

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: March 11, 2009

FROM: Shelly Jaffray & Brian Kehlenbach, Co-Chairs

TO: Curriculum & Instruction Council

RE: Minutes of Meeting of March 09, 2009
2:00 pm, SAC Foundation Board Room, S-215

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

Guests: M. Kobane, J. Mathis, S. Mendizza.

1. MINUTES OF MEETING OF FEBRUARY 23, 2009. The minutes of the meeting of FEBRUARY 23, 2009 were approved.
2. CURRICUNET. Deferred until the next meeting.
3. COURSE EQUIVALENCY. It was discussed that upper division courses should be accepted and not be blocked by A&R. Students need to use the petition form and have it signed by division. Certain disciplines have special issues which require a case-by-case approach within discipline.
4. COURSE SUBSTITUTION FORM. Mary Kobane presented the new "Course Substitution, Good Faith Effort Form" and discussed the process to the committee. The committee approved it with slight changes.
5. PORTFOLIO ASSESSMENT/PROGRAM REVIEW REPORT FROM TLC. Bonnie mentioned three items to the committee members: 1. BSI Faculty Development (Strand C of BSI), other professional development activities and flex will be integrated. Shelly Jaffray will chair a workgroup that will report to the TLC. Bonnie is also working with CEC not to duplicate activities. 2. Revitalizing CLI – the technology and one-on-one faculty training function of the CLI will be maintained. In addition, all staff will be invited to round table discussions (to be determined at a later date). It is also suggested that departments should hold meetings in the CLI. 3. An inventory of materials will be created. 4. "The 45 -minute How is attached. Please let Bonnie know if you are willing to present on any of the listed topics.
6. OTHER. Paula is asking committee to keep the CAN number page in the catalog. CAN numbers at the end of course descriptions can be deleted. She mentioned that TCSU will substitute for CAN in the future. The committee agreed to keep the CAN number page remove CAN from course descriptions.

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

To: All Department Chairs

RE: *Best Practitioners Menu: Faculty Volunteers Who Have Expertise*

Dear Colleagues,

The **Teaching Learning Committee** would like to invite you to participate in dialogue on the following topics. These are just some of the topics in the

Best Practitioners Menu of Techniques for Improving Student Learning.

1. Writing Simple Rubrics: Ramesh Sabetiashraf, Suzanne Freeman, Bonnie Jaros
2. Easy Collaborative Learning Techniques
3. CATs (Classroom Assessment Techniques): Mary Ann Anthony, Suzanne Freeman
4. Library Resources: Yolanda Garcia
5. Writing Effective SLOs
6. Incorporating Life Skills Into Your Course
7. Textbook Readability and Surveys: Molly Colunga
8. Reading Strategies Across the Curriculum: Molly Colunga
9. Using a Graphic Organizer for “Lectures”: Bonnie Jaros
10. Using the Dialectical Journal
11. English DOES have spelling rules!
12. Basic Skills in Career Technical Education Context
13. Concept Mapping: Gina Giroux
14. What is On Course?: Sandy Wood, Cher Carrera
15. Easy Writing Assignments Across Disciplines
16. *Blackboard* Training
17. Item Analyses in testing
18. Numeracy activities across the curriculum
19. Enhancing activities leading up to and supporting assignments;
20. Enhancing research skills
21. How to train students to do peer review: Todd Huck
22. How to do an effective group presentation
23. Using the *Individual Identity Toolbox* for “intercultural literacy” in group work
24. Using Facebook and Twitter for Teaching and Staff Development: Suzanne Freeman

How do you participate in the dialogue? Call Bonnie Jaros at x6989 or email jaros_bonita@sac.edu to make an appointment for someone to come to your department meeting to demonstrate, share and initiate discussion.

When can you participate? This is ongoing! Call or email ANY TIME! This is the exact same concept as the SLO or PA/PR dialogues that departments have been participating in with Bonnie this whole semester.

Why should you participate? It is tailored to the needs of your department. It improves student learning in the long-run. It is related to your Department Planning Portfolio. It is related to program review and direct SLO Assessment. And...department dialogue is good for you!!!

Please call me!

As always,
Bonnie

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Annotated Version: 3/11//09