

Instruction Commission
October 19-20, 2017

PRESENT. Michelle Andreas, Gita Bangera, John Bowers [for Pete Lortz], Sharon Buck, Matthew Campbell, Jim Crabbe, Charlie Crawford, Mabel Edmonds, Andrew Feldman, Rolita Flores Ezonu, Tammy Frankland, Mary Garguile, Deb Gilchrist, Brendan Glaser, Al Griswold, Joyce Hammer, Ed Harri, Bryce Humpherys, Kristen Jones, Bradley Lane, Emily Lardner, John Martens, Jenni Martin, Melissa McBurney, Marleen Ramsey, Angel Reyna, Elliot Stern, Alison Stevens, Rosemary Sutton, Rebecca Williamson, Tomas Ybarra. Guests: Nancy Dick-SBCTC, Sachi Horback-CDEO, Mark Jenkins-SBCTC, Jon Kerr-SBCTC, John Lederer-WEC, Marc Lentini-ELC, David Prince-SBCTC, Peter Williams-ATC.

Call to Order. The meeting was called to order at 8:35am. Members were welcomed, introduced themselves, and Carli Schiffner reminded members about the new member mentoring program. Marleen Ramsey led the group in an equity activity.

WACTC COMMITTEE REPORTS

Ed Services. Tod Treat outlined the Committee's work plan and their activities, the continuation of SAI taskforce work, oversight of priority enrollment, BAS proposals. They approved IC's 2017-18 work plan.

Operating Budget. Issues discussed included a legislative update, review of the Committee's work plan, a discussion on the 2019-21 operating budget development process, and a review of the priority enrollment work group recommendations.

Technology. Issues discussed included ctcLink, remediation, and a new governance model for ctcLink.

Strategic Visioning. Issues included a report on faculty professional development activities, system mission study, KSAs, and ideas about funding structures and models.

Capital Budget. The Committee was updated on the budget request that included 25 major projects, heard exceptions for major project proposals and a plan to support inclusion of 2018 supplemental capital budget request in the Governor's proposal, and were updated on volunteers to score the 2019-21 major project proposals.

LIAISON REPORTS

Articulation and Transfer. Issues included a dual credit presentation by Chris Reykdal, major activities on the work plan, the Music DTA, and common course numbering.

eLearning. Issues included an overview of work the Council is doing and creative collaborations taking place.

Baccalaureate Leadership. The group reviewed their work plan and development of a handbook that will outline the steps a college in our system goes through for an applied baccalaureate degree.

Library Leadership. The State Library is awarding grants for measuring library impact on learning and student success. In early December library leaders will start this project.

Workforce Education. Committee projects were outlined, including labor market information, the program approval process, and how WorkFirst funds are allocated.

IC Work Plan for 2017-18. There was a review of the work plan's major goals and a discussion on what committees and councils are doing to avoid overlap.

Open Discussion. Members discussed issues of interest including transfer faculty credentials.

Welcome. Dr Jean Hernandez, Edmonds Community College President, welcomed the group, shared some insights on power, equity and inclusion work, and commended members on their role and the work they are doing.

Recommendations from the Workforce Priority Enrollment Work Group. Kevin McCarthy, Nancy Dick, and David Prince provided background, guiding principles, and the methodology for a regional versus statewide determination of high-demand, high-wage workforce programs for enhanced FTE in the allocation model. A new data tool was demonstrated that included wage comparison and career clustering. On Friday members will vote on the work group's recommendation.

WACTC Report. The focus of WACTC's last meeting was the equity presentation at the Presidents Academy, priority enrollments, ctLink, the budget request, and the upcoming Trustee's conference.

IC Liaison Needed. An IC representative is needed to serve with Charlie Crawford on a SAI Technical Implementation Task Force and a Continuing Ed Council liaison is needed.

COMMITTEE REPORTS

Workforce Development. Issues included a joint meeting with the Transfer Committee for joint implementation with transcription of prof/tech classes, WEC and ATC have their own rules for approving common course numbering, the new method of approval for consideration, approval of 300-400 level CCN numbers, WEC's endorsement of the priority enrollment proposal's framework, the WorkFirst allocation, and program approval process for prof/tech applications.

Transfer. Issues included common course numbering and the joint work being done, the Business DTA/MRP coming up for vote Friday, increasing dual credit, the Joint Transfer Council's dual credit review with College Board, transfer student success and guided pathways, undergraduate research opportunities and the potential for a Center of Excellence.

Learning Strategies & Innovation. Issues included eLC's work plan draft, instructional design conference in March at TCC, the Department of Education's letter regarding compliance with online classes with reporting in financial aid, State Library \$400,000 grant, technology accessibility, increasing support for SARA, and a new system Ed Tech Procurement Strategy.

Equity & Inclusion. Issues included a review of the work plan, looking at data first to close the equity gap, qualitative data, large credit gaps in programs between colleges that disproportionately affect under-represented students, capital projects, and the Faculty of Color Mentorship Program.

College Transitions. Issues included a review of the work plan and would like HS21 and dual credit programs added to the plan, Running Start and College in the High School articulation between the State Board and OSPI,

creation of a system level task force to study pre-college pathways, approval of recommendation for CBS on a HS21+ reciprocity agreement proposal coming for vote Friday.

The meeting was adjourned at 4:05pm.

The meeting was reconvened at 8:37am on October 20 with an activity by the Fun Committee.

STATE BOARD REPORT

New VPs were recognized and invited to attend the New VP Orientation on January 31 at Cascadia.

The link to SBCTC's new research web page was shared and transfer data will be reflected there in the near future.

October 30 is the application deadline for five new Guided Pathways cohorts, telephone interviews will be November 27-28, with new cohort funding notification in early December.

Background was provided on forming the Strategic Enrollment Task Force. Joyce Hammer is the lead on the task force and Carli Schiffner and Tod Treat are the Commission's representatives. The task force will look at statewide and national best practices around enrollment.

Brief updates were provided on priorities and vision on enrollment, completion, equity and diversity, advocacy, the diversity seminar at the President's Academy, Guided Pathways, AP credits and SB5234, the supplemental budget, Continuing Ed Council's software RFP, financial arrangements of WDC and One Stop. Members shared thoughts, questions, and suggestions for the State Board.

BUSINESS MEETING

Approval of Minutes. *Tomas Ybarra moved and Angel Reyna seconded the motion to approve the minutes from the July 12-13, 2017 meeting. Motion carried.*

Treasurer's Report. *Brendon Glaser moved and Mabel Edmonds seconded the motion to approve the treasurer's report. Motion carried.*

ACTION ITEMS

Recommendation from the Workforce Priority Enrollment Work Group. *Tomas Ybarra moved and Angel Reyna seconded the motion that the Instruction Commission endorse the framework but would like to know that modeling has been done to ensure that whole categories of colleges are not disproportionately negatively impacted by the new recommendations, particularly rural vs. urban, small vs. large, as was done in SAI. The Commission would also like to ensure that job categories important to the State not be negatively impacted by the new recommendations. Motion carried.*

WorkFirst Allocation Formula. *Elliot Stern moved and Sharon Buck seconded the motion to approve the WorkFirst Allocation formula recommendations of the joint task force. Motion carried.*

Business DTA/MRP. *Bradley Lane moved and Charlie Crawford seconded the motion to approve the Business DTA/MRP as reflected in the shared documents. Motion carried.*

Member discussion took place around prospective Department of Education audits, sharing of experiences and faculty responses. Jenni Martin agreed to develop a one-pager on the evaluation process. Open discussion also revolved around access to classes and intellectual properties and assessment that regular and substantive interaction is demonstrated between teacher and students through LMS records.

Taskforce on Creating a Pre-College Pathway. *Bradley Lane moved and Charlie Crawford seconded the motion to endorse the Transition Committee's request to convene a taskforce on creating a seamless pre-college pathway. The Commission suggests the taskforce be made up of representatives from student services, financial aid, registrar, English, math, basic skills, CBS directors or representatives, VPI, and ATC. Motion carried.*

Part Time Faculty Best Practices. Mary Garguile and Matt Campbell served on the Best Practices Committee who was tasked with drafting contract language that can be used by negotiators locally. Concerns were raised and Jim Crabbe agreed to follow up on the concerns.

HS21+ Reciprocity Agreement. The Transitions Committee asked for the Commission's support on a HS21+ Reciprocity Agreement. For all entering HS 21+ students at any Washington community and technical college, system policy provides that: A student who earned HS21+ credits through course completion or local skills assessment will have those HS21+ course credits honored at another Washington CTC if the student so requests, even if the courses may not be exact equivalents. Credits appearing on a student's college transcript (course credit or prior learning) will be accepted under this reciprocity agreement. Further discussion was tabled and will be brought forward at the winter meeting.

Chief Diversity and Equity Officers. *Tod Treat moved and Emily Lardner seconded the motion for the Chief Diversity and Equity Officers to join the Commission's committee meetings. Motion carried.* Members requested a copy of the CDEO's work plan to learn how they can support the group's work when many schools don't yet have their own CDEO.

Marleen Ramsey was thanked for her service and wished a great retirement.

There being no further business, the meeting was adjourned at 11:20am.

Next Meeting: March 8-9, SBCTC Olympia