



1530 W. 17th St, Santa Ana, CA 92706

MINUTES
CURRICULUM AND INSTRUCTION COUNCIL

Monday, May 17, 2021

2:00 pm

Zoom Meeting

- Present:** P. Canzona, R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
- Absent:** S. Bautista, J. Lamb, J. Macdonald, TBA (Student Representative)
- Guest:** M. Aguilar- Beltran, K. Benson, L. Chavez, S. Clark, M. Dinh, A. Gonzalez, A. Gonis, J. Isbell, J. Huskey, A. Knight, C. Kushida, M. Lange, W. Nguyen, F. Ortiz, S. Paramore, L. Sergeyeva, T. Verduzco, B. Virgoe, M. Weber, T. Winchell

Meeting was called to order at 2:01 by B. Sos, CIC Chair.

I. PUBLIC COMMENTS

C. Coyne expressed her gratitude to B. Sos for his service as the Curriculum and Instruction Council (CIC) Chair for the past several years.

M. Grant thanked the members of the council for their patience and engagement at the May 3rd CIC Meeting. She articulated her appreciation of the discussion and the challenges that everyone has faced during these unprecedented times. She further mentioned that the discussion provided an opportunity to begin in depth curricular discussions as it relates to credit and noncredit courses.

K. Patterson stated her gratitude to B. Sos as he wrapped up his tenure as the CIC Chair.

II. APPROVAL OF MINUTES

The Minutes from May 3, 2021 were approved.

Mover: D. Khalid

Seconded by: C. Coyne

Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino

Nays: None

Abstentions: None

III. CURRICULUM

See comments and approvals in subsequent pages.

IV. CURRICULUM and INSTRUCTION COUNCIL (CIC) HANDBOOK

a. First Read: Mission Statement

J. Tolentino mentioned that no negative feedback has been received as it relates to the Mission Statement.

b. First Read: Membership

J. Tolentino stated that controversial comments have been expressed with the proposed membership. He reported that it has been mentioned that the Academic Senate is the body with the authority to define CIC membership. He also said that adding a second Dean has been controversial.

B. Sos mentioned that it appears more collaboration and dialogue is still needed; thus, he asked J. Tolentino to continue heading this committee.

J. Tolentino thanked CIC for the opportunity to head the Mission Statement and Membership part of the CIC Handbook.

Discussion ensued.

c. First Read: Roles and Responsibilities

R. Castillo explained that Membership determines who will be added in the Roles and Responsibilities. He said that descriptions were added for Enrollment Services and Student Representatives as well as Articulation Officer and Distance Education Coordinator.

M. Grant mentioned that this committee is waiting for the Membership to provide a final list as it important to ensure that all roles are identified and clearly defined.

K. Patterson asked for the Honors Program Coordinator to be added to the Roles and Responsibilities. This position does not need to be a member of the CIC Committee; however, it is important that the position be incorporated in the Handbook to ensure collaboration and dialogue happens prior to faculty proposing new, revisions or deletions of honors courses. She also stated that formalizing the process will ensure a smooth review by UCLA.

K. Patterson requested that it be outlined in the Roles and Responsibilities that the CIC Chair, Articulation Officer, Curriculum Specialists, Vice President of Academic Affairs or Dean of Academic Affairs be expected to attend the Curriculum Institute every year. She also stated that monies to pay for attendance to the Curriculum Institute be allocated every year, as part of the Academic Affairs budget, and Conference Requests processed without any need for any of those individuals to request monies from Professional Development or need to complete their own Conference Requests. This should be automatic. Other faculty wishing to attend may go through the Professional Development conference request process.

d. Second Read: Cross-Listed Courses and General Education Policy

P. Canzona reiterated that the policy will allow any cross-listed course to be automatically approved in Plan A where the original course is approved without additional scrutiny.

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 05-17-2021

Cross-Listed Courses and General Education Policy was approved.

Mover: C. Coyne
Seconded by: D. Khalid
Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

V. **DISCUSSION: TRANSFORMATIVE CURRICULUM REDESIGN**

S. Clark spoke about Module 7: Equity-Minded Curriculum Redesign FAQs responses. She emphasized that the Learning and Engagement Team is incorporating the Course Outline of Record (COR) evaluation as part of the equity-minded professional practices. She further stated that the process will contextualize into a potential check-list for participants to use when reviewing their current discipline-specified CORs. The Team hopes that participants will assess language and identify gaps where equity-minded engagement may be added to their course content.

M. Aguilar-Beltran requested volunteers from CIC to partner with the Learning and Engagement Team to verify Module 7 details so that the module would align with the current CIC processes and timelines. C. Coyne and C. Emley volunteered to be part of the partnership committee.

She mentioned that the Learning and Engagement Team has received endorsement from the Academic Senate.

Discussion followed.

VI. **PRESENTATION: OPEN EDUCATIONAL RESOURCES (OER)**

A. Knight provided clarification of what OER means and where to locate publication dates. She shared and reviewed a link to the [Open Textbook Library](#) as well as provided an explanation of [open licenses](#). She provided a brief synopsis of professional resources, copyrighted materials and YouTube materials that may be copyrighted but can be used if intended for teaching and/or educational purposes.

Discussion followed.

VII. **SECOND READ: CTE PROGRAM REVIEW PROCESS**

F. Ortiz iterated that currently, there is no process to review Career Technical Education (CTE) programs. He also stated that CTE programs are to be reviewed every two years, and this process will provide a guide to keep the college in compliance.

M. Grant stated that we are in an accreditation cycle and having a process, via the curricular development, addresses all the details to ensure compliance with the Title 5 Educational Code and the Program and Course Approval Handbook (PCAH).

Discussion ensued.

Motion to approve document and begin the process as submitted was approved.

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 05-17-2021

Mover: M. Grant
Seconded by: K. Robinson
Ayes: C. Emley, M. Grant, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: R. Castillo, C. Coyne, D. Khalid, M. Kimmel, J. Mathis

VIII. SECOND READ: COURSE IMPLEMENTATION DATES

B. Sos explained that the purpose of the Course Implementation Dates document is to ensure this information is transparent and accessible to students. He addressed the different implementation dates and when credit courses that are below 100 level should be implemented. He reminded CIC that courses below 100 level are not articulated.

After discussion, a motion was made, for courses below 100, to follow the same implementation dates as noncredit. Motion passed.

Mover: M. Kimmel
Seconded by: D. Roper
Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

IX. SECOND READ: 2021-2022 CIC MEETING DATES

R. Vazquez asked for approval of the CIC Meeting dates as submitted.

2021-2022 CIC Meeting dates were approved.

Mover: C. Coyne
Seconded by: D. Khalid
Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

X. REPORTS and UPDATES

a. Accreditation Report

No report.

b. Articulation Report

P. Canzona reminded faculty that if any courses are being proposed for review in the fall that have a C-ID, they should stay true to the C-ID descriptor.

c. curriQūnet META Update

No report.

d. Guided Pathways (GP)

No report.

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 05-17-2021

XI. OTHER

B. Sos explained the differences between prerequisites and co-requisites. He stated that when using the co-requisite option, faculty need to identify, in the comments area within META, whether the co-requisite is (c) concurrent or (e) previous or concurrent so they are entered correctly in Colleague.

B. Sos thanked everyone yet expressed deep gratitude to P. Canzona, Articulation Officer, and R. Vazquez and Anh-Phuong Tran, Curriculum Specialists, for their help during his tenure as CIC Chair.

Meeting adjourned at 4:31 p.m.

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 05-17-2021

**III.a. CONSENT AGENDA from TECHNICAL COMMITTEE
Items 1 was approved.**

Mover: C. Coyne

Seconded by: D. Khalid

Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson,
D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino

Nays: None

Abstentions: None

Revised Courses without Catalog Changes

None to review

Program Deletion

1. Quinceañera Dress Design Certificate of Proficiency

Revised Courses with Minor Catalog Changes

None to review

Course Deactivations

None to review

Removal of Deactivated Courses from General Education Plans

None to review

Removal of Deactivated Courses from Programs

None to review

Revised programs

None to review

Program Deletion

None to review

Course Student Learning Outcomes (SLOs) Revisions Only

None to review

Program SLO Revisions

None to review

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 05-17-2021

III.b. CURRICULUM ITEMS

DISCUSSION ITEMS (1st READINGS)

Items 2 – 16 and 22 – 23 were presented and discussed.
Items 17 – 21, second read was waived.

Mover: D. Khalid
Seconded by: K. Patterson
Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson,
D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

Items 17 – 21 were approved.

Mover: D. Khalid
Seconded by: K. Patterson
Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson,
D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

New Courses

2. Automotive Technology 116A, Electrical Fundamentals Lecture
 - a. Recommended Preparation
 - b. Distance Education
3. Automotive Technology 116B, Electrical Fundamentals Lab
 - a. Corequisite
4. Automotive Technology 118A, Engine Performance Lecture
 - a. Recommended Preparation
 - b. Distance Education
5. Automotive Technology 118B, Engine Performance Lab
 - a. Corequisite
6. Fashion Design and Merchandising 081L, Fabric Printing Lab
 - a. Corequisite
7. Occupational Therapy Assistant 120, Level I Fieldwork Part A
 - a. Prerequisite
 - b. Distance Education
8. Occupational Therapy Assistant 130, Level I Fieldwork Part B
 - a. Prerequisite
 - b. Distance Education

Revised Courses

9. Criminal Justice 107, Principles and Procedures in the Criminal Justice System
 - a. FOMA
 - b. Cross Listing: PARA 107
10. Criminal Justice Academies 010B, Supervision and Leadership
 - a. Prerequisite
 - b. FOMA

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 05-17-2021

11. Digital Media 165, 3D Character Animation
 - a. Recommended Preparation
 - b. Distance Education
12. Fashion Design and Merchandising 105AL, Beginning Sewing Laboratory
 - a. Corequisite
13. Fashion Design and Merchandising 107, Custom Tailoring
 - a. Distance Education
14. Fashion Design and Merchandising 111AL, Computer Fashion Laboratory
 - a. Corequisite
15. Fashion Design and Merchandising 214, Tech-Packs for Manufactured Apparel
 - a. Recommended Preparation
 - b. Distance Education
16. Fashion Design and Merchandising 216, Computerized Garment Pattern Drafting
 - a. Recommended Preparation
 - b. Distance Education
17. *Older Adults 457, Music Arts for Older Adults – Noncredit
 - a. Correspondence Education – **ONLY**
 - b. Distance Education – **ONLY**
18. *Older Adults 518, Creative Cooking for Older Adults – Noncredit
 - a. Correspondence Education – **ONLY**
 - b. Distance Education – **ONLY**
19. *Older Adults 802, Seminar for Older Adults – Noncredit
 - a. Correspondence Education – **ONLY**
 - b. Distance Education – **ONLY**
20. *Older Adults 823, Manipulative Skills for Older Adults – Noncredit
 - a. Correspondence Education – **ONLY**
 - b. Distance Education – **ONLY**
21. *Older Adults 894, Physical Fitness for Older Adults – Noncredit
 - a. Correspondence Education – **ONLY**
 - b. Distance Education – **ONLY**
22. Paralegal 107, Principles and Procedures in the Criminal Justice System
 - a. Distance Education
 - b. Cross Listing: CJ 107

New Programs

None to review

Revised Programs

23. Costume Design and Technology Certificate of Proficiency

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 05-17-2021

III.c. CURRICULUM ITEMS

ACTION ITEMS (2nd READINGS)

Items 24 – 25 were approved for the February 2021 catalog addendum.

Mover: M. Kimmel
Seconded by: C. Coyne
Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

Items 24 – 30 were approved.

Mover: K. Patterson
Seconded by: M. Kimmel
Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

Items 24 – 30 with prerequisites were approved.

Mover: D. Khalid
Seconded by: M. Kimmel
Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

Items 24 – 30 with Distance Education were approved.

Mover: D. Khalid
Seconded by: K. Patterson
Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

Items 31 – 54 were approved.

Mover: K. Patterson
Seconded by: D. Khalid
Ayes: R. Castillo, C. Coyne, C. Emley, M. D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: M. Grant

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 05-17-2021

Items 31 – 54 with prerequisites and recommended preparation were approved.

Mover: D. Khalid
Seconded by: K. Patterson
Ayes: R. Castillo, C. Coyne, C. Emley, M. D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: M. Grant

Items 31 – 54 with Distance Education were approved.

Mover: D. Khalid
Seconded by: C. Coyne
Ayes: R. Castillo, C. Coyne, C. Emley, M. D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: M. Grant

Items 31 – 54 with Honors were approved.

Mover: K. Patterson
Seconded by: D. Khalid
Ayes: R. Castillo, C. Coyne, C. Emley, M. D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: M. Grant

Items 55 – 60 were approved.

Mover: D. Khalid
Seconded by: M. Kimmel
Ayes: R. Castillo, C. Coyne, C. Emley, M. Grant, M. D. Khalid, M. Kimmel, J. Mathis, K. Patterson, D. Peraza, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

New Courses

- 24. Criminal Justice Academies 055F, Correctional Service Technician Transition Course
 - a. Prerequisite
 - b. FOMA
- 25. Criminal Justice Academies 083E, Academy Instructor Certification Course
 - a. FOMA
- 26. Digital Media 157, Directing for Single-Camera Production
 - a. Cross Listing: THEA 157
 - b. FOMA
- 27. Theatre Arts 109, Stage Management
 - a. Distance Education

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 05-17-2021

28. Theatre Arts 117, Introduction to Technical Theatre
 - a. Distance Education
29. Theatre Arts 157, Directing for Single-Camera Production
 - a. Cross Listing: DM 157
 - b. FOMA
30. Vocational – Food 220, Introduction to Baking & Pastry – Noncredit
 - a. FOMA

Revised Courses

31. Biology 131, Natural History of the Southwest
 - a. FOMA
32. Biology 132, Natural History of Death Valley
 - a. FOMA
33. Criminal Justice 101H, Honors Introduction to Criminal Justice
 - a. Honors
 - b. FOMA
34. Criminal Justice 103H, Honors Concepts of Criminal Law
 - a. Honors
 - b. FOMA
35. Criminal Justice 109H, Honors Community Interaction
 - a. Honors
 - b. FOMA
36. Criminal Justice Academies 007B, Gangs, Cults, Subcultures, and Hate Crimes
 - a. Prerequisite
 - b. FOMA
37. Criminal Justice Academies 069A, Continuing Professional Training for Corrections
 - a. Prerequisite
 - b. FOMA
38. Criminal Justice Academies 088, Campus Law Enforcement Update
 - a. Prerequisite
 - b. FOMA
39. English As a Second Language 704, Academic Intermediate Low – Noncredit
 - a. Distance Education
40. Digital Media 197A, 3D Animation Fundamentals
 - a. Recommended Preparation
 - b. Distance Education
41. Economics 120, Principles/Macro
 - a. Prerequisite
42. Economics 121, Principles/Micro
 - a. Prerequisite
43. English 104, Language and Culture
 - a. Distance Education
 - b. Cross Listing: ANTH 104
44. English 104H, Honors Language and Culture
 - a. Prerequisite
 - b. Distance Education
 - c. Honors
 - d. Cross Listing: ANTH 104H

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 05-17-2021

45. Fire Officer Training 150D, Company Officer 2D: All-Risk Command Operations for Company Officers
 - a. Prerequisite
 - b. Recommended Preparation
46. Interdisciplinary Studies 155, Human Sexuality
 - a. Distance Education
47. Mathematics 319, Quantitative Research Methods for Healthcare Professionals
 - a. Prerequisite
 - b. Distance Education
48. Nursing-Registered 198, Topics
 - a. FOMA
49. Nursing-Registered 199, Independent Study
 - a. FOMA
50. Theatre Arts 165, Intermediate Stage Lighting
 - a. Recommended Preparation
 - b. Distance Education
51. Theatre Arts 166, Fundamentals of Programming
 - a. Recommended Preparation
 - b. FOMA
52. Vocational – Business 450, COMPTIA A+ Certification Preparation & Practice – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
53. Vocational – Business 559, Business Practices in Family Child Care – Noncredit
 - a. Distance Education
54. Vocational – Health 895, Paraprofessional Mental Health Worker I – Noncredit
 - a. Distance Education

New Programs

None to review

Revised Programs

55. Adult High School Diploma – Noncredit
56. Associate of Science in Criminal Justice Option
57. Introduction to Information Technology (IT) Certificate of Completion – Noncredit
58. Law Enforcement Option Certificate of Achievement
59. Lighting Design and Technology Certificate of Achievement
60. Screen Performance Certificate of Achievement

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 05-17-2021