

# SANTA ANA COLLEGE

## CURRICULUM & INSTRUCTION COUNCIL

DATE: March 15, 2011  
FROM: Bonita N. Jaros, Chair  
TO: Curriculum & Instruction Council  
RE: Minutes of Meeting of March 14, 2011  
2:00 pm, SAC Foundation Board Room, S-215

Present: B. Birnbaum, S. Bautista, M. Brown, P. Canzona, C. Carrera, Z. Fish, N. Fujimoto, S. Garnett, G. Giroux, K. Hondo, P. Hughes, B. Jaros, D. Kanzler, B. Kehlenbach, L. Pedroza, M. Porter, C. Takahashi, S. Whelan.

Guests: A. Bridges, B. Miller.

1. MINUTES OF MEETING OF FEBRUARY 28, 2011. APPROVED
2. TECHNICAL COMMITTEE REPORT.
  - A. The divisions informed the Curriculum & Instruction Council that they do not have any items to submit. The reporting process to the Curriculum Office comes through the CurricUNET approval process.
  - B. The Curriculum Office is working on the quadrennial review list; for now, the departments should do their best to keep track of the quadrennials due this spring. Departments need to note that in the future, some quadrennial revisions will need to be done prior to the normal four-year cycle so that SAC and SCC may conform to the same cycle. This will be easier now that CurricUNET is utilized by both colleges. We thank you for your cooperation.
3. CURRICULUM ITEMS.
  - A. The divisions informed the Curriculum & Instruction Council that they do not have any items to submit. The divisions report curriculum items through the CurricUNET approval process.
  - B. It was also noted that some courses (i.e. common courses with SCC) were not received from our sister college; they were reverted to “junk mail” or went to the wrong department. This is currently being rectified.
  - C. Norm announced that the second position requested for the Curriculum Office has been approved.

4. TRANSFER MODEL CURRICULUM (TMC). APPROVED  
A. It was moved, seconded, and carried to waive the second reading and approve the Communication Studies and Sociology Studies AA-T. The council suggested revisions to the Communication Studies and Sociology Studies AA-T outlines based on recommendations from the SAC Articulation Officer, who keeps close contact with state regulations and recommendations.  
B. The Psychology department will submit the Psychology AA-T in the next CIC meeting.  
C. The council was informed regarding the catalog language that will be used as a place holder for the AA-T degrees.
5. SPEECH COMMUNICATION DEPARTMENT NAME CHANGE.  
The Speech Communication Department proposed a department name change to “Communication Studies” to be in alignment with the state AA-T degree in Communication Studies.
6. PORTFOLIO ASSESSMENT/PROGRAM REVIEW REPORT FROM TLC.  
A. Departments need to submit PA/PR (19-QT and the Form C) by March 15<sup>th</sup>. The TLC will be reviewing the reports commencing March 30, 2011.  
B. Several departments have conducted activities related to the Book-of-the-Year, *The Last Lecture*. A college-wide forum, sponsored by Nealley Library and the TLC, will be held April 30, 2011 in Phillips Hall. The time and details regarding the format of the forum will be forthcoming.  
C. The TLC has received 10 nominations for the Book-of-the-Year for 2011-2012. Yolanda Garcia is gathering information, which she will present, at the meeting of March 30, 2011. A college-wide vote will then be held.
7. COMPUTER SKILLS AND APPLICATIONS REQUIREMENT.  
Norm will contact the members of the *Computer Skills and Applications Requirement* two-college workgroup in order to convene a meeting. A decision on this requirement will be made by October 2011.
8. DISCIPLINES LIST  
Representatives of the council reported the dispensation of the affected departments related to proposed Disciplines List changes as follows: Ethnic Studies—no support because it is too broad; Kinesiology—supported; Art History—supported; Education—supported. Feedback from Theater Arts is still pending. Bonnie recommended that the chairs contact John Zarske, the Academic Senate President, who will be voting on this issue at the April statewide Academic Senate plenary session.
9. OTHER.  
DPP requests with fiscal impact need to be submitted to the deans so they may be prioritized and sent to Norm by April 01.

The next meeting is Monday, March 28, 2011 at 2:00 p.m, SAC Foundation Board Room, S-215.