

MINUTES  
Division Chairs/Instructional Council  
March 10, 2011  
4:00 p.m. MIB Boardroom

Members Present: Melissa Barnes, Shelley Benson, Diane Carter, Doug Jones, Lynne Lerych, Rod McDonald, Chris Portmann, Shiloh Winsor, Penny Woodruff, Laurie Clary, Maureen Espedal

Guests: Allison DeBoer, Julie Nelson, John Hillier

**AAS-T Vote Results**

Laurie reported the results of the e-mail vote by the Instructional Council to approve the AAS-T degrees as presented. Grays Harbor College will offer an AAS-T option in Accounting, Business Management, Criminal Justice, Human Services, Natural Resources, and Nursing. With the exception of Nursing, the AAS-T degree will be in addition to, not a replacement for the AAS degree. These changes will take place beginning Summer Quarter 2011.

**Course Additions (Informational)**

- NWOOD 090 – NEW WOOD Ops and Maint
- COSMO 090 – SR Operator Training
- COSMO 091 – Operator Training
- COSMO 092 – Asst Operator Training

Mark Reisman indicated the above courses are currently being offered for new manufacturing businesses.

**Technical Design Program - SCCC**

Christine McRae, Associate Dean at Stafford Creek Correctional Center, introduced the newly adopted Technical Design Program at SCCC. She explained it was offered at McNeil Island through Pierce College and since McNeil Island has closed, the program has been adopted by SCCC to offer a new opportunity for offenders. The Technical Design Program consists of the following courses:

- TDP 099 – Drafting Fundamentals
- TDP 100 – Blueprint Reading
- TDP 101 – Intro to AutoCAD
- TDP 102 – Intermediate AutoCAD
- TDP 103 – Advanced AutoCAD
- TDP 105 – Cooperative Work Training Project
- TDP 106 – AutoDesk Inventor

The Instructional Council unanimously approved the addition of the TDP Program at SCCC.

### **FYE Pilot Results**

Diane Smith provided system data calculated by quarter of students taking FYE and compared this system data to baseline data. The data shows a 5% increase in students returning in the second quarter. She also added that she is tracking college level credits earned, which is not represented on the chart provided, but she does show an increase. She indicated that if we keep this FYE requirement for next year, we would not offer SOAR. However, we would do some more creative scheduling and offer some FYE classes prior to fall quarter. There was a discussion regarding the financing of the FYE courses. Diane indicated the grant has provided \$30,000 for the FYE courses; the GHC Foundation has approved \$21,000 to cover the FYE courses and with the \$6,000 savings by not offering SOAR, we will be close to covering the costs, especially if we adjust the number of sections taught.

### **Course Addition**

- LEAN 101 – Intro to Lean Manufacturing & Six Sigma Tools (*contract training*)

Mark Reisman explained that LEAN 101 is part of training for two new companies he is working with, Cosmo Specialty Fibers and New Wood. He explained that the course is being developed by funding from a \$20,000 Workforce Development Grant from the State Board for Community and Technical Colleges, with the focus being to develop the course and deliver it to 180 new employees at the two companies. He noted that if additional funding becomes available, additional courses may be developed and provided to the companies.

A motion was made, seconded and carried by unanimous vote to accept LEAN 101, beginning spring quarter 2011.

### **Proposed changes from Social Science Division**

Distribution Changes:

- HIST& 214 – Pacific Northwest History (move from specified elective list to Social Science Area A)
- HIST& 220 – 20<sup>th</sup> Century Europe (move from specified elective list to Social Science Area A)
- POLS 202 – Policy of the United States (move from specified elective list to Social Science Area B)

The above distribution changes were accepted by unanimous vote by the Instructional Council.

Prerequisite Changes:

- HUST 101

The proposal for the prerequisite change for HUST 101 was tabled until English faculty and Chandra Miller-Starks can meet for a discussion regarding the appropriate prerequisite.

Laurie asked the Instructional Council for their approval to accept the prerequisite decided on by the English faculty and Chandra Miller-Starks. The Instructional Council moved, seconded and unanimously approved the prerequisite change yet to be determined. The HUST 101 prerequisite change will be announced at the April meeting of the Division Chairs.

- HUST 158 Cooperative Work Internship (add prereq of HUST 203 Law Ethics in Human Services)
- HUST 204 Advanced Counseling and Case Management (add prereq of HUST 108 Counseling and Crisis Intervention and remove prereq of HUST 103 Interview/Assessments in Human Services Settings)

The above prerequisite changes for HUST 158 and HUST 204 were approved by unanimous vote by the Instructional Council, noting that the course numbers will likely change with the renumbering of the HUST program.

Proposed addition to Human Services Program description for catalog:

*Upon enrollment in HUST 101, students must consent to a Washington State Patrol Background check*

There was a brief discussion regarding the enforcement of this addition and the fact that HUST does not have a separate admission to their program. Laurie noted that it likely will be attached to HUST 101.

Course Addition:

- HS XXX Current Issues in Human Services (to replace HUST 110 Nutrition/Medication Management Human Services Clients)

Course Deletion

- HUST 110 Nutrition/Medication Management Human Services Clients
- HUST 150 Introduction to Family Violence Counseling
- HUST 151 Case Management and Counseling in Family Violence

All of the above proposals to the HUST program were unanimously approved by the Instructional Council, as presented.

### **Proposed Changes from Math/Science Division**

Delete "Instructor Permission" from prerequisite; new course descriptions for:

- MATH& 141 Precalculus I
- MATH& 142 Precalculus II
- MATH& 146 Introduction to Statistics
- MATH& 151 Calculus I
- MATH& 152 Calculus II
- MATH& 163 Calculus 3

- MATH 241 Differential Equations I

Course Description Changes:

- MATH 098 Intermediate Algebra
- MATH& 107 Math in Society
- MATH& 131 Mathematics for Elementary Education I

Course Title Changes:

- BIOL 102 General Biology II – change to *General Biology II w/lab* Move to deletion
- BIOL 109 Plants of Western Washington – change to *Plants of Western Washington w/lab*
- BIOL 118 Human Biology – change to *Human Biology w/lab*
- BIOL 140 Ecology – change to *Ecology w/lab*

Course Deletions:

- BIOL 105 Modern Day Plagues
- BIOL 114 Marine Biology

All of the above proposals to the Math/Science Division were unanimously approved by the Instructional Council, as presented.

**Proposed Changes from Business Division**

Prerequisite changes:

- BA 174 Small Business Management (add to prerequisite “ACCT 113 or ACCT 201”)
- CIS 125 Internet Fundamentals (drop wording regarding Windows XP; prerequisite should read “CIS 102 with a grade of “C” or better or instructor permission”)

Course Title/Description changes:

- BTECH 161 Hardware and Software Installation/Configuration and Upgrade (change to *Basic Computer Repair* with new description)
- CIS 102 Microcomputer Applications (change to *Introduction to Microsoft Office* and remove from the list of specified electives)

Course Deletion:

- BA 200 E-Commerce and Retailing

Degree/Certificate Changes:

- Remove BA 200 from Core Courses in Business Management Certificate and Business Management AAS
- Drop Retail Bookkeeping Certificate
- Drop Retailing Certificate
- Add CIS 100 to BTECH Degree and Certificate

All of the above proposals to the Business Division were unanimously approved by the Instructional Council, as presented.

### **Proposed Changes from Humanities Division**

Course Deletion:

- ENGL 253 Multicultural Literature in America

Degree Change:

- Add SPCH 201 as an option to SPCH 101 in the Business Management AAS and Business Management Certificate

The above proposals to the Humanities Division were unanimously approved by the Instructional Council, as presented.

### **Proposed Changes from Industrial Technologies**

Degree/Certificate Changes

- Make Certificate and Degree changes reflecting increase in credits of WELD 100 Blueprint Reading

The above proposal to the Degree/Certificates as presented by the Industrial Technology Division was unanimously approved by the Instructional Council.

### **Other**

There was a discussion regarding the Program Level Outcomes and a reminder that the 2010-2011 Course Level Outcomes assessments are due from faculty to Division Chairs in early April. Laurie indicated that she would like to have them posted on the outcomes website when the accreditation evaluators arrive. There was a discussion regarding the process and the fact that faculty are prepared to talk about what is currently posted on the website. Shiloh pointed out that each member of the division creates their report individually, it is sent to the Division Chair who synthesizes it before it is posted on the website. Those reports will not be completed in time for Division Chairs to be prepared to discuss them. After further discussion, Laurie amended her request, asking Division Chairs to have the course level assessments in their hand by the time the accreditors arrive, with the overall report prepared by June, as was the schedule last year.