify any action items for business meeting. Please email action items to Shannon Bell.

3:00-4:30: Independent Colleges of Washington (ICW) Provosts engagement

5:30: Hosted Dinner with Independent Colleges Provosts
Provosts Engagement and Presentations
Cowiche Canyon Kitchen & Ice House Bar
202 E Yakima Ave, Yakima, WA 98901

April 21

8:00-8:30: Breakfast, Welcome

8:30-9:15: Allocation Model Review and Update, Choi Halladay, Deputy Executive Director, Business Operations

9:15-10:30: Work Plan Check-in

- Onboarding and Orientation
- Review of Full-Time Faculty Expansion
- Developing 2023-24 Work Plan
- Thinking Forward – IC Leadership

10:30-10:45: Break

10:45-12:00: Business meeting

- Celebrations
- Approval of Winter Minutes
- New NWCCU language around related instruction
- Elections for 2023-2024
- Committee Discussions
- Questions

Future Meetings:

May 25 at 8:00 a.m.

June 8 at 8:00 a.m.

Updated: April 17, 2023 SB



Instruction Commission January 19-20, 2023 Business Meeting Minutes

Call to order

A meeting of the Instruction Commission was in person at Green River College and virtually through zoom January 19 and 20, 2023. The meeting was called to order at 8 a.m. by Kerry Levett. The land and labor acknowledgment was given by, Tsai-En Cheng, Dean of Branch Locations for Academic and Program Development at Green River College. Kerry Levett thanked Tsai-En Cheng for the land and labor acknowledgment. Meeting materials on SBCTC – Instruction Commission Website.

Attendees:

Aparna Sen, Barry Robinson, Bryce Humpherys, Cathy Leaker, Charlie Parker, Gabrielle Bachmeier proxy for Emily Lardner, Heidi Ypma, Ilder Betancourst Lopez, Jenni Martin, Jennifer Ernst, , Jessica Clark, Jim Brady, Jim Wilkins-Luton, Johnny Hu, Joyce Hammer, Kerry Levett, Kim Chapman, Kristen Finnel, Lori Hunt, Marissa Schlesinger, Martin Cockroft, Michael Lee, Michelle Andreas, Mike Nielsen and Tsai-En Cheng. proxy for Rolita Ezeonu, Nicole Lacroix, Peter Lortz, Phillip King, Rob Viens, Sayumi Irely, Stephanie Delaney, Steven Thomas, Thomas Broxson, Tuan Dang, Wendy Rockhill

Guests and SBCTC Staff:

Ann Avary, Arlen Harris, Brianna Rockenstire, Carli Schiffner, Carolyn McKinnon, Darren Greeno, Heidi Summers, Jamie Wells, Jeremy Winn, Jerry Anhorn, Lauren Hibbs, Marie Bruin, Monica Wilson, Roma Bert, Shannon Bell, Sophia Agtarap, Steven Danver, Summer Kenesson, Tanya Knight, Val Sundby, Will Durden, William Belden

Business Meeting

- [Approval of Minutes](#) – Approval of October meeting minutes – Heidi Ypma made motion to approve the minutes as submitted. Michael Lee seconded the motion. Motion carried with 28 ayes.
- [Approval of Common Course Numbering ECED & 137](#) – Approval of Common Course Numbering ECED & 137. The Workforce Committee made motion. Motion carried with 25 Ayes.
- [Approval of Extending Bridge to College Agreement](#) – Approval of extending the Bridge to College and Smarter Balanced Assessment to the high school class of 2027. The Transition Committee made motion. Motion carried with 28 Ayes and 3 abstentions.
- [Discussion of WEC Environmental Scan Item](#) – Discussion on WEC Environmental Scan no action made. Will continue the discussion at future monthly meetings and spring meeting.

New Business

- **Introductions and Group Conversations** Kerry Levett, chair
 - Small breakouts discussion answered the following questions:
 - How are you leading with equity?
 - Where do you struggle?
 - Where do you thrive?
 - How can we help you?
 - Report out on what was discussed.
- **Work Plan Discussions** Kerry Levett, chair
 - Reviewed current workplan and next steps. Discussion around what is operational and what is strategic.
- **Skills Standard Project Update** Jerry Anhorn, Workforce Education Council Chair, Jamie Wells, Director of Center of Excellence for Careers in Education, Green River College, Ann Avary, Director of Center of Excellence for Marine Manufacturing & Technology, Skagit Valley College
 - Presentation of timeline of the Skills Standard Project. Next steps and how Instruction Commission can help finish the project. Encourage faculty to fill out Professional-Technical College Instructor Skill Standards Verification Survey.
- **WACTC Report Outs**, Kerry Levett, chair
 - Ed Services, Jenni Martin

Update and worked on the promising practices workshops. Two workshops one in the winter covering dual credit and other in the spring covering innovative practices. Update on onboarding orientation for vice presidents.
 - Operating Budget, Joyce Hammer

Discussed the allocation model. Discussion around pay for adjunct instructors.
 - Technology, Rolita Flores Ezeonu

Update on the progress for the multi-factor authentication. Financial Aid, mass packaging and SAP, changes will be in place in mid-March to April.

Payroll enhancement (60-30 step reduction); 2023 implementation.

Monica Wilson provided update on GP and technology solutions for ctcLink integration.
 - Equity, Johnny Hu

The Equity Committee will be hosting the Presidents Academy in March to discuss legislative bills 5194 and 5227.

A survey will be sent out on for the academy and needs of colleges.
 - Capital Budget, Kristen Fimmel

IC, BAC, and WSSSC working on orientation and onboarding projects.

Discussed the 2023-2025 Capital Budget Request.

Update on the Supplemental Budget planning.
- **Corrections Education Report Out**, Jess Clark, chair
 - Update on sub group.
 - Asked a Corrections Education Dean to join the Corrections Education committee Denise Kammers has agreed to serve in this capacity.

- Please complete the survey from Jess Clark.
- **SBCTC Updates** Carli Schiffner, Deputy Executive Director of Education
 - Updates on State Board meeting and Presidents' meeting.
- **Guided Pathways Updates** Monica Wilson, Director of Student Success Center
 - Update and review on Guided Pathways. Discussion on next steps.
- **Data Dashboards** Summer Kenesson, Director of Policy Research
 - Review of data dashboards including SAI Points and data highlights.

Committee Reports

- **College Transitions Committee** – Aparna Sen, Cathy Leaker, Jenni Martin, Martin Cockcroft, Michael Lee (chair), Phillip King, Tod Treat, Tuan Dang Guests: Heidi Summers (CBS), Will Durden (SBCTC)
 - SBCTC updates on Federal and State legislative news.
 - BEdA enrollment updates – discussed ESL students and teacher shortages.
 - Conversation on Ability to Benefit.
 - CBS Update.
 - Additional discussion on standardized testing,
- **Transfer Committee** – Joyce Hammer (chair), Kerry Levett, Kim Chapman, Marissa Schlesinger, Michelle Andreas, Nicole Lacroix, Wendy Rockhill Guests: Holly Bringman (ATC), Tanya Knight (BLC), Val Sundby (SBCTC)
 - Reviewed new draft Computer Science AS-T Track 3. Transfer committee will be bringing this to ATC.
 - Discussed the request from ARC and ATC about reverse transfer.
 - Discussed access to transfer data.
 - Discussed the Biology DTA/MPR and AS-T Track 1 review group (via JTC)
- **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)
 - Request for IC representation on each of the following COE site visits by February 1. Please contact Carolyn McKinnon if interested in serving.
 - Discussed Center of Excellence updates.
 - Workforce Education Council (WEC) updates.
 - NWCCU removed the definition of “Related Instruction” in their standards. The [Professional-Technical Program and Revisions \(PAR\) process](#) was updated to reflect this change. The related instruction language was updated and replaced with "institutional learning outcomes and/or competencies." Additional guidance and opportunities for discussion will be shared broadly with IC.
 - Please encourage prof-tech faculty and Deans to submit responses to the [Skills Standards Survey](#). The survey closes on Friday, February 17, 2023.
 - Request for IC to approve a **ctcLink enhancement request** to add two new item types for continuing education classes. Recommend vote during Spring 2023 IC Business Meeting.
 - Discussed Baccalaureate Leadership Council (BLC) updates.

- [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)
- Updates from ELC included OER repository and onboarding new faculty at colleges. Artificial Intelligence discussion and update.
- LLC updates on workplan and accreditation.
- Reviewed the Instruction Commission Workplan.

Action Items

- [Action item to approve Extending Bridge to College Agreement](#) – Action to approve extending Bridge to College Agreement.
- [Action item to approve Common Course Numbering ECED & 137](#) – Common Course Number ECED & 137.
- [Action item to approve Fall Minutes](#) – Action to approve the Fall meeting minutes.

With no further business, the meeting adjourned at 10:15 a.m. on January 20, 2023.

Meeting Schedule for 2022-23

April 20-21 at Yakima Valley College

**Vice Presidential & DEOC Onboarding Proposal
WACTC Educational Services Committee Request / Winter 2023**

Charge:	Create a robust onboarding program for new vice presidents in the community and technical college system of Washington.
Goals:	Provide context to the state system (SBCTC) and build connections across the system for new vice presidents.
Outline:	The onboarding proposal includes three components: *Annual VP onboarding offered by the SBCTC (Quarterly meetings—Fall (in person), Winter (virtual), and Spring (in person). *Peer mentoring program (Duration of the first year of hire) *Repository of resources (online)
Timeline & Future Planning:	*Share out and ask for commission feedback to proposal by end of March 2023. *Refine and send draft to WACTC Ed Services Committee for review of the proposal in April 2023 and provide feedback. *Revisions made and final draft available Summer 2023. *Implementation Fall 2023.
Additional Resources & Considerations	*Revisions and evaluation of the program Summer 2024. *Intentional collaboration with Office of Professional Development *Intentional alignment and support of SJLI and other programs.

SBCTC Orientation for Vice Presidents		
September Meeting / In-Person	January Meeting / Remote	April Meeting / In-Person
<i>Topics Covered:</i>	<i>Topics Covered:</i>	<i>Topics Covered:</i>
<ul style="list-style-type: none"> • SBCTC Agency Overview • Budget Overview • Policy Overview • Legislative Session Introduction • Guided Pathways Introduction • EDI Office Overview • SBCTC Data Resources 	<ul style="list-style-type: none"> • Legislative Session Updates • Leadership Development Overview • Guided Pathways Updates • Tribal Governmental Affairs Overview and Training 	<ul style="list-style-type: none"> • Legislative Session Impacts & related budget items. • Reporting and Accountability • Debriefing from the year. • SBCTC Data Deep Dive
Commission-Specific Orientations: DEOC, IC, RPC, WSSSC		

Peer Mentoring Program	
Small Groups (based on affinity, region, etc). Dependent on interest and demand, smaller cohorts of vice presidents are to be created to complement the one-on-one peer mentoring option.	One-on-One Peer Mentoring Collaborations. A seasoned vice president is paired up with a new vice president for the duration of the first year in the position. Quarterly meetings at minimum (in-person and remote as possible).

Resource Bank Hosted at SBCTC Website
<p>Subject Matter Experts/ “Phone a Friend”—listing of who to call as a resource as needs arise (example, Vice President X has experience/expertise in interest-based bargaining).</p> <p>SBCTC Resources: Website, Policy Manual, Staff, etc.</p> <p>RCW and WAC wayfinding.</p> <p>WA and National Resources: AACC; NASPA/ACPA; ACUI</p>

SBCTC UPDATE



Carli Schiffner, PhD
Deputy Executive Director, Education

April 20, 2023
Instruction Commission

AGENDA

Legislative Update

Budget Update

General Updates:

- WEIA Survey
- Deputy Executive Director Transition
- Transfer degrees in CTCLink



LEGISLATIVE UPDATE

Arlen Harris, Legislative Director

aharris@sbctc.edu

360-704-4394



WEIA SURVEY

(WORKFORCE EDUCATION INVESTMENT ACCOUNT / #2158)

Survey will be sent out to VPIs in early May.

Surveys will be due by August 1.

New additions:

- Nursing Simulation Lab funding questions
- Cybersecurity FTE funding questions
- modifications to existing investments

Separately, the following will be gathered by staff external to the survey: refugee assistance, Career Connect WA, Mental Health Pilot, 200 FTE Conversion, and the Emergency Assistance Grants.



DEPUTY EXECUTIVE DIRECTOR SEARCH

Recruitment period underway.

Late April, initial interviews with external panel.

Early May, finalist interviews with SBCTC

June transition period.

Honorary member of IC request? 😊



TRANSFER DEGREES IN CTC LINK

Val Sundby, Director, Transfer Education

vsundby@sbctc.edu

360-704-4338

QUESTIONS?

Carli Schiffner, PhD, Deputy Executive Director of Education

cschiffner@sbctc.edu

360-704-4353 or 509.683.2963



Transfer Partners for Student Success

Joint presentation by ICW and SBCTC, April 20, 2023

Gonzaga University ▪ Heritage University ▪ Pacific Lutheran University ▪ Saint Martin's University ▪ Seattle Pacific University
Seattle University ▪ University of Puget Sound ▪ Walla Walla University ▪ Whitman College ▪ Whitworth University

Our Time Together Today

What we'll cover

- Introductions
- Overview, #WAedu collaboration, context, and trends
- Independent Colleges of Washington representatives, brief presentations on commitment to students who transfer and current strategies of working with community and technical colleges

What's Next

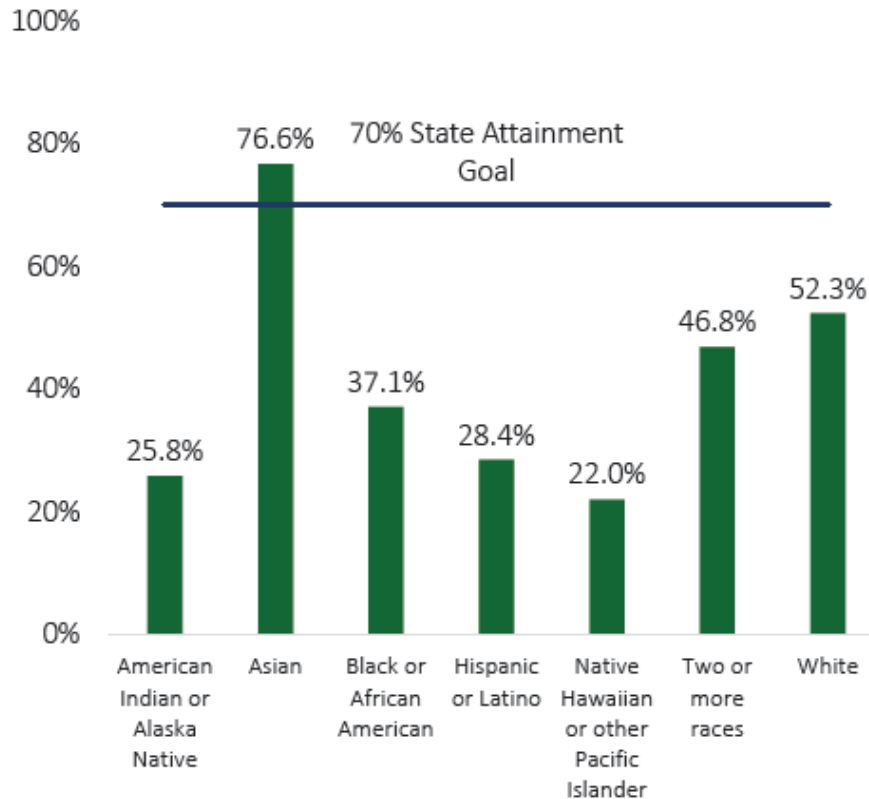
- Discussion in small groups with ICW and CTC representatives in each, focusing on how to collaborate between the sectors to address enrollment challenges
 - Report outs
- Dinner!

Washington Postsecondary Goal Progress



Washington is aiming for **70%** of adults ages 25-44 to have a postsecondary credential

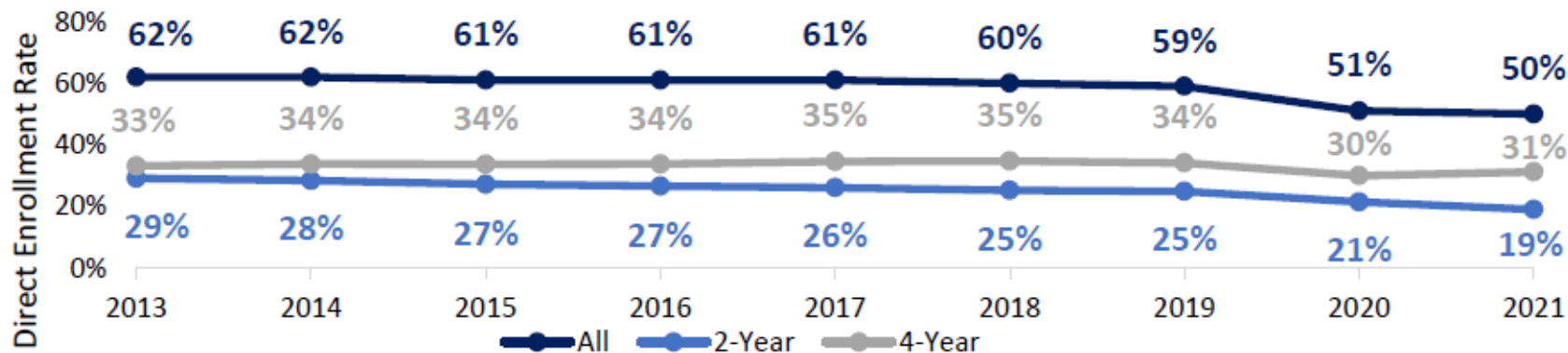
Challenge: Unequal Progress



Inequities affecting **people of color** and individuals living on **lower incomes** remain a challenge for reaching this goal.

Troubling High School-to-College Trends

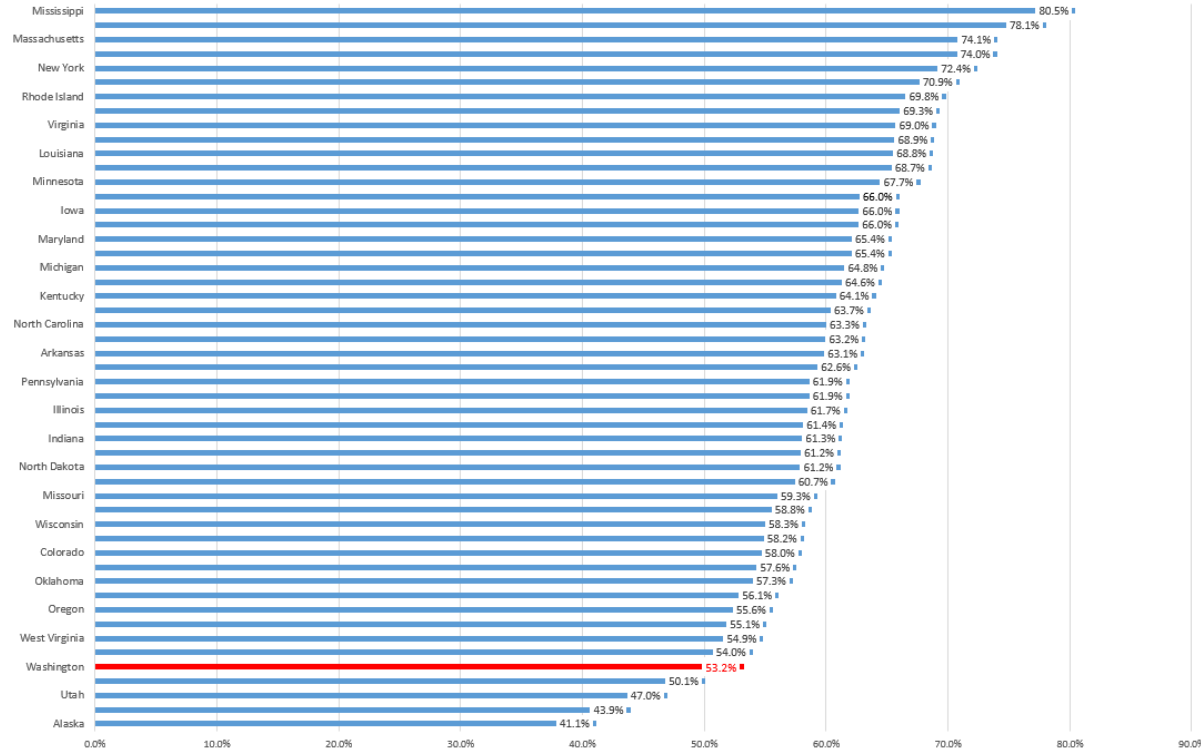
Washington's direct enrollment rate dropped nine percentage points between 2019 and 2021



Source: Education Research and Data Center (ERDC) High School Graduate Outcomes Dashboard

Source of graphic: Washington Student Achievement Council (WSAC), [Postsecondary Enrollment Trends Report, March 2023](#)

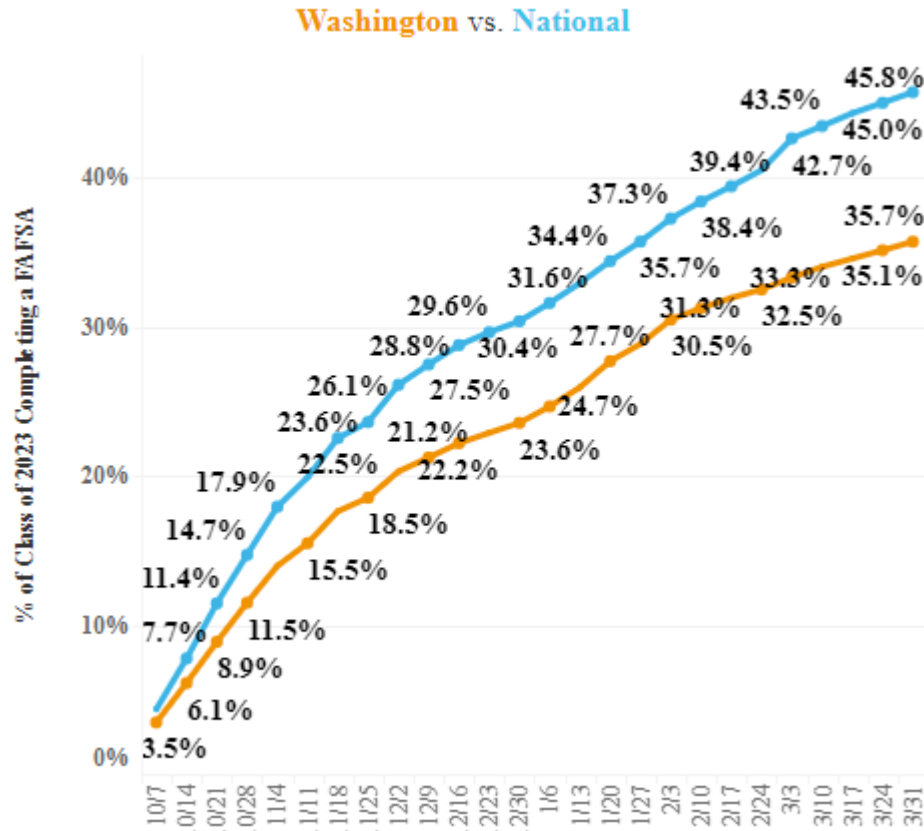
Challenge: College-Going Rate



This is a measure of the percentage of **high school graduates** who **attended college** anywhere in the US immediately after graduation.

Washington ranks 46th in the nation at 53.2%
(Nat'l average is 63.7%)

Challenge: FAFSA Completion in WA



Washington has a low FAFSA completion rate. For the high school class of 2023, the completion rate was **35.7%** as of March 2023, compared to the national average of **45.8%**.

Challenge: Obstacles to College-Going

Research commissioned by the Gates Foundation and by the Washington-based Partnership for Learning find that the key reasons high school students are not opting for higher education include:

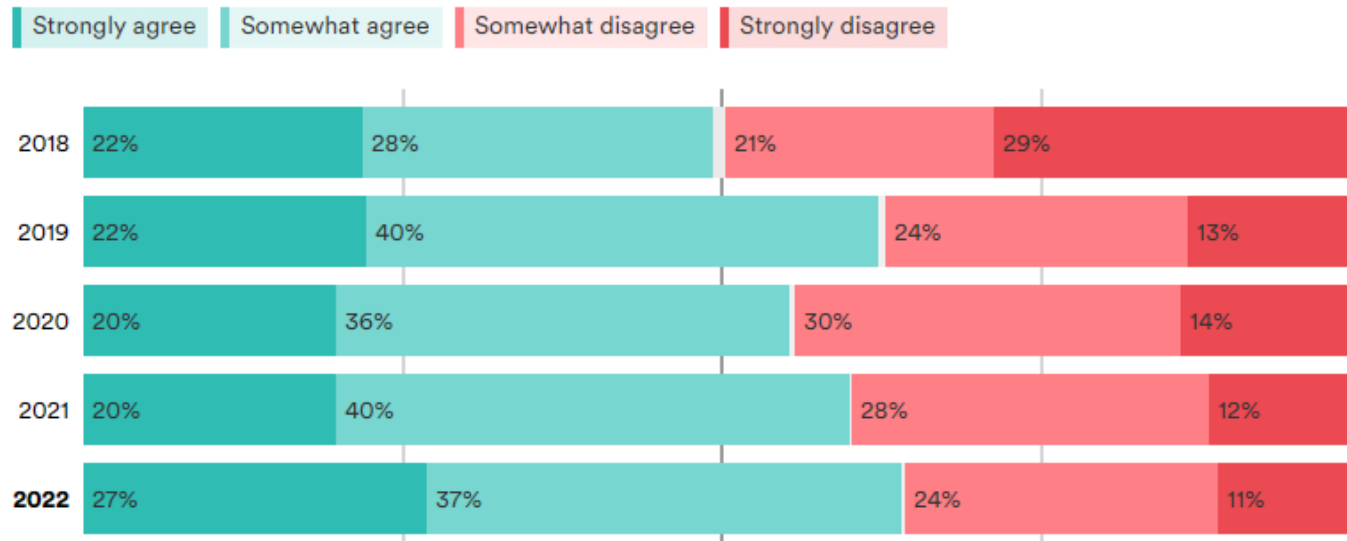
- **Concerns around cost**, not only tuition/fees but the opportunity cost of obtaining a credential: lost income while attending, cost of childcare, housing, food, debt aversion, etc.
- **Worries around the value/Return of investment of an earned degree**
- **Preference for “hands on” programs**, on-the-job training: start making money sooner.
- **Emotional and financial stress**, finding time to attend given other life priorities

Sources:

- <https://usprogram.gatesfoundation.org/news-and-insights/articles/gates-foundation-probes-college-enrollment-decline> (survey of 1,600 HS graduates in seven states (CA, FL, NY, OH, TN, TX, and WA) who decided not to attend college, why they are opting out.
- [Home - Partnership for Learning \(partnership4learning.org\)](https://partnership4learning.org/)

Challenge: Shifting View of Higher Education

How much do you agree or disagree that there are lots of well-paying, stable jobs that people can find with only a high school diploma or GED?



New America *Varying Degrees 2022* survey: Steady increase in the number of respondents who “agree” or “somewhat agree” that “lots of well-paying, stable jobs can be found with only a high school diploma or GED”



Participation in Statewide Agreements

Member Campus	AA/AS DTA	Biology	Business	Comp. Science	Engineering	Practical Nurse-BSN	RN-BSN	Pre- Nursing	Reverse Transfer
Gonzaga University	Y		Y	Y	Y				
Heritage University	Y		Y	Y		Y			
Pacific Lutheran University	Y		Y	Y				Y	Y
Saint Martin's University	Y	Y	Y	Y	Y	Y	Y	Y	Y
Seattle Pacific University	Y	Y	Y	Y	Y			Y	Y
Seattle University	Y	Y	Y	Y	Y			Y	Y
University of Puget Sound	Y								
Walla Walla University	Y		Y		Y	Y		Y	
Whitworth University	Y	Y	Y	Y					

As of March 2023

Gonzaga University ▪ Heritage University ▪ Pacific Lutheran University ▪ Saint Martin's University ▪ Seattle Pacific University
Seattle University ▪ University of Puget Sound ▪ Walla Walla University ▪ Whitman College ▪ Whitworth University



Strengthening Transfer Pathways to the Liberal Arts: Three Prongs

Statewide: Transfer pathways in the liberal arts

- Fully leverage Biology MRP
- Build on Guided Pathways
- Psychology transfer workgroup

Local: Transfer partner teams

- Regional transfer partners
- Faculty and staff
- Initial self-assessment of institutional partnership
- Action plan for improvement

On campus: Transfer readiness dimensions

- Academic
- Social-cultural
- Financial



Investments in Supporting Student Success



Diversity, equity, inclusion, and justice

As communities across Washington continue to evolve, Independent Colleges of Washington's member institutions are committed to creating and maintaining a vibrant and welcoming community for students, staff, and faculty.



Behavioral health

Our campuses provide a number of resources aimed at improving students' well-being, mental health, and resiliency.



Basic needs

Various programs at our member campuses offer help to students in need, such as housing, food insecurity, and financial assistance.



Academic tutoring

In support of student success, our institutions make a variety of academic services available to help students achieve their academic goals.



Counselors for Students Transferring

College/University	Transfer Staff	Contact
Gonzaga University	Lindsey Spencer	spencerl2@gonzaga.edu
Heritage University	Miriam Soto Guillen	Soto-Guil_M@heritage.edu
Pacific Lutheran University	Jordan Pike	jordan.pike@plu.edu
Saint Martin's University	Caitlin Gordon Cabe	cgordon@stmartin.edu
Seattle Pacific University	Stephen York	admstephen@spu.edu
Seattle University	<i>Three counselors, based on last name of the student</i>	transfer@seattleu.edu
University of Puget Sound	Torri Henson	thenson@pugetsound.edu
Walla Walla University	Manuel Armesto	Manuel.Armesto@wallawalla.edu
Whitman College	Jesse Crosby	crosbyj@whitman.edu
Whitworth University	Raul Sanchez	raulsanchez@whitworth.edu



ALLOCATION OVERVIEW

Choi Halladay, Deputy Executive Director

April 2023



ALLOCATION MODEL

KEY FEATURES OF THE MODEL

FIRST IMPLEMENTED IN 2016

- ✓ District enrollment targets were established to allow “dollars to follow the students.” Targets were based on three-year average state enrollments. Later, formula was “smoothed” so that targets are frozen when all colleges are under target.
- ✓ Includes 5% for performance funding, the Student Achievement Initiative.
- ✓ A Minimum Operating Allocation to each college.
- ✓ Priority enrollment incentive for:
 1. Basic Education for Adults
 2. Upper division applied baccalaureate courses
 3. STEM courses
 4. Skills gap courses



CATEGORIES OF FUNDING

	Allocation Model Component	Percentage of All State Funds
Within Allocation Model	Minimum Operating Allocation (MOA)	8%
	Performance Funding - Student Achievement Initiative (SAI)	5%
	Weighted/Priority Enrollment FTE	4%
	District Enrollment Allocation Base (DEAB)	40%
Outside the Allocation Model	Safe Harbor	
	Legislative Budget Provisos	22%
	Earmarks of the State Board	5%
	Compensation, M&O Earmarks	12%
	State Board, Central Services, Reserves	4%

MINIMUM OPERATING ALLOCATION

- Minimum amount for operations - \$2.85 million annually per campus.
- Number of Campuses: Seattle 3, Spokane 2, Pierce 2, Others 1
- System total of \$96 million ($\2.85×34) includes \$11.4 million in capital funding.
- Former WACTC Operating Budget Committee suggested:
 - the adequacy of \$2.85M be evaluated in the allocation model review,
 - consider adding an inflation factor.

PERFORMANCE FUNDING: THE STUDENT ACHIEVEMENT INITIATIVE (SAI)

- Designed in 1990s to improve public accountability.
- State Board policy to allocate 5% based on SAI metrics.
- The categories of achievement measures are:
 - Building towards college-level skills (basic skills gains and transitioning from precollege coursework into college-level).
 - First year retention (earning 15 then 30 college-level credits).
 - Second year retention and becoming workforce or transfer ready (45 college credits).
 - Completing college-level math and English/writing.
 - Completions (degrees, high-value certificates, apprenticeship training).
- SAI Points Dashboard: <https://www.sbctc.edu/colleges-staff/research/data-public/sai3-points-summary-dashboard>

WEIGHTED / PRIORITY ENROLLMENTS

- Four enrollment categories receive an additional weight of .3 per student FTE:
 1. Adult Basic Education
 2. STEM
 3. Upper-level BAS
 4. Skills Gap
- STEM and Skills Gap CIP codes and course lists are available in Allocation Monitoring Reports:
<https://www.sbctc.edu/colleges-staff/research/annual-reports-archive/enrollment>
- Skills Gap CIP code list is linked to 10 years old.

SYSTEM ENROLLMENT TARGETS

<u>System Proviso & Earmarked State Enrollments</u>	<u>FTE Target</u>
Aerospace Program	1,000
Aerospace Apprenticeships	125
Hospital Employees Education & Training	50
I-BEST	120
University Contracts	160
Worker Retraining	7,600
Total	9,055
System Enrollment Allocation Base Target	130,981
TOTAL SYSTEM ENROLLMENT TARGET	140,036

System enrollment target was included in the operating budget bill for decades. Until late 1990's it was linked to per-student funding. It was removed from budget in 2018, shortly after the current model was adopted.

DISTRICT ENROLLMENT ALLOCATION BASE (DEAB) OR ENROLLMENT TARGET

- The largest share of the allocation (40% or \$400M) in FY 23.
- Originally devised to let the “money follow the students” based on rolling three-year average of state FTE, excluding earmarked enrollments. Headcount does not factor into formula.
- Each district’s target is a share of the system’s base target (130,981).
- Effectively frozen in 2020-21, when all colleges were under target.
- Currently, districts are between 5% and 36% below target.
- Details in Allocation Monitoring Reports:
<https://www.sbctc.edu/colleges-staff/research/annual-reports-archive/enrollment>

District Enrollment Allocation Base (DEAB) Calculation

Allocation Monitoring Report
For Academic Year 2022-23

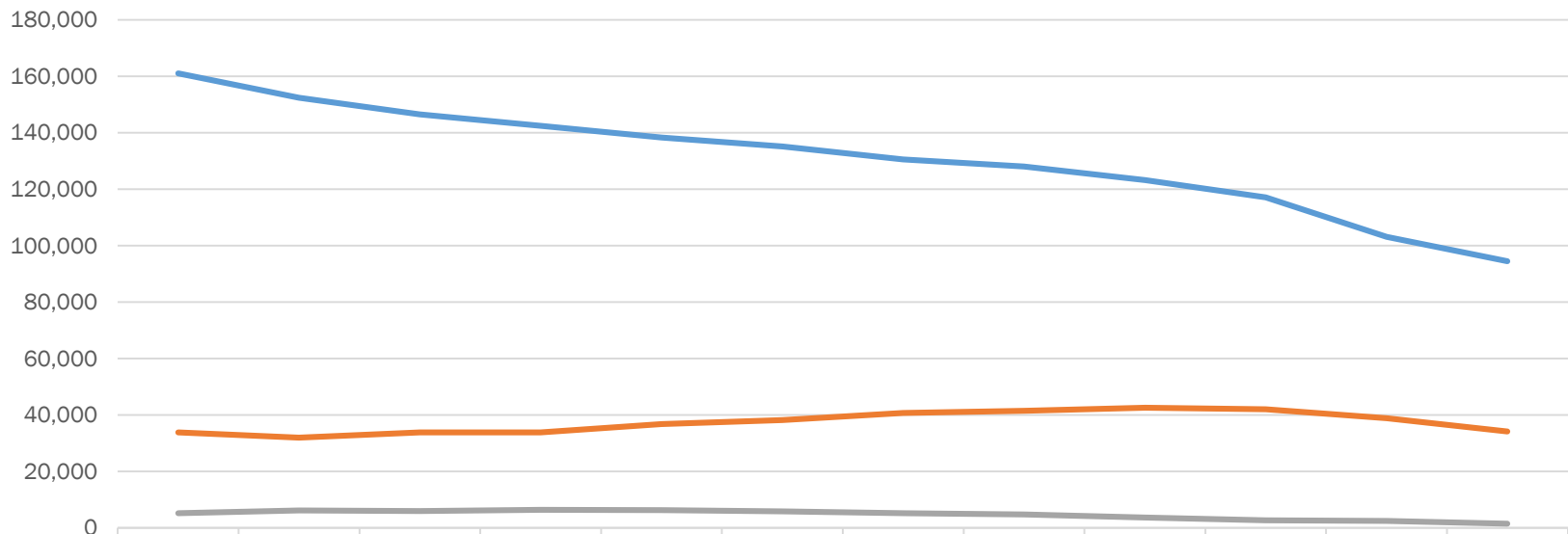
Abbreviated Report

District	3yr average Actual	2022-23 DEAB	change from prior DEAB	% below target
Bates	2,659	3,558	-	-25%
Bellevue	7,136	7,784	-	-8%
Bellingham	1,530	1,846	-	-17%
Big Bend	1,327	1,633	-	-19%
Cascadia	1,495	1,844	-	-19%
Centralia	1,573	1,993	-	-21%
Clark	4,960	7,086	-	-30%
Clover Park	3,178	3,863	-	-18%
Columbia Basin	4,188	4,658	-	-10%
Edmonds	3,917	4,644	-	-16%
Everett	4,563	4,993	-	-9%
Grays Harbor	1,098	1,470	-	-25%
Green River	4,577	4,838	-	-5%
Highline	5,030	5,790	-	-13%
Lake Washington	2,461	2,782	-	-12%
Lower Columbia	2,116	2,692	-	-21%
Olympic	3,982	5,003	-	-20%
Peninsula	1,025	1,514	-	-32%
Pierce	4,633	5,362	-	-14%
Renton	2,819	3,576	-	-21%
Seattle District	10,704	12,997	-	-18%
Shoreline	3,335	4,711	-	-29%
Skagit Valley	3,067	3,692	-	-17%
South Puget Sound	2,981	3,441	-	-13%
Spokane District	9,610	12,449	-	-23%
Tacoma	4,020	5,302	-	-24%
Walla Walla	1,805	2,807	-	-36%
Wenatchee Valley	2,117	2,465	-	-14%
Whatcom	1,889	2,400	-	-21%
Yakima Valley	3,468	3,788	-	-8%
System Total	107,263	130,981	-	-18%

Source: SBCTC Data Warehouse

tdulany
12/29/2022

System Enrollment Trends (FTE) by Fund Source



	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22
State	161,081	152,378	146,542	142,459	138,279	135,108	130,577	127,994	123,292	117,118	103,113	94,531
Contract	33,840	32,005	33,813	33,845	36,804	38,255	40,717	41,549	42,640	42,030	38,831	34,161
Student	5,189	6,247	5,975	6,373	6,368	5,834	5,244	4,757	3,720	2,753	2,498	1,481

ENROLLMENT COUNTING

- **State-supported** enrollments: Pay tuition and associated fees (or waiver), in courses open to the public
- **Contract-funded** enrollments: costs paid via contract. Running Start, International Contract, Corrections, OSPI funded high school programs (Open Doors, Gateway to College, Drop Out Retrieval)
- **Self- or Student-Supported:** Fee (not tuition) charged to students to cover the cost of the course. Often continuing education and non-credit courses.
- For details, see enrollment guidelines in [SBCTC Policy Manual Chapter 5](#)
- **International** student rule: the number of international students a district can shift to state-funded is limited to 2 percent of the district's enrollment target or the full-time-equivalent students (FTES) needed to reach 100 percent of the district's enrollment target, whichever is less. Non-resident/international tuition and associated fees must be charged.
- Customizable enrollment reports available in SBCTC Enrollment Dashboard: <https://www.sbctc.edu/colleges-staff/research/data-public/enrollment-data-dashboard>

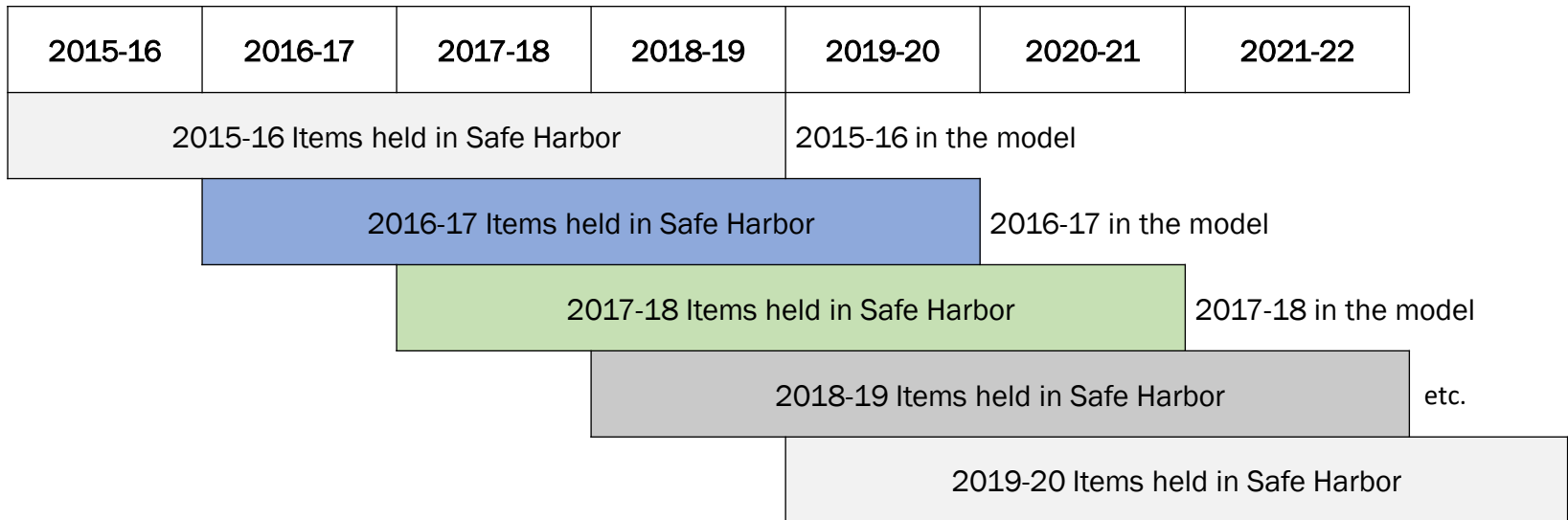
What is SAFE HARBOR?

Title	Notes
Budget Provisos	<p>Directs funding to purposes identified in the budget bill.</p> <pre> 12 (1) \$33,261,000 of the general fund—state appropriation for 13 fiscal year 2022 and \$33,261,000 of the general fund—state 14 appropriation for fiscal year 2023 are provided solely as special 15 funds for training and related support services, including financial 16 aid, as specified in RCW 28C.04.390. Funding is provided to support 17 at least 7,170 full-time equivalent students in fiscal year 2022 and 18 at least 7,170 full-time equivalent students in fiscal year 2023. </pre>
Outside Allocation Model Earmarks of the State Board	<p>Funds identified by the State Board for specific purposes, usually former provisos with continuing statutory obligations. Examples: Opportunity Grant, COP debt service, aerospace FTE, Centers of Excellence, Workforce Development projects, and more.</p>
Compensation M&O Earmarks	<p>Funds for salary increases, benefit rate changes, pensions and maintenance and operations are held in safe harbor for four years (two biennia). These funds are distributed to districts based on their share of actual expenditures. Illustration on next slide.</p>



SAFE HARBOR FOR FOUR YEARS?

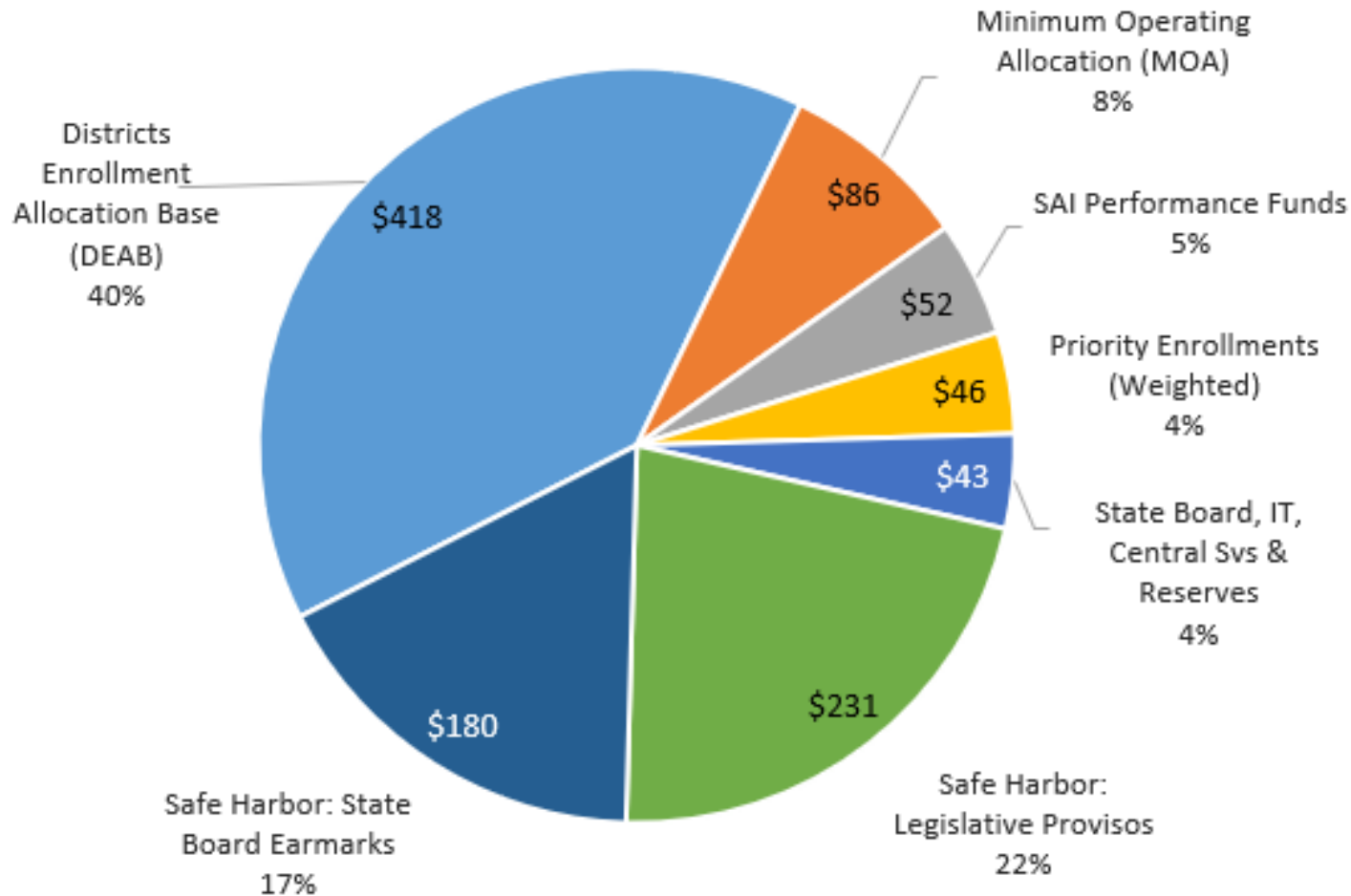
- Compensation items in safe harbor are distributed according to districts' pro rata share of system payroll.
- In the fifth year, funds are distribute in the model (primarily based on enrollment target).
- Two methods are strongly correlated, so most districts will see little change.





FY 2022-23 ANNUAL OPERATING BUDGET ALLOCATION

Dollars in millions



\$1.055 Billion Total



ALLOCATION TIMING

- Projections (estimates) are provided about 2 weeks after the floor budgets are adopted to help colleges with budget planning.
- WACTC OBC makes recommendations on how new funding should be distributed.
- First allocation of the year is the largest, usually in late June for the fiscal year beginning July 1. Smaller allocations follow periodically over the year.
- Some funds are available on a competitive basis.

QUESTIONS?



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 Fimmel, 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.
- **BEEdA update – Digital Equity**, Will Durden, BEEdA 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 Fimmel, 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.

List of One Year Transfer Courses –“Washington 45”

Adopted: Proposed Revision 2, Sequences Included, ATC February 2023

Implemented: fall 2012

The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

A student who completes courses selected from within the general education categories listed below at a public community, technical, four-year college or university in Washington State will be able to transfer and apply a maximum of 45 quarter credits toward general education requirement(s) at any other public and most private higher education institutions in the state.¹

Completion of 45 credits of academic courses from this list is equivalent to one-year's worth of general education credit when transferred. For transfer purposes, a student must have a **minimum grade of C or better (2.0 or above) in each course** completed from this list.

Students who transfer Washington 45 courses must still meet a receiving institution's admission requirements and eventually satisfy all their general education requirements and their degree requirements in major, minor and professional programs.

This list is for students who plan to transfer to a four-year school after completing a maximum of 45 credits at a community and technical college. Students who plan to complete an associate degree at a community and technical college should consult with an academic advisory to select courses that meet the requirements of the associate degree they plan to pursue.

“First Year Transfer List” of general education courses

- **Written Communication:** 5 credits –ENGL& 101, ENGL& 102, ENGL& 235.
- **Quantitative and Symbolic Reasoning:** 5 credits –MATH& 107, MATH& 141, MATH& 142, MATH& 146, MATH& 148, MATH& 151, or PHIL& 120.
- **Humanities:** 10 credits (recommended in two different subject areas or disciplines²)—PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, ART& 100, CMST& 101, CMST& 220, or HUM& 101; any 100-level Common Course Numbered world language course offered by the college (for example, ASL& 121-123*, CHIN& 121-123*, JAPN& 121-123*, SPAN& 121-123*, etc.). For colleges that use History as a Humanities HIST& 126, HIST& 127, HIST& 128, HIST& 136, HIST& 137, HIST& 146, HIST& 147, HIST& 148, HIST& 214, HIST& 215, HIST& 219, HIST& 220.
- **Social Sciences:** 10 credits (recommended in two different subject areas or disciplines) – PSYC& 100, SOC& 101, POLS& 101, POLS& 202, ECON& 201, ECON& 202, ANTH& 100, ANTH& 106. For colleges that use History as a Social Science: HIST& 126, HIST& 127, HIST& 128, HIST& 136, HIST& 137, HIST& 146, HIST& 147, HIST& 148, HIST& 214, HIST& 215, HIST& 219, HIST& 220.
- **Natural Sciences:** 10 credits (recommended in two different subject areas or disciplines) - BIOL& 100, BIOL& 160 w/ lab, BIOL& 211-213*, BIOL& 221-223*, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161-163*, ENV& 100, ENV& 101, PHYS& 100, PHYS& 110, PHYS& 114, PHYS& 114-116*, NUTR& 101, GEOL& 101 with lab.
- **Additional 5 credits** can be taken from any category listed above. The second 5-credit course in a World Language or a Natural Sciences sequence could fit here.

*Denotes courses in a three-quarter sequence that are recommended to be taken together at the same college.

NOTE: Although these courses are listed under categories, the actual course may satisfy a different general education category at a receiving institution.

NOTE: It is recommended that new common course numbered courses be considered for inclusion in this list annually and that the entire list of courses be reviewed and updated every 3-5 years.

¹Many private non-profit colleges and universities have distinct general education requirements. Students should check with institution(s) they plan to attend regarding application of transfer credits that will meet general education requirements.

² Disciplines are sometimes called subject or subject matter areas and designated by a prefix (e.g., PHIL for Philosophy and POLS for Political Science).

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