

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: December 2, 2009
FROM: Bonnie Jaros, Chair
TO: Curriculum & Instruction Council
RE: Minutes of Meeting of November 30, 2009
2:00 pm, SAC Foundation Board Room, S-215

Present: M. Beyersdorf, A. Brown, M. Brown, P. Canzona, D. Dobos, N. Fujimoto, Y. Garcia, G. Giroux, G. Hammonds, K. Hondo, P. Hughes, B. Jaros, B. Kehlenbach, M. Porter, K. Ross, C. Takahashi, S. Whelan.

Guests: A. Bridges, G. Dolittle, B. Gaspar (Student Rep), B. Hoffman, E. Mitchell, M. Nguyen, E. Ripley, H. Roberts, K. Simmons, S. Turner.

1. MINUTES OF MEETING OF NOVEMBER 16, 2009. APPROVED
2. TECHNICAL COMMITTEE REPORT. (Attachment #2) APPROVED
3. CURRICULUM ITEMS. (Attachment #3) APPROVED
4. POLICY CHANGE-SECOND READING-GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE.
(Exercise Science) (Attachment #4) APPROVED
5. POLICY CHANGE-FIRST READING-GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE.
(Humanities) (Attachment #5) APPROVAL FOR FIRST READING
6. CURRICUNET
(METHOD OF EVALUATION & WHAT WILL STUDENTS LEARN). DISCUSSION
Bonnie informed the committee that Maria Sugrañes, Jimmy Nguyen and she have been working with the CurriuNet representative to get CurricuNet live at SAC. Bonnie brought up the two forms: "Method of Evaluation" & "What Will Students Learn," which will be discussed at the next C&IC meeting.
7. PORTFOLIO ASSESSMENT/PROGRAM REVIEW
REPORT FROM TLC. INFORMATION
Bonnie reported that the film *Made in L.A.* will be shown on December 9th from 4:30pm – 6:30pm in A-210 as an adjunct activity to the *Book of the Year* initiative sponsored by the Nealley Library and the TLC. All are invited.

8. USE OF GRAPHING CALCULATORS.

APPROVED

It was requested that “graphing calculators” be added to the Core Competency 3b, which was approved by the council on October 26, 2009. Attached is an updated version of the form.

9. OTHER.

Accreditation: Bonnie announced that the ACCJC site visit took place on November 17, 2009 for both SAC and SCC. The Commission will meet to review the analysis of the team in January 2010.

NEW COURSES – SECOND READING

Item # 1 was approved for seconding reading.

Fine & Performing Arts

1. Photography 201, Professional Digital Photography Methods

Item # 2 through 4 were approved for seconding reading.

Human Services & Technology

2. Criminal Justice Academies 010C, Explorer Academy
3. Criminal Justice Academies 069B, Corrections Officer CORE Course
4. Criminal Justice Academies 100A, Basic Police Academy

REVISED COURSES – SECOND READING

Item # 5 through 24 were approved for second reading.

Business

5. Computer Science 100, The Computer and Society
6. Paralegal 101, Law Office Management
7. Paralegal 120, Computers in the Law Office
8. Paralegal 121, Ethics and Professional Responsibility
9. Paralegal 122, Elder Law
10. Paralegal 130, Legal Transactions
11. Paralegal 131, Alternate Dispute Resolution
12. Paralegal 132, Family Law and Procedure
13. Paralegal 133, Workers Compensation Law and Procedure
14. Paralegal 134, Probate Law and Procedure
15. Paralegal 135, Bankruptcy Law and Procedure
16. Paralegal 136, Real Property and Procedure
17. Paralegal 137, Tort and Insurance Law
18. Paralegal 138, Law of Business Organizations
19. Paralegal 139, Fundamentals of Labor Law
20. Paralegal 140, Immigration Law and Procedure
21. Paralegal 143, Civil Litigation Overview
22. Paralegal 144, Discovery Techniques
23. Paralegal 246, Legal Research and Analysis
24. Paralegal 248, Advanced Research and Writing

Item # 25 through 31 were approved for second reading.

Exercise Science

25. Exercise Science Intercollegiate Athletics 202, Basketball-Men (1 unit)
26. Exercise Science Intercollegiate Athletics 202, Basketball-Men (Changed from 2 to 3 units)
27. Exercise Science Intercollegiate Athletics 203, Cross Country-Men
28. Exercise Science Intercollegiate Athletics 208, Track-Men
29. Exercise Science Intercollegiate Athletics 212, Basketball-Women
30. Exercise Science Intercollegiate Athletics 218, Track-Women
31. Exercise Science Intercollegiate Athletics 219 Cross Country-Women

Item # 32 through 33 were approved for second reading.

Fine & Performing Arts

32. Photography 190, Introduction to Digital Photography

33. Photography 191, Intermediate Digital Photography

REVISED PROGRAM – SECOND READING

Item # 34 through 36 were approved for second reading.

Human Services & Technology

34. Early Childhood Options Degree and Certificate

35. Infant-Toddler Option Degree/Certificate

36. Occupational Therapy Assistant

Item # 37 was approved for second reading.

Science, Math and Health Sciences

37. Mathematics Degree

NEW COURSES – FIRST READING

Item # 38 through 61 were approved for first reading.

Business

38. Accounting 116, Money, Finance and Accounting for Entrepreneurs

39. Accounting 170, Microsoft Dynamics for Financial Accounting – Core Modules

40. Accounting 171, Microsoft Dynamics for Financial Accounting – Operations and Analysis

41. Accounting 173, Microsoft Dynamics for Managerial Accounting

42. Accounting 174, Microsoft Dynamics for Business Planning and Management

43. Business 183, Customs Broker License Class

44. Business 184, Customs Broker Exam Prep Class

45. Business Applications 177, Microsoft OneNote

46. Computer Science 134C, Microsoft Windows 7 Operating System

47. Engineering 165, Introduction to Energy

48. Engineering 175, Introduction to Energy Analysis

49. Entrepreneurship 100, Introduction to Innovation and Entrepreneurship

50. Entrepreneurship 101, Entrepreneurs and Success

51. Entrepreneurship 102, Entrepreneurial Ideas and Creativity

52. Entrepreneurship 103, Innovations and Opportunities

53. Entrepreneurship 104, Business Models

54. Entrepreneurship 105, Market Validation and Bootstrap Marketing

55. Entrepreneurship 106, Building an Entrepreneurial Team

56. Entrepreneurship 107, Money, Finance and Accounting for Entrepreneurs

57. Entrepreneurship 108, Business Plans for Entrepreneurs

58. Entrepreneurship 109, Powerful Presentations

59. Entrepreneurship 110, Capstone Business Simulations

60. Entrepreneurship 111, Capstone Entrepreneurial Case Studies

61. Entrepreneurship 115, Microsoft Dynamics for Business Planning and Management

Item # 62 was approved with changes for first reading

Exercise Science

62. Exercise Science Fitness 103, Performance Evaluation for Athletics

Item # 63 through 69 were approved with changes for first reading.

Fine & Performing Arts

- 63. Communications and Media Studies 103, Visual Communications
- 64. Communications and Media Studies 110, Introduction to Narrative Nonfiction
- 65. Television/Video Communications 010, Television/Video Communications Advanced Lab
- 66. Photography 181B, The Zone System
- 67. Photography 182B, Alternative Processes
- 68. Photography 183B, Photo Graphics
- 69. Photography 185B, Landscape Photography

Item # 70 through 71 were approved for first reading.

Human Services & Technology

- 70. Manufacturing Technology 130A, CATIA Solid Modeling I
- 71. Manufacturing Technology 130B, CATIA Solid Modeling II

REVISED COURSES – FIRST READING

Item # 72 through 77 were approved with changes for first reading.

Business

- 72. Accounting 032, Payroll Accounting
- 73. Business 150, Introduction to Computing and Application Software
- 74. Business Applications 179, Introduction to Microsoft Office
- 75. Business Applications 184, Advanced Microsoft Word for the Workplace
- 76. Computer Science 120, Introduction to Programming
- 77. Engineering 235, Statics

Item # 78 through 92 were approved for first reading.

Fine & Performing Arts

- 78. Communications and Media Studies 102, Multimedia Storytelling
- 79. Communications and Media Studies 121, Writing and Reporting for Media
- 80. Communications and Media Studies 122, Editing for Print and Digital Media
- 81. Communications and Media Studies 123, News Media Production
- 82. Communications and Media Studies 124, Magazine Writing for Print and Digital Media
- 83. Communications and Media Studies 125, Media Editing Workshop
- 84. Communications and Media Studies 130, Principles of Broadcast News
- 85. Communications and Media Studies 222, Writing Across Media
- 86. Communications and Media Studies 230A, Broadcast News Production
- 87. Communications and Media Studies 230B, Broadcast News Production
- 88. Communications and Media Studies 230C, Broadcast News Production
- 89. Communications and Media Studies 230D, Broadcast News Productions
- 90. Communications and Media Studies 298, Designing for Print and Digital Media
- 91. Photography 194, Professional Digital Photography Methods
- 92. Television/Video Communications 009, Television/Video Communications Laboratory

Item # 93 was approved for first reading.

Human Services & Technology

- 93. Pharmacy Technology 072, Pharmacy Technology Externship

Item # 94 through 95 were approved for first reading.

Humanities

94. Economics 120, Principles/Macro

95. Economics 121, Principles/Micro

Item # 96 through 97 were approved for first reading.

Social Sciences

96. Social Science 219, Statistics and Probability

97. Social Science 219H, Honors, Statistics and Probability

NEW PROGRAM – FIRST READING

Item # 98 through 102 were approved for first reading.

Business

98. Microsoft Dynamics for Financial Accounting Certificate/ Microsoft Dynamics for Managerial Accounting and Business Planning Certificate

99. Global Entrepreneurship and Innovation Degree & Certificate

100. Energy Analysis Degree & Certificate

101. Mechanical 3D Solid Modeling CAD Degree & Certificate

102. General Management Certificate

REVISED PROGRAM – FIRST READING

Item # 103 through 108 were approved for first reading.

Business

103. Accounting Degree & Certificate

104. Business Applications and Technology Degree & Certificate

105. Business Management Degree

106. Engineering Degree

107. Management Degree & Certificate

108. Paralegal Degree & Certificate

Item # 109 through 115 were approved for first reading.

Fine & Performing Arts

109. Certificate in Communications and Media Studies

110. Degree Program A-Communications and Media Studies

111. Television/Video Communications Certificate A-Television Production (SAC 1191)

112. Television/Video Communications Certificate B-Broadcast Journalism (SAC 1297)

113. Television/Video Communications Certificate C-Television Scriptwriting (SAC 1298)

114. Television/Video Communications Certificate D-Computer Graphics and Anim for Video (SAC 1597)

115. Television/Video Communications Degree (SAC 0343)

Item # 116 through 124 were approved for first reading.

Human Services & Technology

- 116. Automotive Technology Degree (0272)
- 117. Criminal Justice, Law Enforcement Advanced Officer Option Certificate (0098)
- 118. Diesel and Heavy Equipment Technology Degree and Certificate
- 119. Dressmaking and Alterations Option Certificate (1092)
- 120. Fashion Design & Custom Clothing Degree (0891) & Certificate (0596)
- 121. Fashion Merchandising Degree (0556) and Certificate (0397)
- 122. Fire Technology – Hazardous Materials Option Degree (0103)
- 123. Manufacturing Technology – CAD/CAM Option Degree and Certificate
- 124. Pharmacy Technology Degree (SAC 0555) and Advanced Certificate Option (SAC 2791)

Item # 125 was approved for first reading.

Science, Math & Health Sciences

- 125. Nursing-Registered Nursing (0853)

Item # 126 was approved for first reading.

Special Services

- 126. Speech-Language Pathology Assistant Degree (1510)

ADDENDUM

REVISED PROGRAM – FIRST READING

Item # 127 was approved for first reading.

Counseling

- 127. Liberal Arts Degree (0341)

The next meeting is Monday, December 14, 2009, at 2:00 p.m., SAC S-215.



Educational Master Plan
COLLEGE-WIDE CORE COMPETENCIES
 (The basis of General Education Student Learning Outcomes)

<p>1. Communication Skills</p>	<p>a. Listening and Speaking Students will listen actively and respectfully to analyze the substance of others’ comments. Students will speak in an understandable and organized fashion to explain their ideas, express their feelings, or support a conclusion.</p> <p>b. Reading and Writing Students will read effectively and analytically and will comprehend at a college level. Students will write in an organized and grammatically correct fashion to explain their feelings and support a conclusion.</p>
<p>2. Thinking and Reasoning Students will identify and analyze real or potential “problems” and develop, evaluate, and test possible solutions using creative thinking, analysis and synthesis, quantitative reasoning, and/or transfer of knowledge and skills to a new context as appropriate.</p>	<p>a. Creative Thinking Students will develop the skills to formulate original ideas and concepts in addition to integrating those of others in the creative process.</p> <p>b. Critical Thinking Students will think logically in solving problems; explaining their conclusions; and evaluating, supporting, or critiquing the thinking of others.</p> <p>c. Ethical Reasoning Students will demonstrate an understanding of ethical issues that will enhance their capacity for making sound judgments and decisions.</p> <p>d. Quantitative Reasoning Students will use college-level mathematical concepts and methods to understand, analyze and explain issues in quantitative terms.</p>
<p>3. Information Management</p>	<p>a. Information Competency Students will do research at a level that is necessary to achieve personal, professional and educational success. They will use print material and technology to identify research needs, seek, access, evaluate and apply information effectively and responsibly.</p>

	<p>b. Technology Competency Students will use technology learning tools and technology applications at a level appropriate to achieve discipline-specific course requirements and standards. Demonstrated skills might include, but are not limited to: word processing and file management; use or development of simulations, web pages, databases; graphing calculators, etc.</p>
<p>4. Diversity Students will develop individual responsibility, personal integrity, and respect for diverse peoples and cultures of the world.</p>	<p>a. Cultural Students will respect and work with diverse people including those with different cultural and linguistic backgrounds and different abilities.</p> <p>b. Social Students will interact with individuals and within groups with integrity and awareness of others' opinions, feelings and values.</p> <p>c. Environmental Students will demonstrate an understanding of ethical issues that will enhance their capacity for making decisions and sound judgments about the environment.</p>
<p>5. Civic Responsibility Students will take personal responsibility for becoming informed, ethical and active citizens of their community, their nation and their world.</p>	
<p>6. Life Skills</p>	<p>a. Creative Expression Students will produce artistic and creative expression.</p> <p>b. Aesthetic Appreciation Students will respond to artistic and creative expressions.</p> <p>c. Personal Growth Students will demonstrate habits of intellectual exploration, personal responsibility, and practical and physical well-being.</p> <p>d. Interpersonal Skills Students will participate effectively in teams, committees, task forces, and in other group efforts to make decisions and seek consensus.</p>
<p>7. Careers Students will develop the knowledge and skills necessary to select and develop careers.</p>	

Revision approved Curriculum and Instruction Council November 30, 2009