



1530 W. 17<sup>th</sup> St, Santa Ana, CA 92706

**MINUTES**  
**CURRICULUM AND INSTRUCTION COUNCIL**  
**Monday, April 19, 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:** S. Clark, A. Gonis, A. Gonzalez, J. Huskey, H. Kim, C. Kushida, M. Liang, O. Madrigal, A. Moreno, F. Ortiz, K. Ross, P. Traslavina, T. Verduzco, B. Virgoe, M. Weber, T. Winchell

**I. PUBLIC COMMENTS**

No public comments

**II. APPROVAL OF MINUTES**

The Minutes from March 15, 2021 were approved.

**Mover:** C. Emley

**Seconded by:** D. Khalid

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

**Nays:** None

**Abstentions:** C. Pierce

**III. CURRICULUM**

See comments and approvals in subsequent pages.

**IV. CURRICULUM and INSTRUCTION COUNCIL (CIC) HANDBOOK**

**a. Mission Statement**

J. Tolentino shared a draft of the Mission Statement. He mentioned that wording from other institutions was used in the proposed statement. He also shared the Purpose Statement, which was essentially the former CIC Mission Statement.

**b. Membership**

J. Tolentino presented a document with the proposed CIC membership composition. Discussion ensued with the recommendation that there be two added voting members from the School of Continuing Education (SCE) and to consider an additional dean with CTE experience.

### c. Roles and Responsibilities

R. Castillo mentioned that his committee is close to finalizing the document. The committee is doing minor edits such as maintaining consistency with acronyms. They are also adding duties/responsibilities under each role as well as including non-voting members (i.e. Distance Education Coordinator, Matriculation representative and Articulation Officer).

M. Grant stated that bullet points have also been added for the Admission and Records representative. Distinctions between the Academic Dean and the voting member Dean will also be included.

K. Patterson asked for student representative be included as well.

B. Sos asked J. Tolentino and R. Castillo to send the documents discussed to the Curriculum Office so that they may be disseminated to all CIC Members. He requested that CIC Members discuss the documents with their respective constituents and provide feedback at the next meeting.

## V. CROSS-LISTED COURSES and GENERAL EDUCATION

P. Canzona commented that while working on catalog proofs of SAC Plans A, B and C (general education patterns) she noticed a discrepancy with the approval of cross-listed courses. CSU and UC allow courses cross-listed with those already approved for CSU-GE and IGETC to automatically be added to those same GE areas. New submission and review are not required. Therefore, newly cross listed courses will be added to Plans B and C in the catalog as appropriate.

We do not have a similar policy for Plan A. We do not automatically place courses that are cross-listed with one already approved for Plan A into the local GE pattern. P. Canzona inquired as to whether the council would want to develop a similar policy for cross-listed courses on Plan A. P. Canzona also noted that faculty would still be asked to request GE inclusion in the tab in Meta as this insures that the Curriculum Office and Articulation Officer are aware there is a cross-listed GE course.

Discussion ensued. B. Sos asked P. Canzona to draft a policy that CIC could review for approval. C. Coyne requested that it be added to the CIC Handbook once approved. K. Patterson asked P. Canzona to consult with SCC for feedback because of the possible implications of shared courses.

## VI. SECOND READ: CORRESPONDENCE EDUCATION for OLDER ADULTS

D. Khalid reminded the committee that Correspondence Education (CE) provides education through instructional materials by mail. She explained that via this instructional method, students in nursing homes, senior centers and rehabilitation centers would be provided an opportunity to continue to take classes during emergency situations.

A motion to adopt CE for Older adults was made.

**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, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino

**Nays:** None

**Abstentions:** None

Motion 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*

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## **VII. AUTOMATIC UPDATING OF PROGRAMS IN META**

B. Sos mentioned that META has the capability to automatically update programs when courses are approved. He said that sometimes, programs have been approved by CIC; however, the courses within the program were not updated. Thus, the historical course continues to appear in the approved program. Before a decision is made, he asked P. Canzona to reach out to other schools to find out if any other institution uses such a feature.

P. Canzona reported that she reached out to schools within our local Region VIII. She stated that she heard from Rio Hondo, Fullerton, Irvine Valley and SCC. She indicated that most schools do not have the automated updating feature and would likely not use it if it were available to them. This comment was also shared by schools who have automatic updating capabilities.

R. Vazquez stated that the Curriculum Office echoed the views P. Canzona shared from other institutions.

Discussion followed.

## **VIII. LONG BEACH CITY COLLEGE CURRICULUM AUDIT FOLLOW-UP – Tabled**

B. Sos asked CIC Members to review Santiago Canyon College's (SCC) proposal, specifically the process and model they may implement. He also stated that he hopes M. Aguilar-Beltran is able to join a future meeting to review SAC's course of action.

## **IX. REPORTS and UPDATES**

### **a. Accreditation Report**

F. Ortiz reported that all sections of the Institutional Self Evaluation Report (ISER) have been submitted and are currently in final review from the editors. He mentioned that the executive team is reviewing the documents to ensure all sections are complete. They are reaching out to constituents, when appropriate. He further stated that the team continues to meet with SCC and district staff to confirm that common ISER areas are consistent and accurate.

### **b. Articulation Report**

No report provided.

### **c. curriQūnet META Update**

R. Vazquez reported that a draft of the catalog will be emailed before the end of the week. She requested feedback as soon as possible.

### **d. Guided Pathways (GP)**

No report provided.

Meeting adjourned at 4:06 p.m.

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**III.a. CONSENT AGENDA from TECHNICAL COMMITTEE**  
**Items 1 – 10 and 12 – 56 were approved.**

**Mover:** D. Khalid

**Seconded by:** K. Patterson

**Ayes:** 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

**Revised Courses without Catalog Changes**

None

**Program Deletion**

1. 3D Modeling and Animation Certificate C - Video Game & Interactive Media Art Emphasis Certificate of Achievement
2. 3D Modeling and Animation Certificate D -Visualization Emphasis Certificate of Achievement
3. Associate of Arts in Degree Recommended Electives

**Revised Courses with Minor Catalog Changes**

None to review

**Course Deactivations**

4. Art 011, Intro to 3D Modeling & Animation
5. Art 180A, Video Game and Interactive Media Art Fundamentals
6. Art 184, Art of Animation I
7. Art 193, Motion Graphics with Adobe After Effects
8. Art 197B, 3D Animation Intermediate
9. Art 198-06, 3D Modeling & Animation Basics
10. Art 198-169, Game Design & Development Team
11. Astronomy 110H, Honors Introduction to Stars and Galaxies – **Tabled**
12. Communications & Media Studies 298A, Designing for Print and Digital Media
13. Communications & Media Studies 298B, Intermediate Designing for Print and Digital Media
14. Communication Studies 158, Readers Theatre
15. English As a Second Language N88, Verb Tenses
16. English Multilingual Students 055, Writing, Grammar and Reading I
17. English Multilingual Students 107, Writing, Grammar and Reading II
18. English Multilingual Students 109, Writing, Grammar and Reading III
19. Environmental Studies 170, Environmental Challenges of the 21st Century
20. High School Subjects 144, Topics in High School Subjects – Noncredit
21. Nursing-Registered 161L, Principles of Nursing Practice Lab
22. Physics 227L, Engineering Physics Laboratory
23. Physics 237L, Engineering Physics Laboratory

**Removal of Deactivated Courses from General Education Plans**

None to review

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## 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

24. Art 109, Introduction to Woodworking
25. \*Child Development 207, Supporting and Empowering Families of Children with Special Needs
26. Child Development 210, Creative Music Experiences for Young Children
27. \*Child Development 221, Living and Teaching in a Diverse Society
28. \*Child Development 230, Child Guidance and Classroom Management
29. Child Development 231, Developing Language and Literacy in Young Children
30. Communications & Media Studies 123C, Advanced Intermediate News Media Production
31. Communications & Media Studies 123D, Advanced News Media Production
32. Communications & Media Studies 160, Introduction to Photojournalism
33. Criminal Justice Academies 039B, First Aid Refresher
34. Culinary Arts 299, Cooperative Work Experience Education
35. Education 105, Exploration in the Field of Education
36. \*Education 113, Tutoring Reading in Elementary Schools
37. Education 120A, Development of the School-Age Child
38. Education 120B, School-Age Child Care and Recreation Activities
39. Emergency Medical Technician 111, Recertification for EMT
40. Fire Academy 035, Confined Space Rescue Technician
41. Fire Academy 063, Rescue Systems 1: Basic Rescue Skills
42. Fire Academy 072, Emergency Trench Shoring
43. Fire Officer Training 050, Community Emergency Response Team
44. Fire Officer Training 060, Fire Apparatus Driver/Operator 1A: Driver/Operator
45. Fire Officer Training 061, Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations
46. Fire Public Safety 027, Wildland Fire Safety Training Refresher
47. Music 245, Intermediate Jazz Improvisation and Performance Workshop
48. Nursing-Continuing Education 145, Advanced Cardiac Life Support
49. Nursing-Continuing Education 150, Registered Nurse Competency Refresher Course
50. Nursing-Registered 105, Cooperative Work Experience-Occupational
51. Nursing-Registered 172L, Family Health and Illness Concepts Lab
52. Nursing-Registered 271L, Mental Health and Acute Concepts Lab
53. Nursing-Registered 272, Complex Concepts
54. Nutrition and Food 112, Food Service Nutrition
55. Physics 210, Principles of Physics I
56. Physics 211, Principles of Physics II

## Program SLO Revisions

None to review

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### III.b. CURRICULUM ITEMS

#### **DISCUSSION ITEMS** (1<sup>st</sup> READINGS)

Items 57 – 128 were presented and discussed.

#### **New Courses**

None to review

#### **Revised Courses**

- 57. Biology 127, Ecology
- 58. Biology 128, Natural History of the California Coast
- 59. Biology 129, Ecology of Southern California
- 60. Biology 133, Desert Biology
- 61. Biology 169, Natural History of the Sierra Nevadas
- 62. Chemistry 209, Introductory Chemistry
  - a. Prerequisite
  - b. Distance Education
- 63. \*Chinese 101, Elementary Chinese I
  - a. Distance Education – **ONLY**
- 64. \*Chinese 102, Elementary Chinese II
  - a. Distance Education – **ONLY**
- 65. Communication Studies 152, Oral Interpretation
  - a. Distance Education
- 66. Criminal Justice 098, Topics Course
  - a. FOMA
- 67. \*Criminal Justice 101, Introduction to Criminal Justice
  - a. FOMA
- 68. Criminal Justice 101H, Honors Introduction to Criminal Justice
  - a. FOMA
- 69. Criminal Justice 102, Introduction to Corrections
  - a. FOMA
- 70. Criminal Justice 103, Concepts of Criminal Law
  - a. FOMA
- 71. Criminal Justice 103H, Honors Concepts of Criminal Law
  - a. FOMA
- 72. Criminal Justice 104, Prison Experience
  - a. Prerequisite
  - b. FOMA
- 73. Criminal Justice 105, Legal Aspects of Evidence
  - a. FOMA
- 74. Criminal Justice 106, Coroner Death Investigations
  - a. FOMA
- 75. Criminal Justice 108, Crime Scene Investigation
  - a. FOMA
- 76. Criminal Justice 109, Community Interaction
  - a. FOMA
- 77. Criminal Justice 109H, Honors Community Interaction
  - a. FOMA

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78. Criminal Justice 110, Street Gangs
  - a. FOMA
79. Criminal Justice 148, Report Writing for Criminal Justice Personnel
  - a. Recommended Preparation
  - b. FOMA
80. Criminal Justice 198, Topic Course
  - a. FOMA
81. Criminal Justice 205, Criminal Investigation Principles
  - a. FOMA
82. Criminal Justice 209, Organized Crime
  - a. FOMA
83. Criminal Justice 210, Drug Abuse and Criminal Justice
  - a. FOMA
84. Criminal Justice 220, Juvenile Delinquency and Control
  - a. FOMA
85. Criminal Justice Academies 009C, Advanced Narcotics Training
  - a. Prerequisite
  - b. FOMA
86. Criminal Justice Academies 011, Field Training Officer
  - a. Prerequisite
  - b. FOMA
87. Digital Media 169, Game Design & Development Team
  - a. Recommended Preparation
  - b. Distance Education
88. Economics 120, Principles/Macro
  - a. Prerequisite
89. Economics 121, Principles/Micro
  - a. Prerequisite
90. Fire Technology 102, Fire Behavior and Combustion
  - a. Distance Education
91. Fire Technology 103, Principles of Fire and Emergency Services Safety and Survival
  - a. Distance Education
92. Fire Technology 104, Fire Prevention
  - a. Prerequisite
  - b. Distance Education
93. Fire Technology 105, Building Construction for Fire Protection
  - a. Prerequisite
  - b. Distance Education
94. Fire Technology 106, Fire Protection Systems
  - a. Prerequisite
  - b. Distance Education
95. \*French 101, Elementary French I
  - a. Distance Education – **ONLY**
96. \*French 102, Elementary French II
  - a. Distance Education – **ONLY**
97. \*French 201, Intermediate French I
  - a. Distance Education – **ONLY**

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- 98. French 201H, Honors Intermediate French I
  - a. Distance Education – **ONLY**
- 99. \*French 202, Intermediate French II
  - a. Distance Education – **ONLY**
- 100. French 202H, Honors Intermediate French II
  - a. Distance Education – **ONLY**
- 101. French 211, Intermediate Conversation and Composition I
  - a. Prerequisite
  - b. Distance Education
- 102. French 214, Intermediate Conversation and Composition II
  - a. Prerequisite
  - b. Distance Education
- 103. High School Subjects – Other 740, Spanish 1 – Noncredit
  - a. FOMA
- 104. High School Subjects – Other 742, Spanish 2 – Noncredit
  - a. FOMA
- 105. High School Subjects – Other 743, Spanish 3 – Noncredit
  - a. FOMA
- 106. High School Subjects – Other 744, Spanish 4 – Noncredit
  - a. FOMA
- 107. Italian 120, Elementary Italian I
  - a. Distance Education – **ONLY**
- 108. Italian 121, Elementary Italian II
  - a. Distance Education – **ONLY**
- 109. Japanese 102, Elementary Japanese II
  - a. Distance Education – **ONLY**
- 110. \*Mathematics 185, Single Variable Calculus II
  - a. Prerequisite
  - b. Distance Education
- 111. \*Political Science 200, American Political Thought
  - a. Distance Education – **ONLY**
- 112. \*Spanish 101, Elementary Spanish I
  - a. Distance Education – **ONLY**
- 113. \*Spanish 101H, Honors Elementary Spanish I
  - a. Distance Education – **ONLY**
- 114. \*Spanish 102, Elementary Spanish II
  - a. Distance Education – **ONLY**
- 115. Spanish 102H, Honors Elementary Spanish II
  - a. Distance Education – **ONLY**
- 116. \*Spanish 195B, Advanced Conversational Spanish
  - a. Prerequisite
  - b. Distance Education
- 117. \*Spanish 201, Intermediate Spanish I
  - a. Distance Education – **ONLY**
- 118. Spanish 201H, Honors Intermediate Spanish I
  - a. Distance Education – **ONLY**
- 119. \*Spanish 202, Intermediate Spanish II
  - a. Distance Education – **ONLY**

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- 120. Spanish 202H, Honors Intermediate Spanish II
  - a. Prerequisite
  - b. Distance Education
- 121. Spanish 212, College Business Spanish
  - a. Distance Education – **ONLY**
- 122. \*Spanish 213, College Spanish Composition
  - a. Prerequisite
  - b. Distance Education
- 123. Vietnamese 101, Elementary Vietnamese I
  - a. Distance Education – **ONLY**
- 124. Vietnamese 102, Elementary Vietnamese II
  - a. Distance Education – **ONLY**
- 125. Vocational – Business 400, Employability Skills – Noncredit
  - a. Distance Education
- 126. Vocational – Business 450, COMPTIA A+ Certification Preparation & Practice – Noncredit
  - a. Recommended Preparation
  - b. Distance Education

**New Programs**

None to review

**Revised Programs**

- 127. Line Cook Certificate of Completion – Noncredit
- 128. Vocational Construction Technology Certificate of Completion – Noncredit

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### III.c. CURRICULUM ITEMS

#### **ACTION ITEMS (2<sup>nd</sup> READINGS)**

**Items 129 – 130 were approved.**

**Mover:** D. Khalid  
**Seconded by:** K. Patterson  
**Ayes:** 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

**Item 129 was approved for the June addendum.**

**Mover:** C. Coyne  
**Seconded by:** K. Patterson  
**Ayes:** 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

**Items 129 – 130 with prerequisites were approved.**

**Mover:** D. Khalid  
**Seconded by:** J. Tolentino  
**Ayes:** 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

**Items 129 – 130 with Distance Education were approved.**

**Mover:** D. Khalid  
**Seconded by:** C. Coyne  
**Ayes:** 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

**Items 131 – 136 were approved.**

**Mover:** D. Khalid  
**Seconded by:** C. Coyne  
**Ayes:** 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

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**Items 131 – 136 with prerequisites were approved.**

**Mover:** D. Khalid  
**Seconded by:** K. Patterson  
**Ayes:** 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

**Items 131 – 136 with Distance Education were approved.**

**Mover:** D. Khalid  
**Seconded by:** K. Patterson  
**Ayes:** 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

**Item 137 was approved.**

**Mover:** D. Khalid  
**Seconded by:** C. Coyne  
**Ayes:** 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

**Item 138 – 140 were approved.**

**Mover:** D. Khalid  
**Seconded by:** C. Coyne  
**Ayes:** 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

**New Courses**

- 129. Fire Academy 098-61, BFA Physical Training Preparation
  - a. Prerequisite
  - b. Distance Education
- 130. Vocational Automotive 670, Truck Preventative Maintenance – Noncredit
  - a. FOMA

**Revised Courses**

- 131. Biology 212, Animal Diversity and Ecology
  - a. Prerequisite

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- 132. \*Child Development 111A, Principles and Practices of Teaching Young Children
  - a. Prerequisite
  - b. Distance Education
- 133. Fire Academy 018A, Firefighter I Physical Ability Practice (Exam)
- 134. Pharmacy Technology 048, Introduction to Pharmacy Technology
  - a. FOMA
- 135. Pharmacy Technology 051, Body Systems I
  - a. FOMA
- 136. Vocational – Business 590, Introduction to How to Start a Small Business – Noncredit
  - a. Distance Education

### **New Programs**

- 137. Introduction to Diesel Certificate of Completion – Noncredit

### **Revised Programs**

- 138. Introduction to Biotechnology Certificate of Completion – Noncredit
- 139. Introduction to Machining Certificate of Completion – Noncredit
- 140. Introduction to Pharmacy Technology Certificate of Completion – Noncredit

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