



INSTRUCTION COMMISSION
First Winter Business Meeting / January 27, 2021

8:00 am – Noon

Virtual Meeting / Zoom Information:

<https://us02web.zoom.us/j/81933236267>

Meeting ID: 819 3323 6267

Host: Bradley Lane

8:00-8:15: Welcome, Land Acknowledgment, Zoom protocol (name, institution, and preferred pronouns).

8:15-8:45: Break Out Groups/Greetings/Pre-Reading

8:45-9:15: Legislative Session Update

9:15-10:00: Committee Break Outs
Regular committee business.

Please have someone designated as the note taker at the end of the session please submit notes to Shannon Bell at sbell@sbctc.edu

10-10:15: Break

10:15-10:45: Committee Report Outs

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

*Identify any action items for business meeting.

10:45-11:00: Use of Professional Development Funds
-DACUM Training consideration

11-11:15am: STEM Communities of Practice Presentation

11- Noon: Business Meeting

- a. Approval of December Minutes
- b. SBCTC Report
 - i. Update on Federal Relief Funding
 - ii. Dual Credit
- c. Committee Business / Action Items
 - i. Revised IC By-laws



Future Meetings:

Every two week updates (730am-830am):

Jan 13
February 10
March 3
April 14, 28
May 19
June 2

Business Meetings (8am-noon):

January 27
March 17
May 5
June 9 (as needed)

INSTRUCTION COMMISSION MINUTES
Second Fall Meeting / December 3, 2020
8:00 am – Noon

[Virtual Meeting / Zoom Information:](#)
Meeting ID: 892 2025 6737 Password: 585786

Present: Suzi Ames, Michelle Andreas, Jim Brady, Thomas Broxson, Matthew Campbell, Brent Carter, Kim Chapman, Sara Wakefield for Stephanie Delaney, Mabel Edmonds, Rolita Ezeonu, Kristen Finnel, Mary Garguile, Deb Gilchrist, Malcolm Grothe, Joyce Hammer, Ed Harri, Chad Hickox, Sachi Horback, Walter Hudsick, Bryce Humpherys, Sayumi Irej, Nicole Lacroix, Ken Lawson, Cathy Leaker, Michael Lee, Kerry Levett, Peter Lortz, Jenni Martin, Valerie Martinez, Jamilyn Penn, Carli Schiffner, Marissa Schlesinger, Valerie Senatore, Steven Thomas, Tod Treat

Guests: Kristi Wellington Baker, Kevin Brockbank, Christian Bruhn, Marie Bruin, Lori Crist [note taker], Will Durden, Lenya Hogan, Jaclyn Jacot, Mark Jenkins, Bill Moore, Eric Murray, Laura Schueller

DEOs Executive Leadership: Margarita Banderas, Valerie Hunt, D'Andre Fisher, Rashida Willard

Hosted by Ed Harri, the meeting was called to order at 8 a.m. and members introduced themselves via the chat feature. The land acknowledgement was given by Sayumi Irej.

Guided Pathways – Dr. Kristi Wellington Baker, Director, Student Success Center:

Kristi went over key points for Guided Pathways. The technical assistance model is focused on every college having a team of coaches, a learning agenda that is meaningful and aligned to the priorities, continuing to foster the communities of learning or Communities of Practice, launching a Student Advisory Council who will be Guided Pathways scholars, and trying to build a resource bank for colleges to use during this process.

Corequisite Mathematics – Dr. Laura Schueller, Policy Associate, Student Success Center: Laura went over the corequisite mathematics project. This supports students who come in under the assessment required and help get them to college level Math courses. Colleges have used other resources to assist with corequisites. Twenty-two colleges are implementing or have dates for launching this work.

WACTC Update – President Dr. Eric Murray:

Dr. Murray gave background on topics that the presidents are working on. The presidents are focusing on equity. In their discussion of COVID-19 impacts on students. Discussion is focusing on how recent events have impacted our students and colleges and how to align with the State Board's mission statement. The state allocation will remain in-tact and the next biennium will be where our system budgets will be impacted. Enrollment is down for all colleges. Dr. Murray discussed the concerns of ctcLink that range from the on the ground execution to the overall structural issues that have occurred with our community and technical colleges.

Dr. Kevin Brockbank joined the meeting to discuss the Legislature and its impact to Higher Education.

Committee Break Outs:

Members entered into breakout rooms to discuss Committee Business. Committee notes were sent to Lori Crist at lcrist@sbctc.edu.

Committee Report Outs:

College Transitions – The work plan was discussed and the elements that were mostly closely aligned with Council for Basic Skills (CBS). Colleges are focusing on outcomes to reduce the length of development pathways for students. Colleges are also looking at the transition rates and keeping this data front and center.

Transfer – Discussion was had around making the Joint Transfer Council more diverse and expanding representation. The Intercollege Relations Commission (ICRC) Handbook is being updated.

Workforce Development – The Workforce Education Council (WEC) is updating the Professional Technical Skills Standard document with an EDI lens. This is expected to be a two-year project. WEC is also working with the Continuing Ed Council and Human Resources Management Commission to plan a system-wide training on how to create welcoming college campuses. There was also a recommendation from the Baccalaureate Leadership Council (BLC) for guidance language regarding the Applied Baccalaureate degree with entrance requirements that are more challenging than the universities.

Students who have earned a baccalaureate degree from a regionally accredited US institution shall have met the general education basic and distribution area requirements for an applied baccalaureate degree from a WA State CTC, as long as the previous degree contains a general education program approximating the standards of the Northwest Commission on Colleges and University. Students must still complete program and/or accreditation specific general education applied baccalaureate degree requirements.

***language will be voted on during the Business meeting.**

Learning Strategies & Innovation – Modality codes were discussed and the need to make the coding more understandable for students. A work group created through the eLearning Council has created an initial proposal around core values that include creating Codes that serve past COVID.

EdTech – Mark Jenkins, Director, Educational Technology, Open Education, Accessible Technology Initiatives: Discussed the launch of the EdTech commons repository of instructional technologies used in the system. Examining procurement practices to review equity and inclusion. SBCTC purchased \$350,000 for HonorLock for proctoring. That subsidy will be eliminated and transferred to contracts with 3 proctoring vendors: Honor Lock, Proctoria, and Examity. Mark's department is looking at ways to support proctoring – look for information in January 2021.

***Implementation of Modality codes and processes will be voted on during the business meeting.**

#2158 Oversight Committee and reporting

The survey gathering information about how colleges used their nursing educator and Guided Pathways funding (Year One) was extremely helpful in coordinating the reports for the Oversight Board (which is the board overseeing the investments made in HB #2158, the Workforce Education Investment Act). The way colleges utilized High Demand faculty salary investments will be collected in a similar fashion in mid-2021.

Business Meeting

WACTC Report

Technology – Primary conversation focused on the IC letter sent to the WACTC Technology Committee in December.

Equity – Conversation was around the Diversity and Equity Officer Council. Sachi Horback will take the recommendation to WACTC for the word “chief” to be removed from the new standards from the Northwest Commission. Discussion was shared on :how to support the President's Academy.

Operating Budget –The Operating Budget Committee (OBC) is focused on: advocacy and messaging with the Legislature; clarifying intent and use of HB #2158 investments; revisiting the allocation formula; and to ensure equity is front and center with the guiding principles of OBC and WACTC.

SBCTC Report

Dr. Carli Schiffner, Deputy Executive Director of Education:

Governor's Executive Order: We are trying to find out if our programs are affected by the Governor's November 25, 2020, proclamation pulling back on non-essential health care and dental procedures.

- "prohibit all medical, dental and dental specialty facilities, practices, and practitioners in Washington State from providing non-urgent health care and dental services, procedures and surgeries unless specific procedures and criteria are met"
- CNEWS and the Nursing Commission has shared
 - Nurses and nursing students are deemed essential workers, and are not impacted by this.
 - UW Dental is not shutting down.
 - ICW programs are not reading this as a shut down for their programs from clinicals.

At this time clinicals are not being shut down as most have wrapped up for the term. We will seek clarity on how this translates to Winter Quarter as soon as possible, knowing that this is in effect for 90 days.

Running Start Summer Pilot: The process is being handled by OSPI, not the State Board—but SBCTC is represented on the review team. For the Summer 2021 pilot, 17 schools have applied, with reviews before December 18, 2020. The three schools will be announced in early January.

Dual Credit Taskforce, Think Tank, and Cross Sector work: The Dual Credit Think Tank is local to our system work on dual credit--highlighting Running Start this year. A think tank meeting was held in October—which helped to focus the work; and now the think tank is running two surveys—one focused on principals/superintendents and one with community-based organizations. The think tank is also holding two focus groups with the Running Start coordinators at our institutions. The think tank will reconvene to make recommendations for the awareness campaign. The Dual Credit Taskforce led by the Washington Student Achievement Council (WSAC) includes representatives from the three higher education sectors, OSPI, and business/industry. This is a two-year taskforce that will identify barriers that could be changed through statewide policy.

College Affordability Awareness Campaign: Dr. Joe Holliday, Will Durden, Jamie Traugott, and Yokiko Hiyashi will be working on a college affordability campaign that focuses on raising awareness about Washington College Grant, the FAFSA/WAFSA, and the Ability to Benefit.

GEER Funding: The review team has recently concluded their work. With nearly all of our colleges applying and over \$6 million in requests, the final recommendations will be provided to Carli Schiffner. Notices will go out to the colleges in mid-December.

AWS / Cloud Computing Curriculum: This program has been presented to the Career Launch review team seeking endorsement. There needs to be conversation with Career Connect WA and the schools involved as there are still many logistical questions that need to be internally clarified.

Budget/Legislative Update: Carli discussed how the November economic forecast mimics the positive of what was seen in late September. Also, the leadership from OFM is predicting that the State will be okay this year, the real concern is for the following year. The SBCTC will continue to focus on the messaging to preserve our current funding investment in the CTC system.

Jamilyn Penn, Director of Transfer

BAS Certificates: Jamilyn provided an update regarding policy on BAS Certificates, which was last reviewed in 2017 by the Instruction Commission. This was called a policy at the time, but there was no Legislative language within the scope of the policy to give SBCTC Legislative Authority to issue BAS Certificates. The language has been updated to include the [RCW 28B.50.020](#). The State Board shall ensure that each college district shall offer thoroughly comprehensive educational, training and service programs to meet the needs of both the communities and students served. The State Board shall establish minimum standards to govern the requirements for degrees and certificates awarded by the colleges (see [RCW 28B.50.090\(7\)\(c\)](#)). Part of

this work also includes SBCTC staff considering the approval process for BAS Certificates that are 20 credits or more.

BAS Peer Reviewers Request: Jamilyn would like volunteers for the BAS Proposal Peer Review Process.

ICAAP Grid: As of January, 1, 2021, the BAS Proposal process changed. One change includes moving from a four-step process to a three-step process. There is no longer a 'Notice of Intent' Stage. Now, the first step in the process is the Idea Stage. The Idea Stage is used to facilitate early collegial discussions among institutions, both two-year institutions and four-year institutions. At the Idea Stage, the proposed degree program is only a concept. There are no timetables or deadlines associated with the Idea Stage. Additionally, no documentation is required at this stage. A degree program in the Idea Stage should be shared with SBCTC and COP to include on the ICAAP Grid. Colleges should contact Jamilyn Penn, Director of Transfer during the Idea Stage, particularly if there are questions and/or concerns that arise during communication/collaboration with other two-year and/or four-year institutions. A second change to the BAS proposal process is the reporting timeframe to the ICAPP grid. The ICAAP Grid Review Process has changed from reporting 12 times per year to reporting six times per year. Reporting months are January, March, May, July, August, and November.

Committee Business / Action Items

Approval of October Minutes

Stephanie Delaney moved and Sachi Horback seconded the motion to approve the minutes of the October 2020 meeting. The motion was carried with two abstentions.

Treasurer's Report

No changes to Treasurer's report. Instruction Commission dues will not be collected for the 2020 Academic year.

BLC Council Post Bachelor Admissions Recommendation:

Students who have earned a baccalaureate degree from a regionally accredited US institution shall have met the general education basic and distribution area requirements for an applied baccalaureate degree from a WA State CTC, as long as the previous degree contains a general education program approximating the standards of the Northwest Commission on Colleges and University. Students must still complete program and/or accreditation specific general education applied baccalaureate degree requirements.

There was discussion had about the guidance language regarding the Applied Baccalaureate degree with entrance requirements that are more challenging than the universities. With more clarification needed on the language, this item will be brought back to the BLC Committee. No motion to approve.

Modality Code Recommendations:

The Learning Strategies & Innovation Committee has recommended to the Instruction Commission to proceed with the process of implementing four new modality codes and processes.

Mary Garguile moved and Bryce Humpherys seconded the motion to approve the four new modality codes and processes. The motion was approved with 3 abstentions.

Revised bylaws approval:

The voting of the bylaws will take place at the next business meeting.

Future Meetings:

Current meeting schedule works for all Instruction Commission members.

With no further business, the meeting was concluded at noon.

**INSTRUCTION COMMISSION
FOR WASHINGTON STATE COMMUNITY AND TECHNICAL COLLEGES
PROPOSED BYLAWS 2020**

PREAMBLE

The Washington State Instruction Commission for Community and Technical Colleges exists to enhance instruction and library/media services within the community and technical colleges of the State. The Instruction Commission is directly responsible to the Washington Association of Community and Technical Colleges' presidents (WACTC) through a liaison appointed by the president of WACTC. The liaison serves as the primary communication link between the Commission and WACTC. The Instruction Commission works cooperatively with the various councils that support instruction and library/ media services.

ARTICLE I – PURPOSES

Section 1. The purposes of the Commission are:

- To foster the SBCTC visions of maximizing student potential and transforming lives within a culture of belonging, leading with racial equity
- To provide leadership in the improvement and development of effective and properly directed programs on instructional and library/media services in the community and technical colleges in the State of Washington
- To propose goals and develop and implement programs and procedures which are established by vote of the membership or assigned by WACTC
- To serve as an effective statewide communication medium for information related to curriculum, instruction, and library/media services
- To support research services for WACTC
- To serve as the parent body for instruction councils such as transfer, workforce education, continuing education, learning assistance services, and library/media services
- To make recommendations to WACTC on instruction and library/media issues
- To plan, articulate, and advocate inclusive teaching and learning policies and practices in alignment with SBCTC vision of leading with racial equity.
- To continuously improve based on research and scholarship.

ARTICLE II – MEMBERSHIP

Section 1 Official Membership Voting members of the Commission shall consist of:

- The chief instruction officer, or their designee, from each community and technical college or their designee

Section 2 Advisory Members Non-Voting members of the Commission shall consist of:

- An instruction representative from the State Board for Community and Technical Colleges (SBCTC) staff
- A liaison appointed by the president of WACTC (non-voting)
- District instruction officers from multi-college districts.

Section 3 Guests

- Other community and technical college personnel may participate in commission activities as needed and invited.

ARTICLE III – Steering Committee

Section 1 Role: The affairs of the Instruction Commission shall be managed jointly by a steering committee. The steering committee will decide through a consensus process on the distribution of specific roles and tasks within its membership each year.

Section 2 Composition: The Membership of the steering committee shall comprise of:

- Six IC representatives
- Chair (formerly known as the president).

Section 3 Duties: The duties of the steering committee shall include:

General Organization: agenda development, regular business meeting logistics.

- Working with SBCTC to develop quarterly meetings with the intent to share information and policy to IC members
- Preparing agendas for and facilitating regular meetings
- Keeping minutes of IC meetings, with assistance of SBCTC staff. The representative from SBCTC shall be responsible for maintaining commission archives.
- Coordination and Management of the finances and financial records of IC

Communication: Chair

- Lead point of communication for IC business and high-level communication; especially with other commission leads.
- Coordinate requests for IC representation on ad-hoc committees or other needs

Work Plan and Liaison Outreach Management

- Communicating with and serving as liaisons to WACTC Committees
- Completing and organizing IC workplan as assigned by WACTC.
- Communicating and organizing IC workplan with IC members
- Communicating and organizing IC workplan with IC Councils
- Communicating and serving as IC representatives to each of IC Councils (CBS, LLC, WEC, CEC, eLC, ATC, BLC)

Committee representation for each of the WACTC Councils (Ed Services, Operating Budget, Technology, Equity, Strategic Visioning, Capital Budget)

Vision and System

- Leading and facilitating initiatives and other items external to the work plan as necessary.
- Responsive to external mandates, trends, innovation.
- Mentoring and continuity planning for IC membership.

Section 4 Selection Steering committee members shall be selected at the spring quarter meeting of each year to serve for the following academic year.

Steering Committee members shall agree to serve for two years. Fulfilling terms? Unexpired terms shall be filled by selection by the members through an in-person or remote process called by the steering committee. Does this reflect the conversation?

Need more details about the process. Are there nominations? How do people's names get moved forward for consideration to be on the steering committee? What about the future of the nominating committee?

ARTICLE IV – COMMITTEES

Section 1 Committees may be established by the steering committee for the completion of the workplan and the conduct of such business as necessary. Each committee will be facilitated by a steering committee member or designee. Members of the committees may include persons other than Commission members.

ARTICLE V – MEETINGS AND VOTING

Section 1 There shall be at least one regular meeting per quarter and other meetings as designated by the steering committee and held as needed.

Section 2 Meetings shall be facilitated by the Chair and votes taken in accordance with the Democratic Rules of Order (See Appendix)

Section 3 Each official member shall have one vote. Votes may be taken in person, via an electronic vote, or by special call of the steering committee on a timely issue.

Section 4 A quorum shall consist of a majority of the official members [18/34].

ARTICLE VI – AMENDMENT

Section 1 These Bylaws may be amended by a two-thirds vote of the official members provided the proposed amendment has been submitted to members at least 30 days prior to the vote. Amendments are subject to the approval of WACTC.

Appendix 1



Democratic Rules of Order

Summary of the Rules

Fairness (equal rights of members) and good order are the underlying principles (page 8).

The final authority is the majority of voting members, provided a quorum is present, subject always to any applicable higher law (a law of the land, a constitution, a bylaw, or an existing standing rule) (page 15).

In formal meetings, the chair guides impartially without taking part in discussion. In informal meetings, the chair participates as an equal member (page 16).

A motion should be worded affirmatively and must not conflict with any higher law. Each motion requires a seconder (page 18).

The mover's privilege allows the mover to reword or withdraw the motion provided there is a seconder and not more than one member objects (page 19).

Amendments can delete, substitute, or add words to a motion on the floor but must not negate it or change its topic. An amendment cannot be amended (page 20).

Postpone, refer: A motion can be postponed to an indefinite or a specific future occasion or referred to a committee for further study (page 21).

Voting: Common voting methods include voting by ballot, standing, show of hands, show of voting cards, and voice. For a motion to pass, a quorum must be present and more than half the votes cast must be affirmative (pages 21-24).

Informal discussion: A motion to informally discuss some topic, if passed, allows members to consider an idea without the formality of a motion (page 24).

Rescind, reconsider: A previous decision can be rescinded or reconsidered by the members at any appropriate time (pages 24 and 25).

Ratify a previous decision: A decision exceeding the authority of a member, committee or meeting can be ratified at a later meeting (page 27).

Good order: Members should discuss only one motion at a time. A member must not take more than a fair share of floor time nor interrupt another member except as allowed with a point of order (pages 28-30).

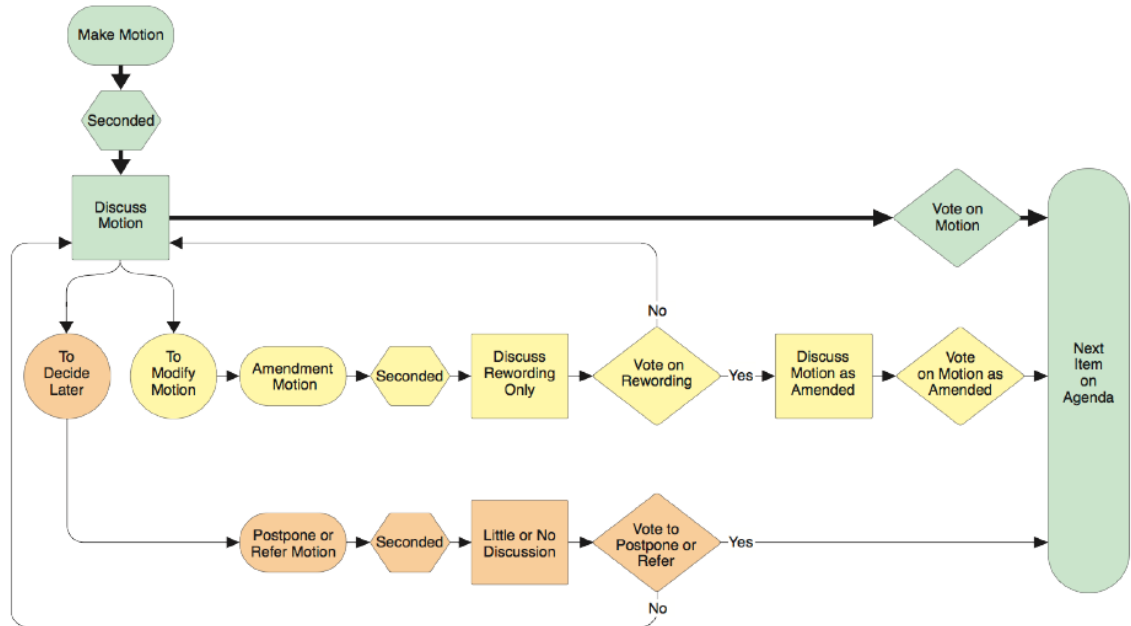
Point of order: A member who believes that a law or the meeting's good order is being breached may rise immediately and say "point of order." The chair should allow the member to explain and, if necessary, should call for a vote for a decision (page 29).



Democratic Rules of Order – Summary of the Rules by [Fred and Peg Francis](#) is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Unported License](#).

Appendix 2

Flow Chart Using *Democratic Rules of Order*



GOOD ORDER

- Stay on topic
- One speaker at a time, acknowledged by chair
- No interrupting

POINT OF ORDER

- Member explains how a law or good order is being breached
- Chair rules on point of order
- Vote if necessary



Democratic Rules of Order – Flow Chart by [Fred and Peg Francis](#) is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Unported License](#).
Based on a work at [Democratic Rules of Order](#).

5 Tips for Your Classroom Tomorrow

From the Institute for Antiracist Education

Based on tonight's (January 6, 2021) Instagram Live with CEO Ashley Y. Lipscomb and Antiracist educator Emily Schorr Lesnick; **bold** reflects the authors' emphasis

1. Remember that while you certainly must **address** today's events, you do not to **teach** about events that you are still processing.
2. Focus on equipping your students with the **tools to process** and care for themselves during this and the inevitable future instances of racism and white supremacy.
3. Be sure to **focus on the roots** of events to avoid problematic comparisons. BLM is a movement for safety and equity while there are certainly areas of comparison, be sure to avoid just skimming the surface.
4. Complicate the narrative. Help students understand how to hold the fact that **this both is and isn't our America**. Taking an honest, complicated approach to history is a great start.
5. Remember to **care for yourself**. There is no savior when it comes to ending white supremacy. Liberation and equity will require sustained energy, learning, and unlearning. Take care of yourself.

What this can look like by Jenn Pang—please edit and revise for your own use:

1. This was the not the first week of class we were expecting and we have important topics to cover today, but I wanted to take a few minutes to acknowledge yesterday's events at the Capitol Building.
2. I personally found the news difficult to process and am not ready to talk about this at length. I suggest if you are having a lot of feelings about what happened yesterday, that you consider writing them down or talking with a friend or trusted family member. Also, stress is known to sit in your body, so movement of any kind (stretching, taking a walk, doing 10 pushups or jumping jacks) can help your body feel more settled. It is inevitable that other stressful events will happen during your lifetime—it is useful to develop good coping strategies to help with stress in general.
3. I also want to be clear that while the social justice demonstrations this summer may look similar to people taking over the Capitol Building yesterday, they are not. Black Lives Matter is a movement that has been going on for 4 years and is focused on equity and safety for Black communities. Yesterday we saw angry people take over an important American political landmark to interrupt legal election proceedings by our governing bodies. Like I said, we still have a bunch of things to cover today, so this is not up for discussion right now. If you would like to discuss this more, please come see me in office hours or arrange a different time chat.

4. I want to be clear that yesterday's events happened because we live in complicated times. Our country is highly divided politically and tensions are running high on all sides. While our country provides a lot of opportunities, it also has a long history with oppressing people different than those in power. Part of coming to college is to learn how to hold these kinds of conflicting concepts in our minds at once.

5. It is very important this week that you do all the things that are good for your body and mind: eat as healthily as you can, rest, move, and drink enough water. These are things I'm going to focus on as well. I appreciate your attention, and now let's switch gears to our regular lesson today.

STEM Communities of Practice Proposal

Funding Model for Winter 21 and Spring 21

Short URL to this Document: <https://bit.ly/2LPUyBQ>

*STEM Communities of Practice (CoPs) are faculty-driven learning collectives designed to help the system lead with **racial equity** by supporting educators in creating significant and equitable learning environments for students in STEM. As of Fall 2020 we had over **500 faculty** from all 34 WA CTC institutions signed up to participate.*

The Ask

The STEM CoPs, while designed as a response to the pandemic, created a faculty development model that needs to continue beyond this crisis and expand within our system. In order to scale up and sustain this work, we are seeking an investment from the WA CTC Institutions based on a per college subscription model (shown below) to continue developing statewide faculty leadership and innovation through these communities of practice for STEM educators.

Why subscribe to this model?

- The [STEM Communities of Practice](#) were originally created out of a need to quickly adapt to online instruction due to COVID, but thanks to a growing network of faculty leaders, the CoPs are now ready to progress their work towards an equitable framework of innovation in the future of STEM Education, focused on:
 - **Faculty Leadership:** to support innovation and equitable reform in STEM
 - **SBCTC Vision:** leading with racial equity to better serve our communities
 - **Guided Pathways & Transfer:** improving intro courses and STEM pathways through an equity lens
 - **Shared Resources:** curated in Canvas for easy access and use across CTCs

Subscription Cost to the Colleges

(based on FTE and covers all institution's faculty)

- 0 to 2000 FTE: \$2000
- 2001 to 4999 FTE: \$2250
- 5000 to 7000: \$2,500
- 7001 & Over: \$2750

Subscription Cost Covers

- Compensated Faculty Leadership
- STEM CoP meetings (4-6)
- Spring STEM Conference
 - (Virtual - 2 days)
- Curated Canvas Course Shells
- Partnership with Washington Center