

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: September 16, 2009
FROM: Bonnie Jaros, Chair
TO: Curriculum & Instruction Council
RE: Minutes of Meeting of September 14, 2009
2:00 pm, SAC Foundation Board Room, S-215

Present: M. Beyersdorf, B. Birnbaum, A. Brown, M. Brown, P. Canzona, C. Carrera, D. Dobos, N. Fujimoto, G. Giroux, G. Hammond, J. Howe, M. Huebsch, P. Hughes, B. Jaros, B. Kehlenbach, J. Mathis, M. Porter, K. Ross, R. Sanabria, K. Simmons, S. Whelan.

Guests: A. Bridges, C. Comeau, S. Garnett, B. Gaspar, K. Herrera, T. Sergio, C. Takahashi.

1. MINUTES OF MEETING OF MAY 11, 2009 APPROVED
2. TECHNICAL COMMITTEE REPORT. APPROVED
3. CURRICULUM ITEMS. See attachment. APPROVED
4. CLASS HOURS FOR CURRICULUM RECORD. DISCUSSION
Jimmy informed the committee that arranged hours cannot be entered on Datatel. Jimmy & Norm will follow up with ITS with a solution.
5. DATATEL ISSUES. DISCUSSION
Norm announced that fall Datatel implementation went well. We still have some problems, but we are working on them. Bonnie also thanked Maria Sagrañes and her staff for all the faculty training on WebAdvisor.
6. REPORT FROM CURRICULUM INSTITUTE. INFORMATION
Bonnie, Brian Kehlenbach and Monica Porter attended the Academic Senate Curriculum Institute. Bonnie will highlight two issues on each C&I agenda. The first issue is Repeatability (p22 2009-2010 Catalog; i.e., sub-standard grades and W policy). She will discuss this more in the next C&I meeting. The second issue is regarding two new disciplines on the Disciplines List: Speech Language Pathology Assistant Program & Biotechnology.
7. CURRICUNET UPDATE. INFORMATION
CurriUNET is in the process of being implemented at SCC, and software licensing is being put into place through Purchasing for SAC. Implementation for SAC should be complete by the end of the academic year.
8. PORTFOLIO ASSESSMENT/PROGRAM REVIEW
REPORT FROM TLC. INFORMATION
The TLC has adopted the concept of the *annual Book of the Year* with an interdisciplinary, intercultural concept. College Council has approved this and is in full support since it meets

the rigor of several sections of the SAC *Strategic Plan*. This year *The House on Mango Street* by Sandra Cisneros has been selected and the following are some activities surrounding this selection: The theater department is presenting the play version of *House on Mango Street* in October. Yolanda Garcia will serve as the liaison for faculty resources; articles will be placed on reserve in the library. Maria Sugrañes will develop a webpage with links to articles and curriculum concepts for faculty; later she will develop a webpage for student use. Discussions and forums will be held. A forum of Latino authors will be held in the spring. There will be writing/art/dance/music/?? Competition in the spring semester; winners will be highlighted in a “performance” in Phillips Hall.

9. OTHER.

- A. The committee discussed the issue of class waiver for Prerequisites, which has caused some confusion due to Datatel. There are forms which need to be filed and signed by the division dean. Counselors will do the “override.”
- B. Bonnie informed the committee that they can access the *Program and Course Approval Handbook* through System Office (i.e., State Chancellor’s Office) website [http:// www.cccco.edu](http://www.cccco.edu).

10. STAND ALONE TRAINING. Brian Kehlenbach conducted the Stand Alone Course Training for members of the committee.

NEW COURSES-SECOND READING

Item # 1 & 2 were approved for second reading.

Continuing Education

1. Voc Business 340, Introduction to Basic Keyboarding
2. Voc Business 350, Introduction to Microsoft Office Outlook

REVISED COURSES-SECOND READING

Item # 3 through 17 were approved for second reading.

Exercise Science

3. Exercise Science Intercollegiate Athletics 201, Baseball Men
4. Exercise Science Intercollegiate Athletics 204, Football-Men
5. Exercise Science Intercollegiate Athletics 205, Golf-Men
6. Exercise Science Intercollegiate Athletics 206, Swimming-Men
7. Exercise Science Intercollegiate Athletics 209, Water Polo-Men
8. Exercise Science Intercollegiate Athletics 210, Wrestling-Men
9. Exercise Science Intercollegiate Athletics 211, Softball-Women
10. Exercise Science Intercollegiate Athletics 213, Volleyball-Women
11. Exercise Science Intercollegiate Athletics 214, Golf-Women
12. Exercise Science Intercollegiate Athletics 215, Tennis-Women
13. Exercise Science Intercollegiate Athletics 216, Soccer-Men
14. Exercise Science Intercollegiate Athletics 217, Swimming-Women
15. Exercise Science Intercollegiate Athletics 220, Soccer-Women
16. Exercise Science Intercollegiate Athletics 221, Water Polo-Women
17. Exercise Science Intercollegiate Athletics 222, Badminton-Women

Item # 18 through 21 were approved for second reading.

Social Sciences

18. Psychology 100, Introduction to Psychology
19. Psychology 100H, Honors Introduction to Psychology
20. Social Science 219, Statistics and Probability
21. Social Science 219H, Honor Statistics and Probability

Item # 22 through 30 were approved for second reading.

Continuing Education

22. Voc Bus 122, Introduction to Keyboarding & Basic Windows
23. Voc Bus 123, Introduction to Computer Software Applications
24. Voc Bus 259, Orientation to Computers
25. Voc Bus 261, Introduction to Databases Using MS Access
26. Voc Bus 400, Employability Skills
27. Voc Bus 450, Hardware & Software A+ Preparation, Review and Practice
28. Voc Bus 576, Computer Basics: Systems and Networking Essentials
29. Voc Bus 590, Introduction on How to Start a Small Business
30. Voc Bus 668, Introduction to Automotive Vehicle Maintenance

NEW COURSES-FIRST READING

Item #31 through 35 were approved for first reading.

Business

31. Business Seminar 019B, Managing Emotional intelligence: Self Awareness
32. Business Seminar 019C, Managing Emotional Intelligence: Social Awareness
33. Business Seminar 020B, Workplace Boundaries: Personal Exploration
34. Business Seminar 031B, Learning to Listen: Practical Application
35. Business Seminar 047B, Memory Skills: Practical Application

Item #36 was discussed and approved for first reading.

Special Services

36. Special Services N66, Transition to College

REVISED COURSES-FIRST READING

Item #37 through 40 were approved first reading.

Business

37. Business Seminar 019A, Managing Emotional Intelligence (EQ)
38. Business Seminar 020A, Workplace Boundaries
39. Business Seminar 031A, Learning to Listen
40. Business Seminar 047A, Memory Skills

Item #41 through 48 were approved for first reading.

Fine & Performing Arts

41. Journalism 122, Editing for Print and Digital Media
42. Journalism 124, Magazine Writing for Print and Digital Media
43. Journalism 125, Media Editing Workshop
44. Journalism 298, Designing for Print and Digital Media
45. Music 115A, Applied Music (Private Instruction)
46. Music 115B, Applied Music (Private Instruction)
47. Music 115C, Applied Music (Private Instruction)
48. Music 115D, Applied Music (Private Instruction)

Item #49 through 50 were approved with changes for first reading.

Social Sciences

49. Economics 120, Principles/Macro
50. Economics 121, Principles/Micro

Item #51 was approved with changes for first reading.

Science, Math & Health Services

51. Astronomy 140, Astronomy Laboratory

Item #52 was approved for first reading.

Continuing Education

52. Voc Bus 245, Introduction to Desktop Publishing Using Microsoft Publisher

NEW PROGRAM – FIRST READING

Item #53 through 56 were approved for first reading.

Continuing Education

- 53. ESL Beginning A Certificate of Completion
- 54. ESL Beginning B Certificate of Completion
- 55. ESL Intermediate A Job Skills Certificate of Completion
- 56. ESL Intermediate B Job Skills Certificate of Completion

The next meeting is Monday, September 28, 2009, at 2:00 p.m., SAC S-215.