

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: April 9, 2012

FROM: Bonita N. Jaros, Ph. D., Chair

TO: Curriculum & Instruction Council

RE: Minutes of Meeting of April 9, 2012
2:00 pm, SAC Foundation Board Room, S – 215

Present: B. Birnbaum, J. Coffman, M. Colunga, B. Courter, D. Gilmour, G. Giroux, P. Hughes, B. Jaros, D. Kanzler, B. Kehlenbach, L. Pedroza, M. Porter, C. Takahashi, S. Turner, D. Vu.

Guests: M. Baldo, H. Kim, B. Miller, B. Sos,

1. MINUTES OF MEETING OF MARCH 26, 2012 APPROVED
2. TECHNICAL COMMITTEE REPORT (See Attachment) APPROVED
3. CURRICULUM ITEMS (See Attachment) APPROVED
4. GUIDELINES FOR IMPLEMENTING CATALOG POLICY FOR PLAN A ONLY (Attachment #4) DEFERRED
This item was deferred. This item will be on the next agenda for a second reading.
5. COMMON CURRICULUM UPDATE INFORMATION
See Addendum – Attachment #3
6. APPENDIX C REVISION UPDATE INFORMATION
A possible revision to the Appendix C form was presented to the council. After review, it was determined that the added questions should be incorporated into the annual DPP so there will be annual follow-up on Core Competency/SLO review. This item is referred back to the Teaching Learning Committee.
7. PA/PR REPORTS INFORMATION
Bonnie mentioned to the council that she still has not received some of the PA/PR reports that were due by March 15, 2012. Please send the PA/PR reports ASAP for TLC review on April 16 and April 30, 2012.

8. OTHER

INFORMATION

A. Bonnie thanked Yolanda Garcia and the Book-of-the-Year workgroup for all the planning of the events for this year's Book of the Year initiative. Also, Bonnie announced to the council the following upcoming events:

1. Thursday, April 12, 10:00 a.m. – 11:30 a.m. in Phillips Hall "*Lives Before, During and After E.O. 9066: Oral Testimonies of Former Japanese American Internees.*"

2. Thursday, April 19, 2:00 p.m. – 3:00 p.m. in D-101 (capacity 156), or D-101 (capacity 122), "*Making a Difference: Japanese Americans and Justice*" Guest speaker: Dr. Thomas Fujita-Rony, Associate Professor of Asian American Studies Program at CSUF.

3. Thursday, May 3 "*A Visit with Jamie Ford, Author of SAC's 2011-2012 Book of the Year*" 11:00 a.m. – 12:30 p.m. in Phillips Hall. Lunch with the author follows at the Hacienda. Please let Yolanda know if you plan to attend. The charge for lunch will be \$18.

4. An art exhibit of the works of Mary Higuchi has been installed in the front of the Nealley Library, and artifacts from the camps have been placed at the back of the library. **Special thanks** to Carol Miura, Karl Tani, Carolyn Motokane, Glenn Kawafuchi, and Kai Kawafuchi these artifacts to the Nealley Library.

5. Videos have been purchased. Several are closed captioned.

Bonnie also mentioned that the TLC and the Nealley Library have received the nominations for the 2012-2013 Book of the Year as follows: *The Help* by Kathryn Stockett, *Enrique's Journey* by Sonia Nazario, and *Zeitoun* by Dave Eggers. A survey to all requesting a college-wide vote will follow.

B. Bonnie announced that the SAC Music Department will present "*A Faculty Chamber Music Concert*" on Saturday, April 14, 2012 at 8:00 p.m. at Phillips Hall. The performers include Jungwon Jin, Brian Kehlenbach, David Lopez, Fureya Unal, Melody Versoza, and special guests.

The next meeting is Monday, April 23, 2012 at 2:00 p.m., SAC Foundation Board Room, S – 215.

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: April 9, 2012
FROM: Bonita N. Jaros, Ph. D., Chair
TO: Curriculum & Instruction Council
RE: Addendum to Agenda for Meeting of April 9, 2012
2:00 pm, SAC Foundation Room, S-215.

1. CURRICULUM AND INSTRUCTION COUNCIL

MEETING DATES 2012 – 2013 (Attachment #1)

INFORMATION

The C&I Council meeting dates was distributed to the council representatives. Bonnie asked the current representatives to inform Anh-Phuong of any membership changes within their respective divisions.

2. TEACHING LEARNING COMMITTEE

MEETING DATES 2012 – 2013 (Attachment #2)

INFORMATION

The TLC meeting dates was distributed to the council representatives.

3. COMMON CURRICULUM BP6177 (Attachment #3)

FIRST READING

Bonnie requested that council representatives discuss an update common curriculum (BP6177) at the division curriculum before the next meeting. This will be an action item on April 23, 2012. After the first reading, Bonnie will bring it to the Senate Executive this Thursday, April 12, 2012 for review prior to the C&I second reading. Then, Bonnie and Craig will coordinate the Academic Senate approval dates.

REVISED COURSES

Items #1 was approved.

Humanities

1. English 220, Survey of the Bible as Literature
(Classification code changed from I to A)

**REVISED COURSES WITH SLO – NO CHANGE TO CATALOG AND CLASS
SCHEDULE DESCRIPTION**

Items #2 through #11 were approved.

Human Services

2. Fire Academy 007, Orientation and Physical Fitness
3. Fire Officer Training 008E, S-445 Training Specialist

Humanities

4. English 206, Introduction to Language Structure and Use
5. English 231, Survey of English Literature
6. English 232, Survey of English Literature
7. English 233A, Shakespeare's Comedies and Romances
8. English 233B, Shakespeare's Tragedies and History Plays
9. English 270, Children's Literature
10. English 271, Survey of World Literature
11. English 272, Survey of World Literature

NEW COURSE – FIRST READING

Items #1 through #3 were presented for first reading.

Human Services

1. Criminal Justice Academies 055D, Sheriff Special Officer Academy

Continuing Education

2. Vocational Construction 610, Vocational Construction Technology Module I
3. Vocational Construction 620, Vocational Construction Technology Module II

REVISED COURSE – FIRST READING

Items #4 was presented for first reading.

Human Services

4. Criminal Justice 111B, Supervised Internship Work Experience

REVISED COURSES – SECOND READING

Items #5 through #14 were approved.

Human Services

5. Fire Academy 080B, S – 190 Introduction to Wildland Fire Behavior
6. Fire Academy 241A, Training Instructor IA
7. Fire Academy 241B, Training Instructor IB
8. Human Development 102, Exploring Parenting
9. Pharmacy Technology 072, Pharmacy Technology Externship

Technology

10. Automotive Technology 080, Computer Controls
11. Automotive Technology 085, Basic Clean Air Car Course
12. Diesel 024, Electrical Systems
13. Welding 020, Welding Laboratory
14. Welding 041, Welding Certification Exam Preparation

TECHNICAL COMMITTEE REPORT

APRIL 23, 2012

COURSE DELETION

Humanities

1. Geography 102H, Honors Cultural Geography

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Geography 102H, Honors Cultural Geography

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Geography 102H

Honors Cultural Geography

Units: 3

Class Hours:

Lecture Hours: 48

Laboratory Hours: None

Arranged Hours: None

Total Semester Contact Hours: None

PREREQUISITE(S)

Prerequisite

High school or college GPA of 3.0 or above.

Enriched and intensive examination of the geography of culture with an emphasis on the application of geographic principles and concepts to historic and contemporary issues of human geography. A seminar setting is employed to enhance and promote the participation of the students in discussions related to the analysis of common readings, film, and current events-related topics.

Budget Unit

Classification Code	I
Transfer Code	3
Method of Instruction	10
SAM Priority Code:	E - Non-Occupational
Repeatability:	NR - Non-Repeatable: D, F, NC, W
TOPS Code:	220600 - Geography
Topics Course:	No
Open Entry/Exit:	NO
Grading Options:	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 04/05/12 by:Bill Courter

Divison Chair Approval Date: 04/10/12 by:Bill Courter

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Students will be expected to understand the concepts and use the terminology germane to cultural geography and apply those concepts and the terminology to discussions, written assignments, maps, charts and on exams. Lectures will include class discussion in which students will be encouraged to share their opinions. Additionally, students will be able to analyze and evaluate applications and current trends directly related to topics in a logical manner. Cooperative learning assignments will foster the development of group

working skills. The term paper will test the student's ability to apply the concepts learned in the course, teach them writing skills, and actively engage the terminology derived from cultural geography.

*** Geography 102H students will also be required to read and analyze both appropriate novels and films. In addition, they will be expected to apply information gained in the course to their analyses and interpretations of these materials.**

***These strategies and techniques include but are not limited to lecture, cooperative learning groups, map exercises and analysis, overhead projections, slides, film and video presentations, reading assignments including both articles and relevant novels/novellas, writing assignments and related class presentations, and a family history term paper.**

1. Introduction and General Course Content (.5 hours)

2. Basic Concepts in Geography (4 hours)

Students will:

- a. Consider the geographic perspective as it relates to culture, cultural traits, customs, and distribution on earth.
- b. Use and analyze maps.
- c. Be introduced to the concept of spatial analysis and develop a geographic world view.

3. Population Geography (6 hours)

Students will:

- a. Assess population growth and draw conclusions about the ramifications of continued growth.
- b. Draw inferences through the examination of demographics on a local, regional, and global scale.
- c. Analyze population trends using appropriate and germane terminology.
- d. Discuss the potential outcomes of population trends and develop a thesis based on both statistical and cultural descriptions.

4. The Geography of Migration (3 hours)

Students will:

- a. Recognize population movement within an historical context to and in the United States, and currently on a global scale.
- b. Assess migration issues and trends and define the possibilities for the future.
- * c. **Film: *El Norte* or *Guns, Germs, and Steel*** will be viewed and discussed, compared and contrasted to previously studied population and migration geography topics.

5. The Geography of Language (6 hours)

Students will:

- a. Consider the development of language, and the special role and areal extent of English on earth.
- b. Identify the major language families and their distribution across the earth.

6. Geography of Religion (3 hours)

Students will:

- a. Identify the types of religions, and categorize the major religions and religious belief systems along with their traits and characteristics.
- b. Recognize the origin and diffusion of the major world religions and assess several large and ongoing religious conflicts.

7. Social Customs (4.5 hours)

Students will:

- a. Analyze traditional folk and popular customs, the distribution of each, and will deduce the threats to traditional/folk customs from globalization.
- b. Recognize the differences between ethnicity and nationality, and identify the distribution of ethnic

CURRICULUM & INSTRUCTION COUNCIL

APRIL 23, 2012

NEW COURSE – SECOND READING

Human Services

1. Criminal Justice Academies 055D, Sheriff Special Officer Academy

Continuing Education

2. Vocational Construction 610, Vocational Construction Technology Module I
3. Vocational Construction 620, Vocational Construction Technology Module II

REVISED COURSE – FIRST READING

Human Services

4. Fire Technology 121, Physical Fitness for Public Safety Personnel

REVISED COURSE – SECOND READING

Human Services

5. Criminal Justice 111B, Supervised Internship Work Experience

NEW PROGRAM – SECOND READING

Continuing Education

6. Vocational Construction Certificate

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Criminal Justice Academies 055D, Sheriff Special Officer Academy

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Criminal Justice Academies 055D

Sheriff Special Officer Academy

Units: 13.8 – 14.2

Class Hours:

Lecture Hours: None

Laboratory Hours: 664 – 684

Arranged Hours: None

Total Semester Contact Hours: 664 – 684

PREREQUISITE(S)

Prerequisite

The course is designed for new OCSD Sheriff Special Officers. Students will need to complete the hiring process which includes a written test, oral exam, physical agility test, background investigation, medical and psychological testing.

In coordination with California POST this course provides training and certification for new OCSD Sheriff Special Officers.

Budget Unit	15712
Classification Code	I
Transfer Code	1
Method of Instruction	20
SAM Priority Code:	C - Occupational
Repeatability:	LMT - Legally Mandated Training
TOPS Code:	210550 - Police Academy
Topics Course:	No
Open Entry/Exit:	NO
Grading Options:	Letter Grade or P/NP
Curriculum Office Use Only.	

Department Chair Approval Date: 03/12/12 by: John Finch

Division Chair Approval Date: 03/21/12 by: Kristina Ross

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Key: Modular Format, Level II (MFL II), Modular Format, Level III (MFL III) Corrections Office Core Course (COCC), OCSD Added Curriculum (OCSC-AC)

Post Curriculum:

LD 01- Leadership, Professionalism & Ethics (MFL III - 8 hours)

LD 02 - Criminal Justice System (MFL III - 2 hours)

LD 03 - Policing in the Community (MFL II - 12 hours; MFL III - 6 hours)

LD 04 - Victimology/Crisis Intervention

LD 05 - Introduction of Criminal Law (MFL III - 4 hours)

LD 06 - Property Crimes (MFL II - 6 hours)

LD 07 - Crimes Against Persons (MFL II - 6 hours)

LD 08 - General Criminal Statutes (MFL II - 2 hours)

LD 09 - Crimes Against Children

LD 10 - Sex Crimes

LD 15 - Law of Arrest (MFL II - 7 hours; MFL III - 5 hours)

LD 16 - Search and Seizure (MFL II - 8 hours; MFL III - 4 hours)

LD 17 - Presentation of Evident (MFL II - 4 hours; MFL III - 2 hours)

LD 18 - Investigative Report Writing (MFL II - 20 hours; MFL III - 8 hours)

LD 19 - Vehicle Operations (MFL III - 8 hours)

LD 20 - Use of Force (MFL II - 5 hours; MFL III - 5 hours)

LD 21 - Patrol Techniques (MFL II - 6 hours)

LD 22 - Vehicle Pullovers (MFL II - 6 hours)
 LD 23 - Crimes in Progress (MFL II - 10 hours)
 LD 28 - Traffic Enforcement (MFL III - 2 hours)
 LD 30 - Preliminary Investigation (MFL II - 4 hours; MFL III - 2 hours)
 LD 31 - Custody (MFL II - 2 hours)
 LD 33 - Arrest and Control/Baton (MFL II - 16 hours; MFL III - 24 hours)
 LD 34 - First Aid/CPR (MFL III - 21 hours)
 LD 35 - Firearms/Chemical Agents (MFL II - 44 hours; MFL III - 28 hours)
 LD 36 - Information Systems (MFL III - 2 hours)
 LD 37 - People with Disabilities
 LD 39 - Crimes Against the Justice System (MFL II - 4 hours; MFL III - 1 hour)
 LD 42 - Cultural Diversity/Discrimination (MFL II - 15 hours; MFL III - 1 hour)
 Post Test/Test Review (MFL II - 12 hours; MFL III - 7 hours)
 POST - End of Course Proficiency Test

Board of Corrections Curriculum:

Unit 2.0 - California Criminal Justice System Orientation (COCC - 3 hours)
 Unit 3.0 - Codes, Statutes, and Other Legal Documents (COCC - 8 hours)
 Unit 4.0 - Professionalism and Ethics(COCC - 4 hours)
 Unit 5.0 - Classification of Inmates (COCC - 10 hours)
 Unit 6.0 - Contrabands (COCC - 5 hours)
 Unit 7.0 - Interpersonal/Tactical/Practical Communication (COCC - 10.25 hours)
 Unit 8.0 - Assaultive Behavior and Restraint Techniques (COCC - 28 hours)
 Unit 9.0 - Booking and Receiving - COCC - 5 hours)
 Unit 10.0 - Releasing (COCC - 2.25 hours)
 Unit 11.0 - Maintaining Security (COCC - 7 hours)
 Unit 12.0 - Reporting and Records Keeping (COCC - 20 hours)
 Unit 13.0 - Supervising Inmates (COCC - 12.5 hours)
 Unit 14.0 - Distribution of Supplies and Commissary (COCC - 3 hours)
 Unit 15.0 - Monitoring Psychological and Physical Health (COCC - 12 hours)
 Unit 16.0 - Management of Inmate Workers (COCC - 1 hours)
 Unit 17.0 - Screening and Monitoring of Visitors (COCC - 1 hour)
 Unit 18.0 - Screening and Distribution of Mail (COCC - 1 hour)
 Unit 19.0 - Transport Outside of Facility (COCC - 2 hours)
 Unit 20.0 - Emergency Procedures (COCC - 10 hours)
 Unit 21.0 - Testifying in Court (COCC - 4 hours)
 Unit 22.0 - Physical Tasks (COCC - 21 hours)
 First Aid/CPR (runs concurrent to LD 34) - (COCC - -21)
 Job Knowledge Test (COCC - 5 hours)
 Admin. Time (COCC - 4 hours)

OCSD Additional Curriculum

Pre-Academy (OCSD AC - 24-44 hours)
 Inspections/Communications Skills Test (MF II - 6 hours; MF III- 5 hours; OCSD AC - 3 hours)
 Physical Training (MF II - 12 hours; OCSD AC - 40 hours)
 Firearms (MF II - 12 hours)
 SEMS Training (OCSD AC - 4 hours)
 800 MHz (OCSD AC - 4 hours)
 Emergency Response to Terrorism (OCSD AC - 16 hours)
 Electronic Control Device (OCSD AC - 4 hours)
 OCSD Use of Force/Liability Issues (OCSD AD - 4 hours)
 Tactical/Scenario Training (OCSD AC - 8 hours)
 Team Building (MF II - 5 hours; MF III - 3 hours; OCSD AC - 2 hours)

Total Hours

MFL II - 212 MFL III - 164 COCC - 179 OCSD AD - 109-129

Total Academy Hours

664-684

SANTA ANA COLLEGE PLAN OF INSTRUCTION
 DISCIPLINE, NUMBER, TITLE: Criminal Justice Academies 055D. Sheriff Special Officer Academy
 (If the discipline, number or title is being revised, above should reflect the NEW information.)

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

None

DISCIPLINE, NUMBER, TITLE: VOCATIONAL CONSTRUCTION 610, Vocational Construction Technology Module I

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW X REVISION WITH _____ W/O _____ CATALOG CHANGES
 DELETION _____ REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number: Vocational Construction 610
 Course Title: Vocational Construction Technology Module I
 Credits: 5
 Class hours: 88
 Prerequisite: None

Provides basic introduction to construction technology including Occupational Safety and Health Administration (OSHA) standards, first aid, and the proper use of hand and power tools. Introduces basic theory and tools for use in concrete and electrical work.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

Vocational Construction 610, Vocational Construction Technology Module I. Credits:5
 Provides basic introduction to construction technology including Occupational Safety and Health Administration (OSHA) standards, first aid, and the proper use of hand and power tools. Introduces basic theory and tools for use in concrete and electrical work.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required _____ Elective _____

Does this course have arranged hours? Yes No N/A X By course _____

Co/Prerequisite*? N/A X Approval Code _____ Co/Prerequisite Course Requirement _____

Co/prerequisite message (10 character limit, (SEE CATALOG) _____

Is course cross-listed (same as) with another course? Yes _____ No X Subject ID _____

Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)

* Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes X N/A _____

List departments notified High School Subjects and Business Skills

Budgetary Unit _____ Classification Code K Transfer Code N/A SAM Priority Code D

Method of Instruction** 11 Instructor LHE: _____ Lecture X Laboratory _____

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.72

Proposed by Mariella Baldo *Mariella Baldo* Date: 3/1/12

Division Dean Nillo Lipiz *Nillo Lipiz* Date: 3/1/12

Curriculum Committee Approval Henry Lim *Henry Lim* Date: 3/19/12

Curriculum Council Approval Date _____ Subject ID Number VCNST-610

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code I

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: VOCATIONAL CONSTRUCTION 610, Vocational Construction Technology Module I

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY: (60 word limit; underline changes if a revision)

Course Number: Vocational Construction 610

Course Title: Vocational Construction Technology Module I

Credits: 5

Class hours: 88

Prerequisite: None

Provides basic introduction to construction technology including Occupational Safety and Health Administration (OSHA) standards, first aid, and the proper use of hand and power tools. Introduces basic theory and tools for use in concrete and electrical work.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A X

Yes No SAC Department Chair *Francis Bello* Date 3/27/12
 Yes No SCC Department Chair _____ Date _____

COURSE CONTENT

Major Topics	Time Required	What Student Will Learn
OSHA, Basic Safety, and Getting Ready to Work	16	<ul style="list-style-type: none"> ▪ OSHA understanding safety at work ▪ Employer and employees responsibilities towards safety ▪ Protective clothing and eyewear ▪ Preparation of tools and equipment for use ▪ Properly clean and store tools and materials
Introduction to Hand and Power Tools	48	<ul style="list-style-type: none"> ▪ Identify hand tools and power tools ▪ Choose and Demonstrate proper use of hand tools used for: <ul style="list-style-type: none"> ○ Measuring and Layout ○ Fastening and Prying ○ Boring and Clamping ○ Smoothing ▪ Choose and Demonstrate proper use of the following power tools: <ul style="list-style-type: none"> ○ Circular table saw ○ Router ○ Sander ○ Other power tools needed
Construction Basics	24	<ul style="list-style-type: none"> ▪ Identify different types of: <ul style="list-style-type: none"> ○ Construction Methods ○ Lumber and its use ▪ Follow OSHA standards when using the scaffold and ladder ▪ Measure and cut to 1/8 of an Inch (Math) ▪ Basic maintenance of equipment
Total Hours	88	

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: VOCATIONAL CONSTRUCTION 620, Vocational Construction Technology Module II

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW X REVISION WITH W/O CATALOG CHANGES
DELETION REVISION WITH W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number: Vocational Construction 620
Course Title: Vocational Construction Technology Module II
Credits: 5
Class hours: 192
Prerequisite: Vocational Construction Technology Module I or standard assessment

Provides basic instruction with practical experience in building foundations, framing, and installing drywall, including completion of project(s). Recommended for those who have completed Vocational Construction Technology Module I, or those who have the instructor's approval by standard assessment.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

Vocational Construction 620, Vocational Construction Technology Module II. Credits:5.
Provides basic instruction with practical experience in building foundations, framing, and installing drywall, including completion of project(s). Recommended for those who have completed Vocational Construction Technology Module I, or those who have the instructor's approval by standard assessment.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes X N/A
List departments notified High School Subjects and Business Skills
Budgetary Unit Classification Code K Transfer Code N/A SAM Priority Code D
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.72

Proposed by Mariella Baldo Date: 3/1/12

Division Dean Nilo Lipiz Date: 3/1/12

Curriculum Committee Approval Date: 3/19/12

Curriculum Council Approval Date Subject ID Number VCNST-620

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code I

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: VOCATIONAL CONSTRUCTION 620, Vocational Construction Technology Module II

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Course Number: Vocational Construction 620

Course Title: Vocational Construction Technology Module II

Credits: 5

Class hours: 192

Prerequisite: Vocational Construction Technology Module I or standard assessment

Provides basic instruction with practical experience in building foundations, framing, and installing drywall, including completion of project(s). Recommended for those who have completed Vocational Construction Technology Module I, or those who have the instructor's approval by standard assessment.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A X

Yes No
Yes No

SAC Department Chair *Maricella Baldo* Date 3/27/12
SCC Department Chair _____ Date _____

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

4
last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Fire Technology 121, Physical Fitness for Public Safety Personnel
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Fire Technology 121

Physical Fitness for Public Safety Personnel

Units: 43.5

Class Hours:

Lecture Hours: 48

Laboratory Hours: ~~84~~24

Arranged Hours: None

Total Semester Contact Hours: ~~None~~72

PREREQUISITE(S) None

This lecture/laboratory class provides information on exercise and nutrition. Topics include cardiovascular/muscular fitness, injury prevention and treatment. Students will receive an individual fitness profile developed from tests given during a portion of the arranged hours of the class lab hours. Students will also participate in lab activities to include the PAT and Physical Fitness Field Tests. Students will be given specific dates and times for the Lab/PAT during first class session.

Budget Unit	<u>15716</u>
Classification Code	I
Transfer Code	2
Method of Instruction	54
SAM Priority Code:	C - Occupational
Repeatability:	NR - Non-Repeatable: D, F, NC, W
TOPS Code:	213300 - Fire Technology
Topics Course:	No
Open Entry/Exit:	NO
Grading Options:	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 03/30/12 by: Terri Wann

Divison Chair Approval Date: 04/04/12 by: Kristina Ross

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

SIGNIFICANCE OF PHYSICAL FITNESS - 1 LEC HOUR

As it relates to public safety personnel

BASIC PRINCIPLES OF PHYSICAL TRAINING - 3 LEC HOURS

Overload, progression and specificity of training

AEROBIC EXERCISE PRESCRIPTION - 7 LEC HOURS

http://curricunet.com/SAC/files/comp_992_4298_1638.html

4/17/2012

Developing an exercise prescription to improve performance, maintain ideal body composition, decrease risk of injury and improve overall health.

MUSCULAR EXERCISE PRESCRIPTION - 6 LEC HOURS

Developing an exercise prescription to improve performance, maintain ideal body composition, decrease risk of injury and improve overall health.

ENERGY PRODUCTION - 2 LEC HOURS

Discuss how energy is produced within the muscle cell. Determine appropriate conditioning program to target aerobic and anaerobic energy pathway.

MUSCULAR, CARDIOVASCULAR, AND RESPIRATORY ANATOMY - 2 LEC HOURS

Describe the basic functional units of the musculoskeletal system, heart, and lungs.

MEDICAL FITNESS - 1 LEC HOUR

Define risk factors associated with coronary heart disease and how to reduce or eliminate them. Discuss the medical requirements for public safety personnel.

MEASUREMENT OF PHYSICAL FITNESS - 1 LEC HOUR

Define how to measure strength, endurance, flexibility, aerobic and anaerobic fitness.

BENEFITS & PHYSIOLOGICAL ADAPTATIONS TO AEROBIC, ANAEROBIC, & MUSCULAR ACTIVITIES - 2 LEC HOURS

Describe the bodies positive adaptations to physical activity.

IDENTIFICATION, PREVENTION, & TREATMENT OF PHYSICAL TRAINING INJURIES - 6 LEC HOURS

Define common training injuries and how to prevent and treat them.

PHYSICAL ABILITY PREPARATION - 2 LEC HOURS

Specific training techniques to prepare for physical ability test.

NUTRITION - 15 LEC HOURS

Discuss carbohydrates, protein, fat, vitamins, minerals and minerals nutritional supplements. Building a sound nutritional program to enhance health and performance. Nutritional supplements. ~~STUDENT EXECUTED EXERCISE PROGRAM - 64 LAB HOURS~~ Student performs aerobic, muscular and flexibility exercise.

FITNESS AND NUTRITIONAL ASSESSMENT LAB ~~-4~~ 8 LAB HOURS

Student participates in a fitness assessment lab including aerobic, muscular, ~~and~~ body composition ~~evaluation and field test evaluations~~. Student inputs dietary information into a computer to analyze nutritional status. Student receives an individualized fitness and nutritional profile to discussed in class.

PHYSICAL ABILITY PRACTICE - 16 LAB HOURS

Two 8 hours sessions of practice on the physical ability test.

SANTA ANA COLLEGE PLAN OF INSTRUCTION

DISCIPLINE, NUMBER, TITLE: Fire Technology 121, Physical Fitness for Public Safety Personnel
(If the discipline, number or title is being revised, above should reflect the NEW information.)

COURSE MATERIALS

Required texts and/or materials. (Include price and date of publication.)

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

#5
last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Criminal Justice 111B, Supervised Internship Work Experience
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Criminal Justice 111B

Supervised Internship Work Experience

Units: 2

Class Hours:

Lecture Hours: None

Laboratory Hours: 120

Arranged Hours: None

Total Semester Contact Hours: 120

PREREQUISITE(S)

Prerequisite

~~CJ 198 Volunteer Internship Academy or CJ 111A~~

Students will be required to work under supervision of The Orange County Probation Department.

Budget Unit	15711
Classification Code	I
Transfer Code	2
Method of Instruction	20
SAM Priority Code:	C - Occupational
Repeatability:	NR - Non-Repeatable: D, F, NC, W
TOPS Code:	210500 - Administration of Justice
Topics Course:	No
Open Entry/Exit:	NO
Grading Options:	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 03/26/12 by: Andy Gonis

Divison Chair Approval Date: 03/26/12 by: Kristina Ross

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

HOW JUVENILE INSTITUTIONS FUNCTION Lab 150hrs

HOW TO SUPERVISE JUVENILE PROBATIONERS

HOW TO SUPERVISE ADULT PROBATIONERS

Learn the duties and responsibilities of an Orange County Probation officer in dealing with juveniles and adults

SANTA ANA COLLEGE PLAN OF INSTRUCTION

http://curricunet.com/SAC/files/comp_830_4302_3198.html

4/17/2012

DISCIPLINE, NUMBER, TITLE:Criminal Justice 111B, Supervised Internship Work Experience
(If the discipline, number or title is being revised, above should reflect the NEW information.)

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

To be provided by mentor or probation department

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS COURSE.)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

5 - Essential-always try to achieve

1. - Student will demonstrate active listening skills and be able to express their ideas and feelings to a diverse population. They will learn to exchange ideas in a tolerant manner.

Thinking and Reasoning

5 - Essential-always try to achieve

1. - Students will have to formulate and express original ideas and concepts regarding the subjects taught in this course. They will have to recall and analyze information and think logically to solve problems presented to them. They will also demonstrate ethical reasoning so that they are able to make sound judgments and decisions.

Information Management

3 - Important-sometimes try to achieve

1. - Students will use print material and electronic sources to access information related to probationers.

Diversity

5 - Essential-always try to achieve

1. - Students will work with persons of different ages, cultures, abilities, etc. Students will identify elements of diversity and learn to deal with them in a sensitive and effective manner.

Civic Responsibility

4 - Very important-often try to achieve

1. - Students will learn to be punctual and professional in their dress and manner. Students will learn to take personal responsibility for their actions and learn to be ethical in their behavior.

Life Skills

4 - Very important-often try to achieve

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

#6

New X Revised _____

TITLE Vocational Construction Technology Certificate
(If name is being revised, above should reflect the NEW information, AND, type the former name here: _____)

(Attach rationale)

TEXT (underline changes and ~~strike-through~~ deletions if a revision).

This series of courses will provide students with the skills to move towards employment as an apprentice in various areas which may include: General and commercial contracting and/or property maintenance. In addition to getting hands-on instruction in construction, students will receive classroom instruction in math, Occupational Safety and Health Administration (OSHA) safety standards, and employability skills. Students will receive 5 High School elective credits upon completion of each course.

Core Courses:

Vocational Construction 610, Vocational Construction Technology Module I

Vocational Construction 620, Vocational Construction Technology Module II

Vocational Business 400, Employability Skills

Administrator Signature *Orlando Lopez* Date 3-27-12

Dept. Chair (SAC SCE/OEC) *Annella Bello* Date 3-27-12

Dept. Chair (SAC SCE/OEC) _____ Date _____ Phone _____ Agree/Disagree

SAC SCE Curriculum Committee Date *Henry Kim 3/19/12* College Curriculum Council Date _____

SAC/SCC Curriculum Committee Chair/Co-Chair _____ Date _____

District Curriculum Council Date _____

RATIONALE FOR NEW OR REVISED

CERTIFICATE/DEGREE PROGRAMS

Title Vocational Construction Technology Certificate New X Revised _____

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

This series of courses will provide students with the skills to move towards employment as an apprentice in various areas of construction which may include: General and commercial contracting and/or property maintenance. According to the Occupational Outlook Handbook, 2010-11 Edition, employment of laborers is expected to grow by 20 percent between 2008 and 2018, much faster than the average for all occupations. Also, there is expected funding for the repair and maintenance of the nation's infrastructures such as roads and buildings. The mean hourly wage for construction laborers is \$16.15 which is double the minimum wage.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes X No _____

DATE: March 6, 2012
TO: Curriculum and Instruction Council
FROM: Counseling
RE: Guidelines for Implementing Catalog Policy for Plan A only

In the interest of aligning the policy in our current catalog with past catalogs and streamlining the path to graduation for our students, please consider the following proposal:

- Allow the elimination of the Computer Skills and Applications Requirement to be applied to students graduating under catalogs prior to 2012 – 2013.

Please note, this is a guideline to clarify the way we implement what's in the catalog. It is not a catalog change.

Rationale: The Computer Skills and Applications Requirement was implemented in the 1999 – 2000 catalog with the understanding that a Proficiency Test would be developed so students could meet this requirement without adding additional units to the AA degree. Since that time, an Information Management (Information & Technology) Core Competency has been embedded in the Course Outline of Record allowing this skill to be addressed at the department level.

SANTA ANA COLLEGE
SANTIAGO CANYON COLLEGE

JOINT
CURRICULUM AND INSTRUCTION
HANDBOOK



Santiago
Canyon
College

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

Section 4a

**Board Policy 6117
Curriculum**

**Adopted 03/28/77
Revised 01-22-07**

Courses of instruction and educational programs shall be established and modified under the direction of the Board of Trustees, and submitted to the Board of Governors for approval, following state regulations. Courses of instruction and educational programs, when applicable, shall be articulated with proximate high schools, four-year colleges and universities under the direction of the District Board of Trustees. The colleges will maintain a common curriculum.

Legal Reference: Education Code: 51022 Instruction Programs

Section 4b

Administrative Regulation 6117

January 1, 1997

Procedures in requirements attendant to BP6117 shall be published in the Curriculum and Instruction Handbook, which is maintained by the Curriculum and Instruction Council and the Office of Instructional Services.

Legal References: Educational Code 78200, 78201, 78203

Responsible Manager: Vice President of Academic Affairs

**Procedures and Requirements Attendant to BP6117
Santa Ana College
Santiago Canyon College**

Introduction

In the best interest of students, the colleges in the Rancho Santiago Community College District have agreed to maintain a common curriculum, i.e., shared curriculum. The Academic Senates at Santa Ana College and Santiago Canyon College have endorsed this principle, and as a result, the Curriculum and Instruction Councils at each college have cooperated and acted in concert in every possible instance. This means a continuing and ongoing commitment to a common, i.e., shared curriculum within general education and transfer requirements. Also, each college should have the flexibility to develop in ways that best suit the needs of students at each college.

Purpose

The clear and practical curriculum procedures explained in this document will provide maximum student access and faculty cooperation between the two colleges, while preserving academic freedom and encouraging innovation.

Courses

Courses with the same number will have the same title, number of units and basically the same course content. As a result, revisions of common, i.e., shared curriculum must be communicated between the respective departments at each college. Course Outlines of Record may be structured to allow each college flexibility in approach and emphasis as long as the content is basically the same. If, after serious and due consideration, one of the colleges wishes to make a substantive change to the course content or any change in the number of units, and the other does not agree, the college making the change must invoke a number change and handle all state requirements and articulation changes.

Note: Due to the fact that transferable courses are articulated primarily on course description and content and are also reviewed for course purpose/Student Learning Outcomes, textbook/materials, instructional methods, outside assignments, and standards of achievement, even a slight variation in any of the areas listed above may result in a different articulation outcome for a *common course*.

Plan A or the General Education Requirements for the AA Degree

Agreement on Plan A is critical to making it as easy as possible for a student to attend both colleges. Because of the different course offerings at each individual college, Plan A can not be identical at both but should be as similar as possible. While the placement of courses in each Plan A area will reflect the specific courses offered at each individual college, if a course is offered at both colleges, placement on Plan A must be the same at both colleges.

1. Changes to Plan A, Section I. *Units and Residency Requirements* require the approval of the Curriculum and Instruction Councils at both colleges.
2. Changes to the description of Plan A Section II. *General Education Requirements* require the approval of the Curriculum and Instruction Councils at both colleges. Changes to the number of areas within Plan A, Section II, General Education Requirements, or to the type and designation of the areas within Plan A, Section II, also require the approval of both Curriculum and Instruction Councils. If a course is taught at only one college, that college determines the placement within the areas of the Plan A, Section II. *General Education Requirements*.

If a student completes a Plan A, Section II *General Education Requirements* in an area using a course taught at either college, both colleges will honor it. For example, the modern language possibilities in the Plan A, Area C Humanities Requirement include Vietnamese 101 in the SAC catalog but not in the SCC catalog. SCC, therefore, accepts Vietnamese 101 as meeting the Area C requirement. By contrast, if the student took Vietnamese 101 at Orange Coast College, the course would not automatically be accepted in that area.

3. Changes to the description of Plan A, Section III. *Major Requirements* require the approval of the Curriculum and Instruction Councils at both colleges. Changes to the actual major requirements are addressed under the heading of *Degree/Certificate Requirements of the Academic Departments*.
4. Changes to the description of Plan A, Sections IV-V, *Required Proficiencies*. Because there are many ways to demonstrate proficiency, each college will determine how each individual proficiency requirement in Plan A, Sections IVA, Reading; IVB, Mathematics; and V Oral Communication is met. However, the proficiency categories must be the same.

Note: The General Education Philosophy Statement is reflective of the college's SLOs, and therefore the college's mission statement. Since each college has a different mission statement, it is difficult to align the SLOs in the exact same manner. For this reason, the colleges may have different philosophy statements, mission statements and SLOs.

Plan B (CSU) and Plan C (IGETC)

The Plan B (CSU) and C (IGETC) at each college will reflect the course offerings at each college. Because these agreements are with the California State University and the University of California systems, they will be unique to each individual college in the RSCCD. However, if a course is common i.e., shared, to both colleges and it appears on one of the plans at one college, it must also appear on the same plan at the other college and be placed in the same area. For example, Anthropology 101 appears as a life science: Plan B Area B2 for CSU and Plan C Area 5 Group B for UC. It may not appear as a life science for one college and a social science for the other (i.e., Plan B Area D; Plan C Area 4).

Degree/Certificate Requirements of the Academic Departments

Degree and Certificate requirements should be the same at both colleges whenever reasonably possible. However, because of different specific course offerings, this will not always be feasible. When degree or certificate requirements differ, they must still be comparable in depth and breadth of content at both colleges. For example, if one college lacks a facility, the degree cannot require completion requiring this facility.

The Role of the District Curriculum and Instruction Council

Statement of Purpose

This council fulfills the role of insuring common, i.e., shared curriculum and academic policies between Santa Ana College and Santiago Canyon College. It is the body which receives, for information purposes, policy changes for the catalog approved by the Curriculum and Instruction Councils of each college, e.g.,

- IGETC and CSU courses
- AA degree requirements
- All academic standards and policies which are developed at the college councils.

The official annual letters prepared for the Board of Trustees by the college Curriculum and Instruction Council chairs will be reviewed by the District Curriculum and Instruction Council co-chairs for information prior to presentation to the Board. The two letters will be presented to the Board at the same board meeting.

The District Curriculum and Instruction Council will meet as needed.

Adjudication Process

The council is responsible for adjudicating disputes between the two colleges, e.g., any change to the General Education Requirements for the AA degree; placement of courses in Plan A, Plan B and Plan C; and will be the last resort for resolution of all conflicts. A simple majority vote will determine the outcome.

Collegial resolution should occur at the department level, and if this does not prove viable, the two Curriculum and Instruction Council Chairs will confer with the affected faculty to seek resolution. If resolution is not possible, this issue will be sent for formal review by the District Curriculum and Instruction Council. The parties will be informed of the outcome within 10 working days of the District Curriculum and Instruction Council meeting.

Membership of the District Curriculum and Instruction Council

- 2 Representatives: *Chair, SAC Curriculum and Instruction Council; Chair, SCC Curriculum and Instruction Council

- 2 Representatives: Academic Senate President, SAC; Academic Senate President, SCC

- 2 Representatives: Vice President of Academic Affairs, SAC; Vice President of Academic Affairs, SCC

- 2 Representatives: 1 Faculty Representative from SAC; 1 Faculty Representative from SCC appointed by the respective Academic Senates

- 2 Representatives: Articulation Officer, SAC; Articulation Officer, SCC – *Advisory only*

- 2 Representatives: Support Services Assistant, SAC; Support Services Assistant, SCC – *Advisory only*

*The District Curriculum and Instruction Council will be co-chaired by the SAC/SCC Chairs of the Curriculum and Instruction Councils

In-service on this document should be offered every year.

Referred to SAC/SCC Curriculum and Instruction Chairs by District Curriculum and Instruction Council 03/19/2012. Agreed upon by SAC/SCC Curriculum and Instruction Chairs 04/05/2012.
 Approved by SAC Academic Senate Executive Committee.....
 Approved by SCC Academic Senate Executive Committee.....

Approval Dates:

SAC Curriculum and Instruction Council:

SCC Curriculum and Instruction Council:.....

SAC Academic Senate:.....

SCC Academic Senate:.....

DATE: April 23, 2012
TO: Curriculum and Instruction Council
FROM: Bonita N. Jaros, Ph. D., Chair
RE: Proposed Revised Santa Ana College Mission Statement

Santa Ana College - Current Mission Statement

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Santa Ana College - Proposed Revised Mission Statement

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and economic development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.