

Instruction Commission
Spring Meeting, May 15 - 16, 2025
Walla Walla Community College
Room: Bldg. D
Room 185 A,B,C

Thursday, May 15th

- 8:00–9:00 Breakfast
- 9:00–9:10 Welcome, Introductions, Land Acknowledgement, Agenda Overview – Peter Lortz, Dante Leon
- 9:10–9:30 COE –Lindsey Williams , Director Agriculture and Natural Resources COE
- 9:30–9:45 President Chad Hickox
- 9:30–10:45 Professional Development: Scheduling–Facilitator: Kim Chapman
- Everett Community College–Cathy Leaker
 - Lower Columbia College–Kristen Finnel
 - Spokane Falls Community College–Bonnie Glantz
 - General Discussion–Facilitator: Kim Chapman
- 10:45–11:00 Break
- 11:00–11:30 SBCTC Update–Joyce Hammer, Will Durden, Arlen Harris
- 11:30–12:00 Councils and Commission Discussion–Facilitators: Pete Lortz, Will Durden and Joyce Hammer
- 12:00–12:30 Lunch and Learn
- HSI Breakout–Michael Lee
- 12:30–2:00 Committee Break Outs
- Send notes and voting items to Roma (rbert@sbctc.edu)*
- Dual Credit–[Zoom](#) Room 102
- College Transitions–[Zoom](#) Room 104
- Transfer–[Zoom](#) Room 105
- Workforce Development–[Zoom](#) Room 106
- Learning Strategies and Innovation–[Zoom](#) Room 107 (SD host)
- 2:00–3:00 Committee Report Out–Facilitator: Kristen Finnel
- 3:00–5:00 Independent Colleges Washington (ICW) Visit–Sheila Steiner
- 5:30** ***Dinner Hosted by independent Colleges of Washington - Whitman College - Foyer of
[Cordiner Hall](#)***
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Friday, May 16th

- 8:00–9:00: Breakfast (all) and Meeting for Corrections Vice Presidents–Will Durden
Room 181
- 9:00–9:15 Welcome–Peter Lortz
- 9:15–10:30 WACTC and Taskforce Report Outs–Michael Lee
- Capital Budget–Heidi Ypma
 - Educational Services–Kristen Finnel
 - Equity–Steven Thomas
 - Operating Budget–Peter Lortz
 - Allocation Review Taskforce Report–Peter Lortz
 - Technology–Michael Lee
 - Student Success Software–Cathy Leaker and Michael Lee
- 10:30–10:45 Break
- 10:45–12:00 Business Meeting–Peter Lortz, [Zoom](#)
- Approval of Winter Minutes
 - Voting on Steering Committee for 25-26
 - Committee Voting Items
 - By-Laws change (4 to 5 at-large members)
 - *AA Degree?*
 - *Tutoring Center Council?*
 - *Dual Credit Council?*
 - Questions
- 12:00 Adjourn

Upcoming Quarterly Meetings

- Summer 2025 08/07–08/08, Clark
- Fall 2025 11/13–11/14, Renton
- Winter 2026 02/12–02/13, SBCTC
- Spring 2026 05/14–05/15, Spokane



INSTRUCTION COMMISSION MEETING MINUTES

Date: February 13-14, 2025

Location: Washington State Board for Community and Technical Colleges

February 13, 2025

Call to Order:

The meeting was called to order at 8 a.m. by Pete Lortz.

Attendees:

Michelle Andreas, Roma Bert, William Brown, Michael Brown, Thomas Broxson, Marie Bruin, Kerrie Cavaness, Kim Chapman, Jess Clark, Aaron Coby, Martin Cockroft, Stephanie Delaney, Will Durden, Kristen Finnel, Bonnie Glantz, Darren Greeno, Bruce Hattendorf, Johnny Hu, Cathy Leaker, Bryce Humpherys, Lori Hunt, Sayumi Irei, summer Kenneson, Michale Lee, Dante Leon, Kerry Levett, Peter Lortz, Yuritzi Lozano, Julie Park, Mike Potter, Connie Smejkal, Chris Sullivan, Val Sundby, Steven Thomas, Jamie Traugott, Ben Weng, Monica Wilson, Genie Ventura, Heidi Ypma

Legislative Activities:

The commission traveled to the Washington State Capitol to meet with legislators and discuss their agendas, planned work for the 2025 session, and commission priorities for future legislative sessions.

Committee Breakout Reports:

- **Dual Credit:**

Bryce Humpherys (Big Bend Community College) shared a draft document with ideas for identifying and determining faculty credentials.

- **College Transitions:**

Will Durden (State Board for Community and Technical Colleges) reported that a \$25.00 tuition charge will remain due to government budget shortfalls, and the "Ability to Benefit" program will be on hold until later in the year.

- **Transfer:**

Updates on transfer included the Baccalaureate Learning Council (BLC) working on revising policy and updating by-laws, while the Articulation and Transfer Council (ATC) discussed revisions to the Common Course Numbering (CCN) within the Direct Transfer Agreement (DTA) in response to a request from the Joint Transfer Committee (JTC).

- **Workforce:**

Heidi Ypma (Bellingham Technical College) provided updates on the Workforce Education Council (WEC) workplan, focusing on the full implementation of the 2024 Skill Standards for Professional/Technical Instructors by June 2025, strengthening Workforce partnerships and data systems, and developing resources for new Workforce leaders. Highlights from the

Winter WEC meeting included sessions on student success, equity gaps, and updates from Employment Security staff. Upcoming Centers of Excellence (COE) events include Cybersecurity and Homeland Security Emergency Management.

- **Learning Strategies and Innovation:**

Stephanie Delaney from Renton Technical College presented on organizing AI and supporting future use, ensuring accessibility compliance, and provided updates from the Library Leadership Council (LLC).

Washington State Board for Community and Technical Colleges Report:

Joyce Hammer shared upcoming events for the Washington State Board for Community and Technical Colleges, including an AI Summit and the Assessment Teacher and Learning (ATL) conference in Vancouver. Federal updates were presented by Will Durden and Joyce Hammer, covering BEDA and Department of Education matters. Jamie Traugott provided an update on the WSSSC meeting regarding Title IX and the Washington Student Experience. Enrollments are up by 8% across the system.

WACTC and Taskforce Report Outs:

- **Capital Budget:**

Heidi Ypma reported on the Capital Budget, noting that the BAC report was pushed to the February meeting. She also mentioned that a Condition Survey contractor would be visiting colleges, and the next meeting was scheduled for February 27th.

- **Educational Services:**

Kristen Finnel reported on Educational Services, noting that the workplan for January 13th was approved. She mentioned that the Guided Pathways advisory committee would provide a report at the next Educational Service meeting on February 27, 2025.

- **Equity:**

Steven Thomas was not in attendance

- **Operating Budget:**

Peter Lortz reported on the Allocation Review Taskforce Report and AMRC survey.

- **Technology:**

Michael Lee provided updates on CTCLink improvement plan, funding models, cybersecurity topics, and ADA compliance.

- **Student Success Software:**

Cathy Leaker and Michael Lee discussed vendor demonstrations for SS software, with a timeline for contract approval in March.

Adjournment:

The meeting adjourned at 4:30 p.m.

February 14, 2025

Call to Order:

Peter Lortz called the meeting to order at 8:30 a.m. Members from the Corrections committee met prior to the Instruction Commission Meeting.

Accessibility and Strategies for Responding to DOJ Guidelines:

Presentations included:

- Kim Chapman (Edmonds Community College) on instructional accessibility online.
- Terry Brown (Clark) presented a slideshow.
- Kevin Bowersox-Johnson (Seattle Colleges) on faculty training for course content evaluation.
- Monica Olsson (SBCTC) facilitated a discussion on compliance and achieving requirements.

Business Meeting:

- Approval of Spring Minutes:
Motion approved.
- Direct Transfer Agreement – bring to vote in Spring quarterly meeting
- Need member to work on Data Governance – Johnny Hu
- Need Member on STAC -Please consider Chris Sullivan/ Terry Brown

Adjournment:

Peter Lortz adjourned the meeting at 12:00 p.m.