

# SANTA ANA COLLEGE

## CURRICULUM & INSTRUCTION COUNCIL

DATE: March 10, 2014  
FROM: Monica Porter, Chair  
TO: Curriculum & Instruction Council  
RE: Minutes of Meeting of March 10, 2014  
2:00 pm, SAC Foundation Board Room, S – 215

Present: P. Canzona, B. Courter, H. Gillette, D. Gilmour, G. Giroux, G. Hammonds, H. Kim, J. Lopez, K. Patterson, L. Pedroza, M. Porter, L. Rose, K. Ross, B. Sos, J. Trone, D. Vu

Guests: E. Kikawa, C. Truong.

### APPROVAL OF MINUTES FEBRUARY 24, 2013

APPROVED

### APPROVAL OF OUTSIDE COURSE DISCIPLINE SUBSTITUTION

INFORMATION

The item pertaining to the approval process was discussed and it was agreed to maintain current practice that allows for the Department Chair of the program authority to sign off on coursework that is part of the program, even if outside the actual discipline, but that consultation with discipline faculty continue to be conducting as felt warranted/needed.

The C&I Council members also provided suggestions of items to add to the Petition to Substitute or Waive Major Requirements for Degrees and Certificates form. Primary suggestion was to add examples of items that the student should attach to the form to assist in the determination of a course substitution/waiver: copy of transcript (unofficial would be acceptable for this purpose), catalog description from the year that the course was taken, copy of syllabus (if available).

### ARTICULATION OFFICER REPORT

INFORMATION

Paula provided the C&I Council the updated C-ID list. Paula informed the C&I Council that 98 courses have been approved. In addition, Paula has reminded the Council members that it is very important to review the list to see courses that have been denied or are currently 'conditional' and that this status be corrected by Fall 2014. Based on a memorandum from the State Chancellors office, if courses that are part of a transfer degree do not have C-ID approval by Fall 2014, we will no longer be able to offer the ADT degree and it will be removed from the State Chancellor's Office.

### ACCREDITATION REPORT

### INFORMATION

Dr. Rose reported on where SAC is regarding the Accreditation process and the work that remains to be done. A reminder to the Council members that SLO assessment documents need to be uploaded to the [teams.rscsd.edu](http://teams.rscsd.edu) website. Dr. Rose also reminded the Council members that when courses exist in programs that are outside the specific discipline, but part of a degree or certificate, the faculty should also be consulting with those discipline faculty about the SLOs of their courses since it can have an overall impact on the program outcomes.

### CURRICUNET

### INFORMATION

No report

### OTHER

1. Monica reminded the Council members that Cherylee Kushida will come to the C&I Council meeting on March 24<sup>th</sup> to further discuss new regulations in Distance Education and the Distance Education Addendum form.
2. Monica instructed the Council members how to view the Curriculum Handbook on the SAC C&I Council website and other faculty resources. For more information, please go to <http://sac.edu/committees/curriculum/Pages/default.aspx>
3. Monica informed the Council members that herself, Dr. Rose, and Anh-Phuong will be attending the Curriculum Regional Meeting on Friday, March 14, 2014 in San Diego.

**The next meeting is scheduled for Monday, March 24, 2014 at 2:00 p.m., SAC Foundation Board Room, S-215**