



CURRICULUM and INSTRUCTION COUNCIL MINUTES

Santa Ana College Mission Statement

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

10+1

1. Curriculum including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development;
- +1. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

Curriculum Committee

Voting Members:

Chair/Vice Chair – Madeline Grant/Kristen Robinson
Vice President of Academic Affairs – Jeffrey Lamb
Dean – Sara Butler
At Large Representative – Vacant
Business – Dori Dumon
Continuing Education – Henry Kim
Counseling – Daniel Peraza
Fine & Performing Arts – Jacqueline Schlossman
Humanities – Zachary Fish
Human Services – Wendy Wang
Kinesiology – Brian Sos
Library – Luis Pedroza
Mathematics – Justin Tolentino
Health Sciences – Catherine Emley
Sciences – Minhan Dinh
Social Sciences – Kristen Guzman
Student Representative – Vinh Nguyen
Student Services – Louise Janus
Technology – David Roper

Non-Voting Members:

Articulation Officer – Paula Canzona
Distance Education – Jaki King
Matriculation Representative – Luz Fernandez
Curriculum Specialist – Anh-Phuong Tran
Curriculum Specialist – Reyes Vazquez

Monday, March 25, 2024 | 2:00 PM | Room JSC 219 – 1, 2, 3 & 4
Zoom Meeting: <https://rscsd-edu.zoom.us/j/7145646993>

Present: S. Butler, P. Canzona, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim, J. Lamb, V. Nguyen (Student Representative), L. Pedroza, D. Peraza (via Zoom), K. Robinson (via Zoom), D. Roper, J. Schlossman, J. Tolentino, W. Wang (via Zoom)

Absent: L. Fernandez, K. Guzman, B. Sos

Guest: J. Camacho, J. King, M. Weber (via Zoom), T. Winchell (via Zoom); W. Yenkosky (via Zoom)

The meeting was called to order by M. Grant, CIC Chair, at 2:05 p.m.

I. Approval of Additions or Corrections to Agenda

Motion to approve agenda as presented was made and approved.

Mover: H. Kim
Seconded by: C. Emley
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

II. Public Comments

Curriculum Office staff announced that the 2023-2024 catalog addendum has been uploaded to the sac.edu/catalog website.

Curriculum Office staff expressed their appreciation to S. Butler for her dedicated efforts in securing funds to hire a short-term Intermediate Clerk. This addition will help alleviate some of the workload within the office.

M. Grant congratulated J. Tolentino on his amazing lecture last week.

III. Approval of Minutes

The Minutes from March 11, 2024 were approved and amended to include L. Janus as present.

Mover: L. Janus
Seconded by: V. Nguyen
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim, J. Lamb, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

IV. Curriculum

See comments and approvals in subsequent pages.

V. CIC Chair's Report

M. Grant mentioned that the Academic Senate Parliamentarian is currently assessing the specifications for hybrid meetings. Upon completion of this evaluation, adjustments will be implemented, potentially offering members greater flexibility to participate in meetings virtually.

M. Grant delivered a succinct overview of the Course Enrollment Management (CEM) Meeting conducted on March 19th. She noted its productivity, highlighting the successful resolution of inquiries posed by both faculty and administrators. Additionally, she indicated that 1 – 2 departments are contemplating retaining their existing CEM approach for certain courses, thus positioning the department(s) as a pilot for data collection purposes.

M. Grant issued a reminder to faculty regarding the upcoming deadline of March 25th for expressing interest in joining the CIC Handbook/Canvas Training group. Those willing to participate in this endeavor are encouraged to contact either M. Grant or S. Butler to indicate their interest.

S. Butler shared that, last week, the Program Mapping group convened to discuss various insights and outline the forthcoming tasks. Central topics included delineating the nature of the work ahead and strategizing the integration of program maps into the catalog. She emphasized that collaborative efforts will be essential in crafting these maps effectively. She mentioned that the discussions also touched upon defining the collaborative process for creating the maps and creating the procedural steps moving forward.

S. Butler shared that the catalog workgroup convened for its second meeting a few weeks ago, marking significant progress. During the session, committee members expressed their confusion regarding the structure of the catalog. There was consensus on the necessity to clarify muddy points, particularly concerning the organization of the catalog. Furthermore, there was a shared desire to ensure that the catalog is organized based on the different Career and Academic Pathways (CAP).

VI. District CIC Meeting Update

M. Grant conveyed that the District Curriculum and Instruction Council (DCIC) Meeting was productive. SCC expressed agreement regarding the implementation timeline and endorsed the utilization of Title 5 categories and numbering for the General Education Plan. She also mentioned that unfortunately, in person meetings are not feasible. Consequently, she will be distributing a Doodle poll for future Zoom meetings with breakout sessions.

Discussion followed.

M. Grant informed the committee that Admissions and Records, at both campuses, are in the process of reviewing Academic Regulation (ARs) pertaining to curriculum. Upon completion and consensus from both campuses, these ARs will be presented to CIC for approval and subsequently forwarded to the Academic Senate. Following this, submissions to the Board of Trustee on behalf of both campuses will be facilitated by the VPAAAs.

VII. Action Item: META Connect to upload SLOs to Canvas

M. Grant shared concerns regarding the process of downloading Student Learning Outcomes (SLOs) from META and uploading to Canvas. She emphasized that the transfer from Canvas to Nuventive, program review platform, is not occurring as expected. Additionally, she noted a growing awareness of the potential to enhance assessments within the Canvas platform.

Discussion ensued.

VIII. Discussion: Renaming of Academic Probation

D. Peraza emphasized the survey regarding the renaming of Academic Probation to mitigate its negative connotations. The proposal was further presented to SCC during the DCIC Meeting, where SCC expressed interest in initiating discussions regarding a potential renaming process.

V. Nguyen stated that the Associated Student Government (ASG) body was not in favor of changing the name.

Discussion followed.

IX. Discussion: Credit for Prior Learning Assessment Petition

S. Butler mentioned that a formal presentation on Credit for Prior Learning (CPL) will be scheduled for a later date. The objective of CPL is to facilitate current or prospective students in obtaining recognition for their extracurricular learning experiences. The CPL form has been formulated utilizing language derived from Title 5 regulations.

Deliberation on the appropriate signatories took place during the discussion. Committee members emphasized the necessity of spelling out acronyms. Additionally, it was suggested to include, in the form, a disclaimer specifying approval exclusively for SAC and the potential non-recognition by other institutions. S. Butler stated that the CPL process remains focused on collegiate practices in alignment with our established standards.

X. METAmorsels

M. Grant proceeded with her ongoing series on effective practices in META. In this session, the focus was on optimizing the removal of formatting when pasting into META, utilizing Notepad instead of MS Word. She also conducted a comprehensive walkthrough of the curriculum website, outlining resources, and explained the override automatic units/hours calculations function in META.

XI. Division Reports

No reports provided.

XII. Announcements

Informational item

April 22, 2024 meeting will be held at CEC Rooms F 101/102

May 6, 2024 meeting will be held at CEC Rooms F 101/102

The meeting adjourned at 3:58 p.m.

IV.a. CONSENT AGENDA from TECHNICAL COMMITTEE

Revised Courses without Catalog Changes

None to review

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

Course Student Learning Outcomes (SLOs) Revisions Only

None to review

Course Materials Revisions Only

None to review

Revised programs

None to review

Program Deletion

None to review

Program SLO Revisions

None to review

IV.b. CURRICULUM ITEMS
DISCUSSION ITEMS (1st READINGS)

Items 1 – 8 were discussed.

New Courses

None to review

Revised Courses

1. Fire Public Safety 017, Firefighter Refresher- Core Competencies
 - a. Prerequisite
 - b. Distance Education
2. Speech-Language Pathology Assistant 170, Introduction to Phonetics
 - a. Distance Education

New Programs

None to review

Revised Programs

3. Associate in Science in Speech-Language Pathology Assistant
4. Digital Literacy for Academic and Professional Success I Certificate of Competency
5. Digital Literacy for Academic and Professional Success II Certificate of Competency
6. ESL Core Advanced Certificate of Competency
7. ESL Core Literacy Certificate of Competency
8. ESL Writing and Developing a School Publication Certificate of Competency

IV.c. CURRICULUM ITEMS
ACTION ITEMS (2nd READINGS)

Item 9 was tabled.

Item 10 was approved.

Mover: H. Kim
Seconded by: C. Emley
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim J. Lamb, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 11 – 14 and 21 – 23 were approved.

Mover: H. Kim
Seconded by: Z. Fish
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim J. Lamb, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 11 – 14 with prerequisites were approved.

Mover: Z. Fish
Seconded by: J. Tolentino
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim J. Lamb, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 11 – 23 with Distance Education were approve.

Mover: H. Kim
Seconded by: Z. Fish
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim J. Lamb, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 24 – 26 were approved.

Mover: H. Kim
Seconded by: J. Tolentino
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim J. Lamb, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

New Courses

9. Counseling 307, College Success Skills – **Tabled**
 - a. Distance Education
10. Vocational – Health 122, BLS for Healthcare Providers & Heartsaver CPR/ First Aid

Revised Courses

11. Fire Officer Training 130B, Fire Inspector 1B: Introduction to Fire and Life Safety
 - a. Prerequisite
 - b. Distance Education
12. Fire Officer Training 130D, Fire Inspector 1D: Field Inspector
 - a. Prerequisite
 - b. Distance Education
13. Fire Officer Training 136, Fire Inspector 2A: Fire Prevention Administration
 - a. Prerequisite
 - b. Distance Education
14. Fire Officer Training 139, Fire Inspector 2D: Hazardous Materials, Operations, and Processes
 - a. Prerequisite
 - b. Distance Education
15. High School Subjects – Other 740, Spanish 1
 - a. Distance Education – **ONLY**
16. High School Subjects – Other 742, Spanish 2
 - a. Distance Education – **ONLY**
17. High School Subjects – Other 743, Spanish 3
 - a. Distance Education – **ONLY**
18. High School Subjects – Other 744, Spanish 4
 - a. Distance Education – **ONLY**
19. Pharmacy Technology 052, Body Systems II
 - a. Distance Education – **ONLY**
20. Pharmacy Technology 055, Pharmacy Calculations
 - a. Distance Education – **ONLY**
21. Vocational – Construction 101, Introduction to Welding
 - a. Distance Education
22. Vocational - Fashion Design & Merchandising 100, Introduction to the Fashion Industry
 - a. Distance Education
23. Vocational - Fashion Design & Merchandising 105, Beginning Sewing
 - a. Distance Education

New Programs

None to review

Revised Programs

24. Introduction to Fashion Design & Merchandising Certificate of Completion
25. Introduction to Welding Technology Certificate of Completion
26. Line Cook Certificate of Completion