

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: October 13, 2010
FROM: Bonnie Jaros, Chair
TO: Curriculum & Instruction Council
RE: Minutes of Meeting of October 11, 2010
2:00 pm, SAC Foundation Board Room, S-215

Present: B. Birnbaum, S. Bautista, M. Brown, P. Canzona, M. Colunga, D. Dobos, N. Fujimoto, S. Garnett, G. Giroux, K. Hondo, B. Jaros, B. Kehlenbach, L. Pedroza, M. Porter, K. Ross, C. Takahashi, S. Whelan.

Guests: A. Bridges, N. Dahlen, C. Kushida, E. Mitchell, G. Moreno, J. Nguyen.

1. MINUTES OF MEETING OF SEPTEMBER 27, 2010. APPROVED
2. TECHNICAL COMMITTEE REPORT. (Attachment #2) APPROVED
3. CURRICULUM ITEMS. (Attachment #3) APPROVED WITH ADDENDUM
4. POLICY CHANGE-FIRST READING-GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE.
(Counseling) (Attachment #4) APPROVED FOR 1ST READING
5. POLICY CHANGE-FIRST READING-GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE.
(Exercise Science) (Attachment #5) APPROVED FOR 1ST READING
6. POLICY CHANGE-FIRST READING-GENERAL EDUCATION BREADTH REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITIES.
(Exercise Science) (Attachment #6) APPROVED FOR 1ST READING WITH CHANGES
7. POLICY CHANGE-FIRST READING-GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE.
(Fine & Performing Arts) (Attachment #7) APPROVED FOR 1ST READING

8. POLICY CHANGE-FIRST READING-GENERAL EDUCATION BREADTH REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITIES.
(Fine & Performing Arts) (Attachment #8) APPROVED FOR 1ST READING

9. POLICY CHANGE-FIRST READING-GENERAL EDUCATION BREADTH REQUIREMENTS FOR THE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM.
(Fine & Performing Arts) (Attachment #9) APPROVED FOR 1ST READING

10. COMPUTER SKILLS AND APPLICATIONS REQUIREMENT. INFORMATION
Noel Dahlen from the Computer Science Department conducted a brief PowerPoint presentation regarding the Computer Proficiency for AA/AS degree. There was a lengthy discussion. Bonnie asked the committee to take the documents (attached) back to their respective division curriculum committees for discussion.

11. PORTFOLIO ASSESSMENT/PROGRAM REVIEW REPORT FROM TLC. INFORMATION
Bonnie reported that the Distance Education program will be conducting a complete program review this year. As this is an interdisciplinary program, she is recommending the model utilized by the Center for Teacher education program. Cherylee Kushida has requested volunteers from all the divisions to participate. We are requesting that those who participate compare the sections they have in the distance mode to those they have in the face-to-face classroom mode. More information will be sent to those who participate.

12. OTHER.
None.

NEW COURSES – SECOND READING

Item #1 through 3 were approved.

Human Services & Technology

1. Welding 025, Intermediate Arc Welding
2. Welding 040, Welding Certification Training
3. Welding 041, Welding Certification Exam Preparation

REVISED COURSES – SECOND READING

Item #4 through 5 were approved.

Business

4. Business 110, Export Pricing, Quotations and Terms of Trade
5. Business 141, The Globalization of Marketing

Item #6 through 7 were approved.

Human Services & Technology

6. Criminal Justice 111B, Supervised Internship Work Experience
7. Criminal Justice Academies 100A, Basic Police Academy

REVISED PROGRAM – SECOND READING

Item #8 was approved.

Human Services & Technology

8. Welding Technology Degree & Certificate

NEW COURSES – FIRST READING

Item #9 through 11 were approved for first reading.

Fine & Performing Arts

9. Dance 010, Advanced Dance Class Laboratory
10. Music 009, Music Laboratory
11. Photography 010, Intermediate Photography Lab

REVISED COURSES – FIRST READING

Item #12 through 27 were approved for first reading with changes to prerequisites.

Fine & Performing Arts

12. Art 124, Gallery Production
13. Art 231, Intermediate Life Drawing
14. Art 232, Advanced Life Drawing
15. Art 241, Intermediate Painting
16. Art 242, Advanced Painting
17. Art 250, Advanced Studio Concepts
18. Dance 009, Dance Class Laboratory
19. Dance 205, Performance Ensemble
20. Music 115A, Applied Music (Private Instruction)
21. Music 115B, Applied Music (Private Instruction)
22. Music 115C, Applied Music (Private Instruction)
23. Music 115D, Applied Music (Private Instruction)
24. Photography 009, Photography Lab
25. Speech Communication N50, Pronunciation Skill Laboratory
26. Speech Communication N54, Accent Reduction
27. Theatre Arts 170, Entertainment Technology Internship

REVISED PROGRAM – FIRST READING

Item #28 was approved for first reading.

Exercise Science

28. Exercise Science Fitness Certificate

ADDENDUM

CURRICULUM & INSTRUCTION COUNCIL

OCTOBER 11, 2010

NEW COURSES – FIRST READING

Item #29 was approved for first reading.

Science, Mathematics & Health Sciences

29. Chemistry 115, Concepts in Physical Sciences for Educators

The next meeting is Monday, October 25, 2010, at 2 p.m., SAC S-215

Conceptual Area	Conceptual Skills	Examples
1. Creativity and Innovation	Demonstrate creative thinking, construct knowledge, & develop innovative products & processes using technological programs/software. <ol style="list-style-type: none"> Apply existing knowledge to generate new ideas, products, or processes. Create original works as a means of personal or group expression. Use models & simulations to explore complex systems & issues. Identify trends & forecast possibilities 	A. Word Processing <ul style="list-style-type: none"> Formatting, spell/grammar check, copy/cut/paste, fonts, page set-up, alignment, columns, text boxes, tables, borders, sort, margins, templates B. Presentation essentials <ul style="list-style-type: none"> Create, format, rearrange, layout, insert objects such as: images, videos, audio, and/or charts, timing, animation C. Digital Imaging <ul style="list-style-type: none"> Scanner usage Editing images
2. Communication & Collaboration	Communicate & work collaboratively, including at a distance, to support individual learning & contribute to learning of others. <ol style="list-style-type: none"> Interact, collaborate, & publish with peers, experts, or others employing a variety of digital environments & media. Communicate information & ideas effectively to multiple audiences using a variety of media & formats. Develop cultural understanding & global awareness by engaging with learners of other cultures. Contribute to project teams to produce original works or solve problems. 	A. Email <ul style="list-style-type: none"> Send, receive, create, print, reply all, forward, distribution lists, organize folders B. Effective electronic Communication <ul style="list-style-type: none"> Attachments - locate, attach C. Discussion board usage <ul style="list-style-type: none"> Create, Edit D. Web pages E. Working with multi-media F. Working with digital images
3. Research & Information Fluency	Apply digital tools to gather, evaluate, & use information. <ol style="list-style-type: none"> Plan strategies to guide inquiry. Locate, organize, analyze, evaluate, synthesize, & ethically use information from a variety of sources & media. Evaluate & select information sources & digital tools based on the appropriateness to specific tasks. Process data & report results. 	A. Browser usage <ul style="list-style-type: none"> Hyperlinks, basic navigation, scrollbar, save files/links, refresh, domain extensions (.edu, .gov), bookmarks B. Internet Searching <ul style="list-style-type: none"> Conduct search using search engines, use history, boolean operators C. Evaluating Online information <ul style="list-style-type: none"> Reputable/non-reputable sites D. Spreadsheet creation and usage <ul style="list-style-type: none"> Create, edit, save, search, filter, format, create graphs/charts, use of formulas and functions E. Database creation and usage <ul style="list-style-type: none"> Edit, queries, format cells/tables, reporting

Conceptual Skills

<p>4. Critical thinking, Problem Solving, & Decision Making</p>	<p>Use critical thinking skills to plan & conduct research, manage projects, solve problems, & make informed decisions using appropriate digital tools & resources. Students:</p> <ol style="list-style-type: none"> Identify & define authentic problems & significant questions for investigation. Plan & manage activities to develop a solution or complete a project. Collect & analyze data to identify solutions & / or make informed decisions. Use multiple processes & diverse perspectives to explore alternative solutions 	<ol style="list-style-type: none"> Virus protection Security Privacy Computer Equipment <ul style="list-style-type: none"> Maintaining/Protecting Problem Solving Purchasing Technology
<p>5. Digital citizenship</p>	<p>Understand human, cultural, & societal issues related to technology & practice legal & ethical behavior.</p> <ol style="list-style-type: none"> Advocate & practice safe, legal, & responsible use of information & technology. Exhibit a positive attitude toward using technology that supports collaboration, teaming, & productivity. Demonstrate personal responsibility for life-long learning. Exhibit leadership for digital citizenship. 	<ol style="list-style-type: none"> Risks & Factors <ul style="list-style-type: none"> Plagiarism/copyright infringement Legal/ethical behaviors for selecting/citing information Authenticity/accuracy/bias of e-resources Netiquette - on email, discussion boards, postings, chat Online Ethics
<p>6. Technology Operation & Concepts</p>	<p>Understanding of technology concepts, systems, & operations.</p> <ol style="list-style-type: none"> Understand & use technology systems. Select & use applications effectively & productively. Troubleshoot systems & applications. Transfer current knowledge to learning of new technologies. 	<ol style="list-style-type: none"> File Management <ul style="list-style-type: none"> Locate, create, open, save, save as, rename, delete, compress/zip, print, move, reorganize, change file formats and file properties Software & Hardware <ul style="list-style-type: none"> Selection/ Installation/Removal Storage types, purposes, longevity, capacity, usage Operating System <ul style="list-style-type: none"> Purpose, difference from application software Change System Settings Customize desktop Technical Vocabulary/Jargon Hardware <ul style="list-style-type: none"> Attach/use input/output/peripheral devices Common problems associated with hardware

5 Ways to Satisfy the Computer Skills and Application Requirement

- Pass the Computer Skills proficiency exam
- Pass a class that satisfies the Computer Skills and Application Requirement
- Pass the credit by exam for a class that satisfies the Computer Skills and Application Requirement
- Complete a Program/Major that is exempt from the Computer Skills and Application Requirement
- Transfer a class from another college that satisfies the Computer Skills and Application Requirement