

Instruction Commission
Spring Meeting / April 18-19
Columbia Basin College
CTE 203AB

Thursday, April 18

8:00-9:30: Breakfast and Vice President Orientation

- Grab your breakfast and join virtually with VPs from DEOC and WSSSC for a look at SBCTC data dashboards.

[ZOOM LINK](#)

9:30-9:45: Welcome and Land and Labor Acknowledgment

- President Rebekah Woods, Columbia Basin College
- Michael Lee, Vice President of Instruction, Columbia Basin College

9:45-10:45: WACAAB Update

- Kerry Levett, Vice President for Student Learning and Success, Cascadia College and IC WACAAB Liaison
- Regional action plans for supporting our indigenous community's work

10:45-11:00 Break

11:00-12:00 Guided Pathways – Next Steps

- Monica Wilson, SBCTC Director of Student Success Center

12:00-1:00: Working Lunch

1:00-1:30: 2023-24 Instruction Commission Workplan Review

[IC Workplan](#)

1:30-3:00 Committee Break Outs

- College Transitions – CTE 210 - [ZOOM](#)
- Transfer – CTE 2025 - [ZOOM](#)
- Workforce Development – T542 - [ZOOM](#)
- Learning Strategies & Innovation – T543 - [ZOOM](#)
- Dual Credit – SWL 102 - [ZOOM](#)

Regular committee business. Please update the workplan as appropriate.

Please have a designated note taker. At the end of the session, please submit notes to Roma Bert at rbert@sbctc.edu.

3:00-4:30: Committee Report Outs

- College Transitions
- Transfer
- Workforce Development
- Learning Strategies & Innovation
- Dual Credit

*Identify any action items for business meetings. Please email action items to Roma Bert.

4:30-5:00 Wrap up and Day 2 Planning

- Call for nominations for 2024-25 IC Steering Committee

5:30: No Host Dinner – [The Hub Kennewick](#)
6481 W Skagit Ave
Kennewick, WA 99336

Friday, April 19

8:00-8:30: Breakfast, Welcome

8:30-9:30: Discussion of System-Wide Initiatives and Priorities

- Modality
- Allocation Model Review – Peter Lortz, North Seattle College
- Student Success Software – Michael Lee, Columbia Basin College and Cathy Leaker, Everett Community College
- Course Sharing – Michael Brown, SBCTC

9:15-10:15: State Board Report

- Val Sundby, Director of Transfer Education and Joyce Hammer, Deputy Executive Director of Education

10:15-11:00: WACTC Report Outs

- Capital Budget – Lori Hunt, Community Colleges of Spokane
- Educational Services – Kristen Finnel, Lower Columbia College
- Equity – Steven Thomas, Whatcom Community College
- Operating Budget – Peter Lortz, North Seattel College
 - Technology – Michael Lee, Columbia Basin College

11:00-12:30 Business Meeting

Approval of Spring Minutes

- Elections for new Steering Committee Member for 2024-2025
- College hosts for 2024-25
 - Fall – November 14-15, 2024
 - Winter – February 20-21, 2025, SBCTC, Olympia



**COMMUNITY AND
TECHNICAL COLLEGES**

Washington State Board

- Spring – May 22-23, 2025
 - Committee Discussions
 - Questions/Hot Topics

INSTRUCTION COMMISSION FEBRUARY 22 -23, 2024 BUSINESS MEETING MINUTES

Call to order

A meeting of the Instruction Commission was in person at South Puget Sound Community College on February 22 and 23, 2024. The meeting was called to order at 8 a.m. by Kristen Finnel. The land and labor acknowledgment was given by Michelle Andreas, Vice President of Instruction at South Puget Sound Community College

Attendees:

Michelle Andreas, Greg Bem, Thomas Broxson, Lester Burkes, Jaime Cardenas, Kerrie Cavaness, 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, Paulette Lopez, Mellisa Meade, Mike Potter, Chantae Recasner, Tina Redd, Lucas Rucks Marissa Schlesinger, Connie Smejkal, Dani Trimble, Jeremy Winn, Heidi Ypma, Tim Stokes

Guests and SBCTC Staff

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

College Welcome

Dr. Timothy Stokes, President of South Puget Sound Community College, welcomed the group to campus

Guided Pathways Executive Retreat follow up

Monica Wilson, State Board for Community and Technical Colleges shared summation of success at the Guided Pathways Retreat.

Valerie Sundby, State Board for Community and Technical Colleges shared the following from the Instruction Commission (IC) work group.

- Action Items determined during IC break out group
 - Created groups for discussion

How do we embed in a long-term strategic plan that can be incorporated into the work plan for long term success?

Washinton State Campus Tour

Attendees, Staff and Guest spent the rest of the day touring the Capitol and meeting with legislators.

FEBRUARY 23, 2024

Call to order

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

Hot Topics Discussion

Members held a community roundtable discussion around the following topics:

- Course Sharing
- Modality and Class Cap
- AI – How is it used Instructionally

WACTC and Taskforce Report Outs

Capital Budgets – Dr. Lori Hunt, Community Colleges of Spokane, reported on the Major Projects Prioritization Study. There are thirty-five major projects that need funding. An update is due to WACTC in May.

Educational Services – Kristen Finnel, Lower Columbia Community College, provided updates on the Student Success RFP. Matt Campbell and Sara Thompson Tweedy will chair the taskforce. Additionally, she updated the group on Worker Retraining, and it is to be voted on at the upcoming WACTC meeting.

Equity – Dr. Steven Thomas, Whatcom Community College, – absent no report

Operating Budget – Joyce Hammer, SBCTC, provided an update on the Operating Budget in Peter Lortz stead.

Technology – Dr. Michael Lee, Columbia Basin College, reported on the need to expand the college's interest in Cyber Security on the campuses. The technology committee has begun working with Choi Holiday and Grant Rodeheaver on the CtcLink improvements.

The Student Success RFP taskforce had their first meeting in February where it was decided the timeline needs to shorten from 18 months to 12 months.

Washington State Board for Community and Technical Colleges Report out

Valery Sundby, Director of Transfer Education and Joyce Hammer, Deputy Executive Director presented an update from the SBCTC.

Business Meeting



Instruction Commission Members voted on the following items:

Action Item:

Approval of Fall Minutes – Motion Approved – passes

Action Item:

The Transfer Committee asks IC to vote on the following recommendations for new A/P

Credit Equivalencies:

- 1) A/P Pre-Calculus
 - a. Score of 3 = MATH &141 (5 credits)
 - b. Score of 4 or 5= MATH &141 and MATH &142 (10 credits)
- 2) A/P African American Studies
 - a. Score of 3, 4, or 5 = 5 credits of *either* Social Science or Humanities distribution credit

Motion Approved

Kristen Finnel adjourned the meeting at 10:50 am