SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: February 11, 2009

FROM: Shelly Jaffray & Brian Kehlenbach, Co-Chairs

TO: Curriculum & Instruction Council

RE: Minutes of Meeting of February 9, 2009
              2:00 pm, SAC Foundation Board Room, S-215

Present: B. Birnbaum, A. Brown, P. Canzona, C. Carrera, D. Dobos, N. Fujimoto, S. Garnett, M. Huebsch, P. Hughes, S. Jaffray, B. Jaros, D. Kanzler, B. Kehlenbach, K. Nutter, K. Patterson, M. Porter, K. Ross, R. Sanabria, S. Whelan.

Guests: T. Castano, A. Bridges, C. Comeau, B. Hoffman, T. Luu, J. Mathis, H. Roberts.

1. <u>MINUTES OF MEETING OF DECEMBER 1, 2008.</u> The minutes of the meeting of DECEMBER 1, 2008 were approved.

2. <u>TECHNICAL COMMITTEE REPORT.</u>   <u>APPROVED</u>

3. <u>CURRICULUM ITEMS.</u> See attachment.

4. <u>"TO BE ARRANGED HOURS" UPDATES.</u> Norm discussed concerns raised with the Chancellor's Office over "To Be Arranged" hours and informed the committee that there would probably be some consideration given to several specific issues. In particular, Foreign Language Labs may be allowed to use an instructor who meets minimum qualifications in only one language to supervise the lab. In addition there may be further clarification in the definition of "regularly scheduled" TBA hours. This will refer to the fact that students must participate in the same number of stated hours per week for each week the class is scheduled. Rigorous requirements for monitoring student hour's remains in effect. Norm will keep us updated on these issues.

5. <u>CURRICUNET.</u> Norm had a discussion with Sylvia LeTourneau at the District office about adopting CurricuNet since SCC is currently using this platform. It would be a fixed cost which District IT would cover the cost. Almost 50% of the community colleges in the state are using CurricuNet. There will be more discussion at the next Curriculum & Instruction Council meeting after the divisions have had a chance to review the item.

6. <u>COURSE EQUIVALENCY.</u> Deferred until next meeting.

7. <u>COMPUTER PROFICIENCY.</u> Bonnie & Shelly informed the committee about a discussion they had with SCC concerning the Computer Skills and Applications Requirement; section VI of the plan A Associate Degree Requirements. Bonnie mentioned that SCC is considering either adding to the list of majors in part A of this section or eliminating the Computer Skills

Requirement entirely. The committee discussed this issue and further discussion will take place at the next Curriculum and Instruction meeting.

8. <u>PORTFOLIO ASSESSMENT/PROGRAM REVIEW</u>
<u>REPORT FROM TLC.</u> Bonnie announced that the PA/PR is due on April 15. Make sure everything is online. Send Bonnie an electronic file via-email after the portfolio has been posted. The timeline for PA/PR is attached.

9. <u>OTHERS.</u>

   A. Bonnie informed the committee about the new statewide disciplines proposals. Speech Language Pathology, Biology Technology.
   B. There are revisions to the Ws repeatability and sub-standard grades.
   C. Norm discussed CAPS students. CAPS are for only enrichment and not make-up of any kind.

The next meeting is Monday, February 23, 2009, at 2:00 p.m., SAC S-215.

REVISED COURSES-FIRST READING

Item #1 was approved for first reading
Exercise Science
1. Exercise Science Intercollegiate Athletics 170, Theory of Football

Item #2 was approved for first reading.
Continuing Education
2. Citizenship 020, Citizenship

Portfolio Assessment/Program Review Four-Year Cycle by Division
The IE&A Committee will assess the effectiveness of the PA/PR and make adjustments as needed. Every year the IE&A Committee will assess the progress of the *Strategic Plan*; every five years the *Strategic Plan* will undergo college-wide review and be rewritten accordingly by the IE&A Committee.

Division	Department	07/08	08/09	09/10	10/11		
Business	Business Administration				x		
	Business Applications				x		
	Computer Science		x				
	Engineering			x			
	Management/Marketing	x					
	Paralegal	x					
Counseling	Counseling		x				
	Center for Teacher Education		x				
Continuing Education	Adult Basic Education			x			
	Citizenship		x				
	Disabled Student Programs & Services			x			
	English as a Second Language	x					
	Health & Safety				x		
	High School Subjects		x				
	Inmate Education				x		
	Older Adults			x			
	Parent Education			x			
	Vocational Training				x		
Exercise Science	Activity and Aerobic Fitness		x				
	Adapted Education			x			
	Analysis, Circuit, and Strength Center Lab				x		
	Sports Medicine		x				
	Theory/Lecture			x			
	Health Education				x		
	Intercollegiate Sports	x					
Fine & Performing Arts	Art		x				
	Dance			x			
	Journalism				x		
	Music		x				
	SLPA	x					
	Speech	x					
	TV/Video			x			
	Theatre				x		
Humanities and Social Sciences	Anthropology/Sociology/Women's Studies		x				
	Economics/Geography				x		
	English/ESL	x					
	Ethnic Studies		x				

Division	Department						
	History			x			
	Modern Languages				x		
	Philosophy	x					
	Political Science		x				
	Psychology			x			
	Reading				x		
Human Services & Technology	Auto/Diesel/Welding	x					
	Criminal Justice/Academies				x		
	Distance Education		x				
	Family & Consumer Studies				x		
	Fire Technology	x					
	Human Development	x					
	Manufacturing Technology		x				
	Nutrition				x		
	Occupational Therapy Assistant		x				
	Pharmacy Technology			x			
Library	Library and Information Studies		x				
	Library Technology			x			
Science, Math, & Health Sciences	Astronomy			x			
	Biology				x		
	Chemistry	x					
	EMT			x			
	Geology/Earth Science		x				
	Mathematics	x					
	Medical Assisting				x		
	Nursing	x					
	Physics			x			
Student Services	Special Services				x		
	DSPS		x				
	EOPS			x			
	Sign Language	x					